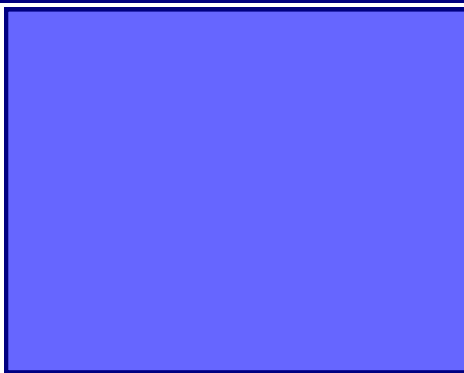




VANL Organisational Development Training Programme

January—March 2018



Chairing Effective Meetings

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

Thursday 18th January
1pm—4pm
VANL Community Hub Wishaw
FREE

We are pleased to be able to offer those who missed the last session another chance to attend before the new legislation comes into force in May.

Data Protection Essentials & the new 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 comprehensive look at the new legislation and consequent changes that affect the sector.

Friday 9th February
10am—12.30pm
Jim Foley CC Craigneuk Wishaw **£25 (members fee)**

We are also pleased to offer the following session for those who are suitable for the Data Protection Officers role within their organisation.

NEW: Role of the Data Protection Officer (DPO)

Session looks at what is required from a DPO in terms of role, qualifications and functions and where the DPO sits within an organisation. It will also focus on some practical aspects that DPOs should be thinking about now, such as undertaking information audits (and identification of legal bases), refining processes and procedures, developing accountability frameworks and training staff. The session will finish with a look at the role of an external DPO and what an organisation should expect from an external DPO with regard to support, working in partnership with internal staff.

Monday 19th March
10am—12.30pm
One Wellwynd Airdrie **£25 (members fee)**

Intro to MS PowerPoint

This session is delivered at beginner level. Learn how to create presentations for internal or external use. Learn all the handy tools and tricks for making them fun and exciting.

Monday 22nd January
10am—12.30pm
Craigneuk Lifelong Learning Association
Wishaw
FREE

The Essentials of Basic Book-keeping

This workshop is ideal for those new to the role or for any committee member with an interest in the role of treasurer and will look at ensuring sound financial practice, setting up financial systems and using a cashbook.

Wednesday 24th January
10am—12.30pm
New Muirfield Centre
Cumbernauld
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.

Wednesday 31st January
9.30am—4.30pm
Joe McKay Centre
Bellshill
£45 per person (members)

NEW: Corporate Fundraising

By the end of this session attendees should be able to identify corporate fundraising opportunities, demonstrate an understanding of what attracts corporate support and understand how to build relationships with the business community.

Tuesday 13th February
1.30pm—4pm
VANL Community Hub
Wishaw FREE

Intro to Volunteer Management

This session is for you if you are responsible for supporting volunteers. It will ensure you have the knowledge and understanding of what to have in place to enable you to recruit support and manage them effectively and fairly.

Thursday 15th February
10am—1pm
New Muirfield Centre
Cumbernauld FREE



VANL Organisational Development Training Programme

January—March 2018



Intro to Child Protection

This session is open to all staff / volunteers who work with children and young people. It will look at the importance of having a CP strategy and policy on place, issues and reporting. Case studies will enhance learning.

Tuesday 20th February

6pm—9pm

One Wellwynd

Airdrie 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.

Thursday 22nd February

1pm—4pm

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 or **01236 748011**.

In addition a form can be downloaded from our website:

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 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 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.

VANL is a Registered SCIO no. SC041224

Intro to MS Publisher

This session is beginner level and is for those wishing to learn how to create publications (newsletters/flyers/bulletins) for internal use or for advertising your groups services and events.

Monday 5th March

10am—12.30pm

Craigneuk Lifelong Learning

Association Wishaw FREE



Foundations in Fundraising

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.

Tuesday 20th March

10am—12.30pm

New Muirfield Centre Cumbernauld

FREE

Charity Trustees & the Law

This session is for all charity trustees wishing to gain an understanding of their role, responsibilities and liabilities under Charity Law. The session will also incorporate good practice to help you to meet those responsibilities.

Wednesday 21st March

10am—12.30pm

Orbiston Neighbourhood Centre

Bellshill FREE

Making use of Social Media Tools

This workshop is for those wishing to learn how to set up and use social media tools like Facebook and Twitter and more on a tablet device. If you are keen on learning how to make the most out of your tablet this session is for you.

Thursday 22nd & 29th March

1.30pm—4pm

VANL Community Hub

Wishaw FREE