



VANL Winter Programme of Workshops & Events

January—March 2019



Introduction to using PowerPoint
 This session is an introduction session for beginners and will help participants to navigate their way around the package learning essential basics and handy tips on how to create interesting presentations.
Tuesday 21st January
 10am—12.30pm
 LAMH Recycle Motherwell
FREE

NEW: P4P Quick Quotes, Quick Wins
 If you have limited experience of procurement and are not registered with Public Contracts Scotland this session provides the ideal introduction with a focus on Quick Quote Opportunities, looking at how to prepare for and respond to opportunities.
Tuesday 22nd January
 1pm—4pm
 LAMH Recycle Motherwell **FREE**

****The Scottish Governance Code for the Third Sector Roadshows****

The new 'Scottish Governance Code' was launched during Trustees Week on the 12th November. It has been developed by the Third Sector Governance Forum and is for ALL third sector organisations across Scotland regardless of size or legal status.

VANL will be holding a series of information roadshows across North Lanarkshire to ensure that our sector are aware of the code and how it can be used to help implement good governance within your organisation. These sessions are suitable for committee/board members and senior staff as well as practitioners who have a capacity building role supporting organisations across North Lanarkshire.

Details of the workshops can be found below:

- * Thursday 24th January | 9.30am—12.30pm | Freedom City Church Cumbernauld
- * Thursday 31st January | 1pm—4pm | Atrium Business Centre Coatbridge
- * Thursday 7th February | 9.30am—12.30pm | VANL Community Hub Wishaw
- * Thursday 7th February | 6pm—9pm | One Wellwynd Airdrie

****Please note you only need to attend one of the free sessions**.**

Effective Minute Taking
 This session is ideally (but not exclusive) for those new to taking board/committee meeting minutes. The session covers the role of the chair and minute taker, how to set and use the agenda, what to note and what not to note, layout and listening skills.
Tuesday 5th February
 1pm—4pm
 VANL Community Hub Wishaw
FREE

Developing your Fundraising Plan
 This session is ideal for small to medium organisations/groups and will cover the key areas to consider when developing your fundraising plan. Attendees will be able to take away their learning to develop a plan with their team.
Wednesday 13th February
 1pm—4pm
 Daisy Park Community Centre Motherwell
FREE

Health & Social Care Online Support
 This session will provide an overview of 3 of the main sources of online support for people looking to find out about activities and groups within their local community, together with sources of equipment and adaptations for those with mobility issues.
Wednesday 20th February
 10am—12pm
 VANL Community Hub Wishaw
FREE

Introduction to Using Excel
 This session is for those wishing to learn how to navigate the excel package and learn the basics around creating spreadsheets, editing and saving information, creating charts, creating basic formula for calculations and how to merge/export other documents.
Tuesday 19th February
 10am—12.30pm
 LAMH Recycle Motherwell
FREE

Collecting Evidence for Outcomes
 This fun and interactive workshop will cover the different methods and tools you can use to collect evidence, from body maps and wheels to videos and poetry! It is sure to encourage and inspire you to collect evidence creatively to demonstrate your outcomes to funders.
Thursday 21st February
 9.30am—1pm
 One Wellwynd Airdrie
FREE

Essential Committee Skills
 This workshop is ideal for brand new committee members/organisations. We will look at the content of the constitution, the responsibilities of the committee and the role of the office bearers, financial governance, how to plan and run meetings and the basics of minute taking.
Tuesday 26th February
 10am—3pm
 One Wellwynd Airdrie
FREE



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Guidance on online Fundraising

This new session will introduce participants to various online solutions and illustrate how these platforms can be used integrated into your website and social media channels, supporting your fundraising objectives.

Tuesday 5th March
10am—12pm
Muirfield Community Centre
Cumbernauld **FREE**

Trustee Annual Reporting

The “Trustees’ Annual Report” (TAR) is the narrative part of your annual report. We will look at the importance of this part for your beneficiaries and funders as well as OSCR and what makes a good report. Suitable for trustees.

Tuesday 12th March
6pm—9pm
One Wellwynd Airdrie
FREE

Social Media Essentials

Are you planning on using the various social media platforms e.g. FB, Twitter & Instagram but are not quite sure where to start or which suits your needs? This workshop will provide the basics to get you started. *This session uses tablets*.

Wednesday 13th March
10am—12.30pm
One Wellwynd Airdrie
FREE

Booking Information

Bookings & Enquiries

For booking enquiries about our workshops or events please contact the admin team on **01236 748011** or info@vanl.co.uk

Fees & Cancellations

Courses and events are **FREE** unless specified. Where there are fees applied, these must be paid in full prior to the course date. Non members will pay a higher rate, please contact us to discuss.

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

Emergency First Aid

This session is delivered by Stewart First Aid and will ensure participants have the basic knowledge, confidence and skills to support people in emergency situations. Certification is awarded for 3yrs.

Monday 25th March
9.30am—4.30pm
One Wellwynd Airdrie
£45 per person



Trustee Recruitment & Induction

This session will assess your readiness to recruit new trustees, the benefits of skills audits, various recruitment methods, the legal issues surrounding recruitment and the benefits of having an effective induction process.

Tuesday 26th March
6pm—9pm
VANL Community Hub
FREE



Voluntary Action North Lanarkshire
One Wellwynd
35 Wellwynd
Airdrie ML6 0BN

Using Excel for 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.

Wednesday 20th March
1pm—4pm
LAMH Recycle Motherwell
FREE

VANL Locality Network Events

The next round of events will be held throughout March as follows:

- * Airdrie | 5th March | 9.30am—12.30pm | One Wellwynd
- * Wishaw | 7th March | 9.30am—12.30pm | VANL Hub
- * Coatbridge | 11th March | 9.30am—12.30pm | Coatbridge Community Centre
- * Bellshill | 12th March | 1pm—4pm | Frank Ferguson Senior Citizens Centre
- * Cumbernauld | 20th March | 1pm—4pm | New Muirfield Community Centre
- * Motherwell | 21st March | 9.30am—12.30pm | Kings Church Motherwell



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