



# VANL Spring/Summer Training Programme

## April — August 2018



### Data Protection Essentials & GDPR

This session provides an overview of the key issues facing third sector organisations for the collection and storage of personal data, and using cloud technologies. It also includes a look at the new legislation and consequent changes that affect the sector.

**Monday 16th April**

**10am—1pm**

**VANL Community Hub, Wishaw**

**£25 (members fee)**

### Trustees Annual Reporting

This session looks at the importance of the Trustee's Annual Report, what is OSCR looking for, what makes a good report, where should the focus be and who is responsible. Ideal for board members & managers.

**Monday 23rd April**

**6.30pm—8.30pm**

**One Wellwynd Airdrie**

**FREE**

### Evaluation Support Scotland 'Lets Evaluate Programme'

This programme contains three taster workshops for third sector organisations. Below are details of the first two sessions, the third will appear on our next training programme. Beneficial to attend all three, but can attend each as stand alone.

#### Getting Started: Outcomes & Indicators

Writing an application for a new project and want to write meaningful outcomes? Want help with setting useful indicators? This stimulating workshop gets you started by explaining what outcomes and indicators are and how they can help you to explain the difference you make. It will give you clarity on the building blocks of evaluation and includes time for working on your own projects.

**Tuesday 1st May**

**9.30am—1pm**

**One Wellwynd £25 (members fee)**

### Fundraising Law & Best practice

Session will cover the regulations and requirements which apply to fundraising in Scotland – contracts, solicitation statements, professional fundraisers, benevolent fundraising and general practice.

**Monday 23rd April**

**10am—12pm**

**Joe McKay Community Centre**

**Bellshill**

**FREE**

### Intro to MS Excel

This session covers the basics of Microsoft Excel and learn basic admin tools around creating, editing, saving information, charts, calculations (and more) merging/exporting with other documents as well as handy hints/tips.

**Monday 30th April**

**1pm—3.30pm**

**Craigneuk Lifelong Learning Association**

**Wishaw FREE**

### Make to Measure: Evaluation Methods & Plans

Come to this fun, interactive workshop to learn about different methods and tools, from body maps and wheels to videos and poetry! Make to Measure will inspire you to collect evidence creatively that shows you are achieving your outcomes. You will also learn how to put a monitoring and evaluation plan in place.

**Tuesday 21st August**

**9.30am—1pm**

**One Wellwynd £25 (members fee)**

### NEW: Good Financial Management (2 parts)

These sessions are for all those new to a management role with financial responsibility. Part one covers the practical aspects of financial management – budget setting and monitoring, reporting to the Board, managing cash flows and assessing the financial viability of proposed projects/activities. Part 2 covers the compliance aspects of financial management – good financial governance, the importance of robust financial systems, the context of financial reporting, understanding annual accounts (Receipts & Payments and SORP-compliant), and reporting to funders.

**Thursday 3rd & 17th May | 9.30am—12.30pm**

**VANL Community Hub Wishaw**

**£45 per person**

### Intro to MS PowerPoint

This session is aimed at beginners and is for those wishing to learn how to create bright presentations that you can use to promote your organisations.

**Monday 4th June**

**1.30pm—4pm**

**Craigneuk Lifelong Learning Association**

**Wishaw**

**FREE**

### Emergency First Aid

This session is delivered by Stewart First Aid and will ensure participants have the basic knowledge, understanding and skills to deal with all kinds of emergency situations. Certification is awarded for 3yrs.

**Thursday 24th May**

**9.30am—4.30pm**

**New Wellwynd Church (opposite VANL)**

**Airdrie**

**£40 per person**



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## April – August 2018



### NEW: Staying Safe online

In this session we look at some of the security issues that staff and volunteers face in small voluntary organisations and how these issues can be proactively managed to reduce the risk of data loss, hacking and other concerns.

**Thursday 14th June**

**2pm– 4pm**

**VANL Community Hub**

**FREE**

### Trustee Recruitment & Induction

This session will look at different recruitment methods, the legal issues surrounding the recruitment of charity trustees and the purpose and benefits of having an effective induction process.

**Monday 18th June**

**6pm–9pm**

**VANL Community Hub**

**Wishaw**

**FREE**



## Booking Information

### Booking Information

**ALL** participants must complete and return a course booking form at least two weeks prior to the course to ensure a place is booked. You can request a booking form by contacting our admin team by email to [info@vanl.co.uk](mailto:info@vanl.co.uk) or **01236 748011**.

In addition a form can be downloaded from our website: [www.voluntaryactionnorthlanarkshire.org.uk](http://www.voluntaryactionnorthlanarkshire.org.uk)

Forms must be returned to the admin team at our central office in Airdrie either by email [info@vanl.co.uk](mailto:info@vanl.co.uk) or post to: **Training Bookings, VANL, One Wellwynd, 35 Wellwynd, Airdrie ML6 0BN**

Places are limited to two people per organisation unless numbers allow for more.

### Course Fees

Courses are **FREE** to our members unless specified, please ensure that your organisation are members before booking. Non-members will be charged a fee of £30 per person for free courses (please contact us about fees for courses with a fee stated as these may differ). Any fees to be paid in full prior to the course date.

### Cancellation

If you wish to cancel a booking, please contact us at least 48hours prior to the course date on **01236 748011**. A £20 charge applies to all places cancelled outside this time period, or for non-attendance without prior notice.

*VANL is a Registered SCIO no. SC041224*

### NEW: Fundraising Events

This session will give you a good understanding of the advantages and disadvantages of fundraising through events, the factors to take into consideration when organising an event and how to produce a basic event plan and budget.

**Wednesday 27th June**

**10am - 1pm**

**VANL Community Hub FREE**



### Foundations in Funding

An introduction to available funding streams and tips for completing successful applications. We will cover what funders look for and how an application can be pulled together increasing your chances of success.

**Monday 20th August**

**10am–12.30pm**

**One Wellwynd**

**Airdrie FREE**

### NEW: Resilience at work

Session will cover what resilience is, why some people are more resilient than others, how you can improve that life/work balance and how organisations can become more resilient. Session will be insightful and give you some handy tools.

**Thursday 16th August**

**1pm–4pm**

**VANL Community Hub Wishaw**

**FREE**

### Running Effective Meetings

Session will cover the aim and purpose of your committee/board meeting, effective planning and preparation and best practice. We will also consider the tools that can support your meetings and ways to manage different personalities.

**Thursday 30th August**

**1pm–4pm**

**VANL Community Hub Wishaw**

**FREE**