

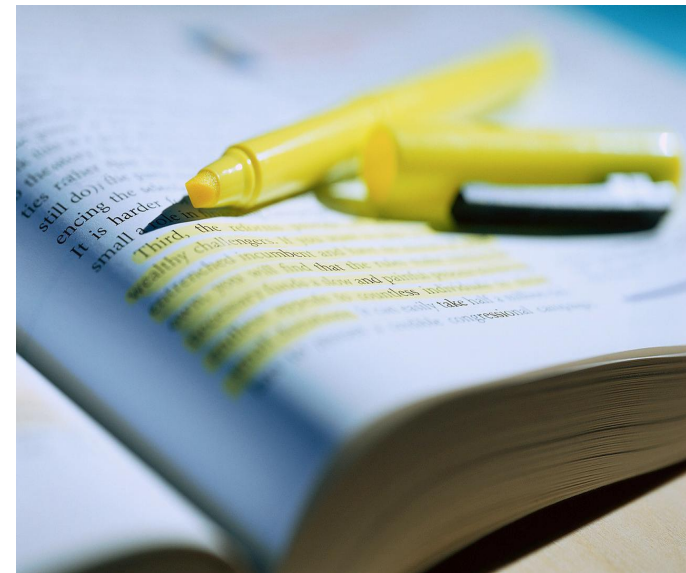
VANL Training

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VANL Training

*Organisational
 Training & Development
 Programme*



Jan — March 2012



Company registration no. 369302. Scottish Charity no. SC041224



Training Programme Jan—March 2012

Finance, Funding & Sustainability

COURSE	DESCRIPTION
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Scottish Charity Accounting

The aim of this session is to ensure that participants understand what is required of them under the Charities Accounts (Scotland) Regulations 2006. It is based around OSCR guidance and looks specifically at completing annual and monitoring returns and how to comply with OSCR reporting requirements in relation to accounts and notifications.

Course Date:	Thursday 26th January 2012
Time:	1pm—4pm
Venue:	Cumbernauld College Business Centre
Aimed at:	All members of new charities/those considering becoming a charity.

Advanced Excel Book-keeping

The workshop follows on from the introductory session, the aim of which is to look at recording more complex transactions, and showing how this information is used to produce simple accurate and meaningful financial reports. All templates are provided. **Please bring a USB device/memory pen.**
Please note - **this workshop requires previous knowledge of using Excel for book-keeping.**

Course Date:	Tuesday 21st February 2012
Time:	6.15pm—9pm
Venue:	VANL Community Hub (IT Suite) Wishaw
Aimed at:	Managers/Treasurers

Funding: Sustainability & Social Enterprise

This course will take the participant through the spectrum of funding opportunities. Participants will gain knowledge of how to complete funding applications and tenders. It will also highlight the growing opportunities within the social economy sector. Participants will gain valuable knowledge and ongoing support in constructing applications and tenders which should make them more successful with fundraising.

Course Date:	Friday 17th February 2012
Time:	10am—12pm
Venue:	VANL Mavisbank Suite Airdrie
Aimed at:	Committee/Board members & staff with a fundraising role

ROOM HIRE AT VANL



Church



Manse

Community Hub (Church) – South Office - Wishaw	Per Hour	Available at weekends
1 – Computer Suite (Small Meetings) <i>Non Voluntary Sector</i>	£10.00 £9.00 £12.00 £10.00	(10) Ideal for training delivery or small meetings
2 – Small Hall <i>Non Voluntary Sector</i>	£12.00 £13.00	(40) Often used for small gatherings, Slimming Classes & Birthday Party's
3 – Large Hall <i>Non Voluntary Sector</i>	£13.00 £15.00	(60) Popular for dance and exercise classes, gymnastics, karate and local events or gatherings
4- Manse Room 2 <i>Non Voluntary Sector</i>	£9.50 £11.00	Board Room Style (15)
		Hospitality Costs Tea/Coffee & Biscuits £ 1.00 per delegate
Mavisbank Suite – Central Office - Airdrie	Per Hour	Evening Hire -£15.00 plus hourly rate. Weekends by Arrangement
Voluntary Sector	£8.00	Board Room Style (15) Conference Style (20)
<i>Non Voluntary Sector</i>	£12.00	

For more information or to book please contact Dianne Lawrie on 01236 748011 or email info@vanl.co.uk



FURTHER INFORMATION

Booking Information

If you have any queries about any of our courses or would like to book a place please contact us. All participants must complete and return a course booking form at the very least two weeks prior to the course to ensure a place is booked. You can request a booking form by contacting us on info@vanl.co.uk or 01236 748011. In addition a form can be downloaded from our website:

www.voluntaryactionnorthlanarkshire.org.uk

Forms can be returned by email to info@vanl.co.uk or by post to: Training Bookings, VANL, Central Office, 2nd Floor Stirling House, 82-86 Stirling Street, Airdrie ML6 0AS

Course Fees

Almost all of our courses are FREE to our members, please ensure that you are members before booking. We will advise if courses are fee paying as and when required. Non-members will be charged a fee of £30 per person per course.

Refreshments are available on all courses.

Cancellation

If you wish to cancel a booking, please contact us at least 72hours prior to the course date on 01236 748011. A £15 charge applies to all places cancelled outside this time period, or for non-attendance without prior notice.

Bespoke Training

If you would like to discuss delivery of any of our courses specifically to your own organisation, or would like to discuss your committee/board training needs then please contact Sharon Bissett on 01236 748011 or Sharon.bissett@vanl.co.uk.



Governance & Management

COURSE	DESCRIPTION
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Intro to Committee Skills (3 sessions)	These sessions are aimed at committee members of newly set up groups, or new committee members. The aim of the course is to ensure you understand what is expected of you in terms of good practice. We will specifically look at what a committee is, how it is set up, how it should be ran, roles, responsibilities and liabilities of the committee and its office bearers, getting the best of your meetings and minute taking.
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Course Date:	Wednesday 29th, February, 14th & 28th March 2012
Time:	6.15pm—9pm
Venue:	VANL Mavisbank Suite Airdrie
Aimed at:	New committee members

Charity Law Seminars (3 Sessions)	These sessions are aimed at new or existing charities and the aim of each is to ensure participants get an overview and understanding of Charity Law, in terms of OSCR's requirements. The sessions will look at the law and regulation, becoming a charity and charitable status, accounting regulations, annual reporting, consents and notifications, trustee duties & SCIO's.
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Course Date:	Thursday 15th, 22nd & 29th March 2012
Time:	1pm—4pm
Venue:	One Wellwynd, Airdrie
Aimed at:	New or existing charity trustees or members of organisations planning to become a charity.

Employers Responsibilities	The aims of this session are to give participants an overview of employment law and the responsibilities of the management committee in their role as an employer. It ensures an awareness of good practice in order that they develop an understanding of the legal requirements along with the appropriate policies and procedures.
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Course Date:	Wednesday 14th March 2012
Time:	6.15pm—9pm
Venue:	VANL Mavisbank Suite Airdrie
Aimed at:	Committee/Board members—particularly new members and organisations considering employing staff.

Training Programme Jan—March 2012

Governance & Management (contd..)

COURSE	DESCRIPTION
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Certificate in Governance (7 sessions) This is a certificated course delivered in partnership with Cumbernauld College. It is delivered on a weekly basis over 7 sessions, looking at all aspects of good governance. It covers recruitment & induction of trustees, leadership and management, financial governance, funding and being an effective employer. It will ensure knowledge is gained in being an effective trustee and an effective charity in the area of governance.

Course Dates:	Thursday 2nd February—Thursday 15th March 2012
Time:	6.15pm—9pm
Venue:	VANL Mavisbank Suite Airdrie
Aimed at:	ALL Board members (particular beneficial to new charities).

Information, Communication & Technology

Effective Minute Taking This session looks in-depth at the role of the minute taker. It ensures a knowledge of effective planning and preparation, the introduction of a protocol between chair and minute taker, tools to assist you with effective note-taking and formats, language and most importantly, what to include in your minutes.

Course Dates:	Wednesday 21st March 2012
Time:	1pm—4pm
Venue:	Cumbernauld College Business Centre
Aimed at:	Secretaries/minute takers of committee meetings

Intro to MS Publisher This workshop provides a comprehensive introduction to designing flyers, newsletters, posters and other marketing materials. The course is aimed at beginners and will demonstrate how to make your promotional documents look good using publisher, it will also demonstrate how to use the many templates provided.

Course Dates:	Tuesday 6th March 2012
Time:	2pm—4pm
Venue:	Cumbernauld College Business Centre, Cumbernauld
Aimed at:	Anyone (no prior knowledge)

Training Programme Jan—March 2012

Information, Communication & Technology

COURSE	DESCRIPTION
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Intro to MS PowerPoint This workshop provides a comprehensive introduction to using PowerPoint to produce presentations for use in meetings, conferences, seminar and training. It looks at how to set up your presentation, making it look good and how to operate the slideshow. It also covers ways to liven up your presentation with media clips, sound and animations.

Course Dates:	Monday 12th March 2012
Time:	2pm—4pm
Venue:	Conforti Institute Coatbridge
Aimed at:	Anyone—(no prior knowledge)

Intro to Website Options Workshop This workshop is specifically aimed at organisations who are interested in developing a website to promote their organisation. The aim of the session is to look at the various options available to you from free websites to fee paying ones, and it will look at which option is best suited for your needs. It will also look at the type of information you would wish to be on your website and discuss accessibility options, colours and pictures, web links and more.

Course Dates:	Tuesday 28th February 2012
Time:	2pm—4pm
Venue:	Conforti Institute Coatbridge
Aimed at:	Anyone—(no prior knowledge)

