



# VANL Organisational Development Training Programme August - December 2017



## Charity Trustees & the Law

This session is for all charity trustees wishing to gain an understanding of their role, responsibilities & liabilities under charity law. The session will also incorporate good practice in relation to above.

**Tuesday 15th August**  
6pm—9pm  
One Wellwynd  
Airdrie  
FREE

## Running a Management Committee

This workshop is an introduction for new committees or members. It will ensure participants gain an understanding of the role, responsibilities and liabilities of committees and their members, in particular a focus on the office bearers & good practice.

**Tuesday 22nd August**  
6pm—9pm  
VANL Community Hub (Manse Rm 2)  
Wishaw FREE

## NEW: Adult Protection Multi Agency Training

### Adult Protection: Awareness of Risk & Responsibility (Various Dates)

The **Half Day Course** is aimed at those staff who in the course of their work duties come into contact with adults who may be at risk of harm. As a staff member you should be aware of your duty to recognise such situations, and to report concerns regarding an adult to social work services. You should also be aware of your adult protection policy and procedures.

**Monday 28th August | Wednesday 25th October | Tuesday 19th December**  
9.30am—12.30pm  
Ronald Miller Room, Wishaw General Hospital  
FREE

### Adult Protection: Supporting & Protecting Adults at Risk of Harm (Various Dates)

The **One Day Course** is aimed at staff who, in the course of their work duties, may come into contact with adults thought to be at risk of harm. As a **senior** staff member you should be aware of how to respond to concerns regarding an adult thought to be at risk, and your responsibility for reporting your concerns to social work services. You may have a further role in assisting with adult protection inquiries and investigations that require to take place. You may also be involved in attending a case conference and contributing to an agreed multi agency protection plan.

**Tuesday 15th August | Wednesday 20th September | Thursday 12th October | Monday 20th November | Wednesday 13th December**  
9.30am—4.30pm Edward Lawson Centre Coltness Wishaw FREE  
**NB\* Please note there are only 4 places allocated to the sector on each of the above sessions)**

## Using MS Word

This session is for those wishing to learn how to navigate the word package and learn basic admin tools around creating, editing, saving, (and more) documents, mail merge tools etc. Session will give you basic knowledge as well as some helpful hints and tips.

**Thursday 24th August**  
2pm—4pm  
NCL Cumbernauld Campus Business Centre 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.

**Tuesday 29th August**  
9.30am—4.30pm  
VANL Community Hub  
Wishaw

**£40 per person (members)**

## NEW: Fundraising & the Law

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

**Wednesday 20th September**  
1pm—4pm  
VANL Community Hub  
Wishaw  
FREE

## Managing Meetings Effectively

Would you like to know how to run effective, well planned meetings? We will look at best practice, agenda setting, dealing with different personalities and the role of the chair and the secretary in particular.

**Tuesday 12th September**  
6pm—9pm  
VANL Community Hub (Manse Rm 3)  
Wishaw  
FREE

## Websites & Social Media Tools

Delivered over two sessions, this workshop is for those planning on using their website & various social media tools e.g. FB, Twitter etc. to benefit your organisation. You will learn how to set them up and make best use of them.

**Wednesday 6th & 13th September**  
2pm—4pm  
NCL Cumbernauld Campus Business Centre FREE

## Charity Accounting (Receipts & Payments)

If you are a new charity this session is a must. This session is for charity trustees and senior staff. It looks at Receipts and Payments accounts and is for unincorporated charities or SCIO's with an income of below £250k.

**Tuesday 3rd October**  
9.30am—12.30pm  
John Thomson House  
Motherwell  
FREE



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**Introduction to Using MS Excel**  
 This session is for those wishing to learn how to navigate 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.  
**Thursday 5th October**  
 10am—12pm  
 NCL Cumbernauld Campus Business Centre **FREE**

**Effective Minute Taking**  
 This session is an introduction and is ideally (but not exclusive to) those taking board/committee meeting minutes. The session covers agenda setting, content, layout, note-taking and listening skills.  
**Tuesday 24th October**  
 1pm—4pm  
 VANL Community Hub Wishaw  
**FREE**

**NEW: Data Protection Essentials**  
 This session provides an overview of the key issues facing third sector organisations when collecting personal data, fundraising, storing personal data and using cloud technologies, how to manage such issues from a legal and best practice perspectives.  
**Tuesday 31st October**  
 10am—12pm  
 One Wellwynd Airdrie **£25 (members)**

## 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)

**Using PQASSO for Planning**  
 This workshop will show how effective PQASSO can be when used as a quality management tool in helping to improve your planning.  
**Tuesday 7th November**  
 2pm—4pm  
 VANL Community Hub Wishaw  
**FREE**



**Using PQASSO for Governance**  
 This workshop will show how effective PQASSO can be when used as a quality management tool in helping to improve your governance.  
**Thursday 9th November**  
 10am—12pm  
 One Wellwynd Airdrie  
**FREE**

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. **Adult Protection courses - 4 places per sector (not organisation) per session.**

**NEW: Digital Skills**  
 This session will look at how you can search effectively online, while avoiding scams, malware and viruses. Learn about new apps that can change the way we work and communicate, plus keeping your devices and information safe and secure.  
**Tuesday 14th November**  
 10am 12pm  
 NCL Cumbernauld Campus Business Centre **FREE**

**Electronic Book-keeping**  
 This session is for treasurers wishing to use Excel to enable them to keep more accurate financial records and to allow for easier reporting. Participants must have a basic knowledge of using Excel.  
**Monday 20th November**  
 9.30am—12.30pm  
 NCL Cumbernauld Campus Business Centre  
**FREE**

**Foundations in Funding**  
 An introduction to available funding streams and tips for successful applications. We will cover what funders look for and how an application can be pulled together increasing your chances of success.  
**Wednesday 22nd November**  
 1pm—4pm  
 VANL Community Hub Wishaw **FREE**

**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 for fees for courses with a fee stated as these may differ) . Any fees to be paid at time of booking.

**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.