



VAC Training Calendar

March 2010 – March 2011

For more information on any of the sessions, ring the number(s) below, or e-mail us: vac@vac.org.uk. Different Fees apply and some sessions are FREE, some subsidised -e.g. places on accredited courses-. Members' fee on some non accredited courses is £25.

To book a place please fill in the booking form attached and post/fax it to: **Training VAC, 293-299 Kentish Town Road, London NW5 2TJ.** Fax: **020 7284 6551**. If a fee applies, please make cheque payable to **Voluntary Action Camden**.

ACCREDITED COURSES

Other Courses for Voluntary & Community Sector

Other Services & Support

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March 2010							
Date	Days	Time	Title	Duration	Venue	Fee	Contact
2	Tue	12:00 – 4:00	Service Users into Commissioning Training for service users to understand the commissioning process for homelessness service users and DAAT Run in partnership with London Borough of Camden	Half a day	Holly Cross Centre Trust – The Crypt	FREE	Gloria Oham 020 7284 6577 goham@vac.org.uk
4	Thu	10:00 - 1:00	Writing Better Fundraising Applications This session will help you to understand what makes a good project and what are the key factors to write a successful funding application.	Half a day	VAC	£ 25 for members.	Sarah Oyedele 020 7284 6559 sodeyele@vac.org.uk
8	Mon	12 – 4:00	Effective Communication How to be able to represent views of others and being assertive. Personal Development Plan. Run in partnership with London Borough of Camden	Half a day	OneKX	FREE	Gloria Oham 020 7284 6577 goham@vac.org.uk
9	Tue	10:00 – 4:30	Religious & Cultural Perspectives on Mental Health (Mental Health & Faith)	1 day	VAC	£25 for members.	Katrin Eichhorn 020 7284 6563

			By the end of the session learners will have discussed and have a greater understanding of the way mental illness is viewed in different cultures and faiths and how to begin applying this to their work				keichhorn@vac.org.uk
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March 2010

Date	Days	Time	Title	Duration	Venue	Fee	Contact
9	Tue	12:00 – 4:00	Service Users into Commissioning Run in partnership with London Borough of Camden	Half a day	VAC	FREE	Gloria Oham 020 7284 6577 goham@vac.org.uk
17	Wed	2:30 – 4:30	Living with Psychosis – An Introduction – Provides an introduction about what it is like to live with psychosis and its emotional impact on all concerned	Half day	VAC	£25 for members.	Katrin Eichhorn 020 7284 6563 keichhorn@vac.org.uk
22	Mon	9:45 – 1:45	Employers Annual Returns The session aims to inform and prepare employers about all aspects of the Tax Year End. Delivered by David Goreham from HM Revenue & Customs	Half a day	VAC	£25 for members.	Kathleen Gibson 020 7284 6581 kgibson@vac.org.uk
23	Tue	10:00 – 1:00	User Involvement Training for Staff This session aims to improve user involvement practice in your organisation Run in partnership with London Borough of Camden	Half a day	VAC	FREE	Gloria Oham 020 7284 6577 goham@vac.org.uk
30	Tue	10:00 – 1:00	User Involvement Training for Staff This session aims to improve user involvement practice in your organisation Run in partnership with London Borough of Camden	Half a day	VAC	FREE	Gloria Oham 020 7284 6577 goham@vac.org.uk

April 2010

20	Tue	9:45 – 4:00	Governance in Regards to Operations management Participants will gain a clear understanding of the nature of governance and the role and responsibilities of trustees with regard to operational matters, including what operations	1 day	VAC	FREE for trustees. £25 for VAC's members enrolling to	Patricia Garcia 020 7284 6568 pgarcia@vac.org.uk
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		management is and the distinction between operations, management and governance. The session is tailored to trustees and relevant to others.			one off session.	
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April 2010

Date	Days	Time	Title	Duration	Venue	Fee	Contact
21	Wed	10:00 – 3:30	Understanding Dementia: Practical Skills to Support, Work with and Manage Unusual Behaviour This session aims to give an understanding of the impact dementia can have upon an individual and how workers and volunteers can respond and support these individuals. This session will be facilitated by Sarah Goodall from Age Concern Camden.	1 day	VAC	£25 for members.	Katrin Eichhorn 020 7284 6563 keichhorn@vac.org.uk
22	Thu	9:30 – 4:30	Effective Minute Taking You will be able to learn about various methods of taking minutes at meeting.	1 day	VAC	£25 for members.	Somanah Achadoo 020 7284 6556 sachadoo@vac.org.uk
26	Mon	10:00 – 4:00	Conflict Resolution The session helps to recognise what causes conflict in organisations and how it develops. It will enable you to explore practical techniques to manage conflict.	1 day	VAC	£25 for members.	Simone Hensby 020 7284 6555 shensby@vac.org.uk
27	Tue	10:00 – 5:00	Mental Health First Aid – Day 1 The intention of this programme is to promote awareness of mental health issues and to train non-mental health professionals to recognise those affected by mental health problems and offer initial help and guidance towards professional support.	2 days	VAC	£15 for Camden staff and volunteers	Katrin Eichhorn 020 7284 6563 keichhorn@vac.org.uk
28	Wed	10:00 – 5:00	Mental Health First Aid – Day 2 The intention of this programme is to promote awareness of mental health issues and to train non-mental health professionals to recognise those affected by mental health problems and offer initial help and guidance towards professional support.	2 days	VAC	£15 for Camden staff and volunteers	Katrin Eichhorn 020 7284 6563 keichhorn@vac.org.uk

May 2010

Date	Days	Time	Title	Duration	Venue	Fee	Contact
7, 18 & 26 To be booked together.	Fri, Tue, Wed	2:00 – 4:15	<p>Young Men & Mental Health 3-part workshop. This session will:</p> <ul style="list-style-type: none"> • Increase your understanding of how mental health issues affect the young men you work with in your organisation • Increase your awareness and knowledge of signs and symptoms of mental health problems in young men • Provide information of local and national services that offer support and advice to young men and • Help you think about how you might approach a young man you are working with if you had concerns about their mental health 	3 days	VAC	£25 for members.	Katrin Eichhorn 020 7284 6563 keichhorn@vac.org.uk
12	Wed	10:00 – 4:00	<p>Legal Obligations of Trustees The session provides an overview, and increased awareness, of the range of the legal obligations of trustees to regulatory bodies, users and employees. The session will increase trustees' ability to comply with their obligations on employment, health and safety and other matters through appropriate policies and procedures. There will be an emphasis on the statutory rights of employees.</p> <p>The session is tailored to trustees and relevant to others. Free for trustees enrolling to the whole Better Governance Programme</p>	1 day	VAC	FREE for trustees, £25 for members enrolling to one off session	Patricia Garcia 020 7284 6568 pgarcia@vac.org.uk
13	Thu	10:00 – 4:00	<p>Conflict Resolution The session helps to recognise what causes conflict in organisations and how it develops. It will enable you to explore practical techniques to manage conflict.</p>	1 day	VAC	£25 for members.	Simone Hensby 020 7284 6555 shensby@vac.org.uk
17	Mon	10:00 – 4:00	<p>Outcomes Based Commissioning The session will introduce you to the concept of outcome based commissioning and enables you to develop the skills to complete successful tenders, including the use of tools that demonstrate added value.</p>	1 day	VAC	£25 for members.	Simone Hensby 020 7284 6555 shensby@vac.org.uk

May 2010

Date	Days	Time	Title	Duration	Venue	Fee	Contact
18	Tue	10:00 – 12:30	<p>Grant Finder Workshop This session enables participants to learn how to search for funding for specific projects in minutes, using 'Grant Finder'. Participants will gain practical skills to access timely and detailed funding information to improve their fundraising plan & strategies.</p>	Half a day	VAC	£25 for members.	Sarah Oyedele 020 7284 6559 soyedele@vac.org.uk
19	Wed	9:45 – 1:45	<p>Paying Expenses & Giving Benefits to Employees, Employers' Annual Returns of Expenses & Benefits The session aims to inform and prepare the employer about the Tax Year End with regard to Benefits and Expenses. Delivered by David Goreham from HM Revenue & Customs</p>	Half a day	VAC	£25 for members.	Kathleen Gibson 020 7284 6581 kgibson@vac.org.uk
25	Tue	10:00 – 1:00	<p>Partnership and Consortia Working This half a day workshop looks at the key principles in developing partnership and consortia working and the issues that need to be taken into account and planned for to ensure successful partnerships. Participants are invited to bring ideas of how they would like to work with other organisation.</p> <p>The session is tailored to trustees and relevant to others. Free for trustees enrolling to the whole Better Governance Programme</p>	Half a day	VAC	FREE for trustees, £25 for members enrolling to one off session	Patricia Garcia 020 7284 6568 pgarcia@vac.org.uk
28	Fri	9:30 – 4:30	<p>Strategic Business Planning The session will enable you to understand the various stages of strategic & business planning in consultation with stakeholders.</p>	1 day	VAC	£25 for members.	Somanah Achadoo 020 7284 6556 sachadoo@vac.org.uk

June 2010

Date	Days	Time	Title	Duration	Venue	Fee	Contact
7	Mon	10:00 – 4:30	<p>Religious & cultural Perspectives on Mental Health (Mental Health & Faith)</p> <p>By the end of the session learners will have discussed and have a greater understanding of the way mental illness is viewed in different cultures and faiths and how to begin applying this to their work.</p>	1 day	VAC	£25 for members.	Katrin Eichhorn 020 7284 6563 keichhorn@vac.org.uk
10	Thu	10:00 – 4:00	<p>Leadership and Strategic Planning</p> <p>This workshop aims to increase the skills and knowledge of trustees to enable them to provide leadership and strategic direction to their organisations. The session covers the definitions of leadership and the key stages of strategic planning. The workshop has a practical approach to enable you to develop a strategic plan for your organisation. The session is tailored to trustees and relevant to others. Free for trustees enrolling to the whole Better Governance Programme</p>	1 day	VAC	FREE for trustees, £25 for members enrolling to one off session	Patricia Garcia 020 7284 6568 pgarcia@vac.org.uk
15	Tue	6:00 – 9:00 pm	<p>Fundraising Ideas Workshop</p> <p>This session aims to explore alternative ways of fundraising apart from grants. Participants will explore fundraising ideas such as activities, events, donations and corporate sponsorship and will increase their awareness of on-line facilities to increase donations.</p>	Half a day Evening	VAC	£25 for members.	Sarah Oyedele 020 7284 6559 soyedele@vac.org.uk
16	Wed	9:45 – 1:45	<p>Setting Up a Limited Company</p> <p>The session aims to equip and inform company officers and individuals intending to set up a Ltd company. Covering: what is a limited company, how to form a private limited company, Obligations to Companies House and to HM Revenue and Customs. Delivered by David Goreham from HM Revenue & Customs</p>	Half a day	VAC	£25 for members.	Kathleen Gibson 020 7284 6581 kgibson@vac.org.uk
23	Wed	10:00 – 4:00	<p>Developing a Fundraising Strategy</p> <p>This session enables participants to understand what a fundraising strategy is and the steps to develop it. The session has a practical approach and participants are expected to bring a specific project they want to use to develop a fundraising strategy.</p>	1 day	VAC	FREE for trustees, £25 for members enrolling to one off	Patricia Garcia 020 7284 6568 pgarcia@vac.org.uk

			The session is tailored to trustees and relevant to others. Free for trustees enrolling to the whole Better Governance Programme			session	
24	Thu	9:30 – 4:30	Charing Meetings and Effective Communications At the end of the session you will be able to plan and facilitate a workshop, handle effective meetings and prepare & deliver presentations.	1 day	VAC	£25 for members.	Somanah Achadoo 020 7284 6556 sachadoo@vac.org.uk
24	Thu	5:00 – 8:30 pm	Financial Management Information The session aims to inform and introduce Management and Trustees to the concepts of Financial Management, Management Accounting and Financial Accounting.	3.5 hrs Evening	VAC	£25 for members.	Manuela Bunketti 020 7284 6552 mbunketti@vac.org.uk

July 2010

Date	Days	Time	Title	Duration	Venue	Fee	Contact
8	Thu	10:00 – 4:30	Writing Successful Tenders In the current changing funding environment organisations are moving away from grant funding to compete for funding through tenders. This session will enable you to understand commissioning and the tendering processes and what makes a project viable. The session covers: <ul style="list-style-type: none"> • What is a tender? • Types of tenders • The tendering process • Writing a successful bid • How to encompasses outcomes based commissioning, added value and quality • Costing 	1 day	VAC	£25 for members.	Simone Hensby 020 7284 6555 shensby@vac.org.uk

July 2010

Date	Days	Time	Title	Duration	Venue	Fee	Contact
15	Thu	10:00 – 4:00	<p>Financial Management and Change Management</p> <p>This session helps to improve the financial skills & knowledge of trustees including how to implement change management. Covering key practical skills to maintain fiscal oversight of their organisations such as drawing & controlling a budget, reading a balance sheet and calculating value added.</p> <p>The session is tailored to trustees and relevant to others. Free for trustees enrolling to the whole Better Governance Programme</p>	1 day	VAC	FREE for trustees, £25 for members enrolling to one off session	Patricia Garcia 020 7284 6568 pgarcia@vac.org.uk
20	Tue	5:00 – 8:30 pm	<p>Successful Budgeting</p> <p>The session will inform and introduce Management and Trustees to the concepts and theories of Budgeting and Budgetary Control.</p>	3.5 hrs Evening	VAC	£25 for members.	Manuela Bunketti 020 7284 6552 mbunketti@vac.org.uk
26	Mon	9:45 – 1:45	<p>Statutory Sick Pay (SSP)</p> <p>This session aims to inform the payroll administrator about the conditions and terms under which Statutory Sick Pay is payable and recoverable. Delivered by David Goreham from HM Revenue & Customs</p>	Half a day	VAC	£25 for members.	Manuela Bunketti 020 7284 6552 mbunketti@vac.org.uk
27 & 28	Tue Wed	10:00 – 5:00 10:00 – 5:00	<p>Mental Health First Aid</p> <p>This programme promotes awareness of mental health issues and train non-mental health professionals to recognise those affected by mental health problems and offer initial help and guidance towards professional support.</p>	2 days	VAC	£15 for Camden staff and volunteers	Katrin Eichhorn 020 7284 6563 keichhorn@vac.org.uk

August 2010

12	Thu	5:00 – 8:30 pm	<p>Management and Financial Responsibility</p> <p>The session aims to profile the responsibility and accountability of Management and Trustees.</p>	3.5 hrs Evening	VAC	£25 for members.	Manuela Bunketti 020 7284 6552 mbunketti@vac.org.uk
t.b.c.		10:00 – 12:30	<p>Grant Finder Workshop</p> <p>This session enables participants to learn how to search for funding for specific projects in minutes, using 'Grant Finder'. Participants will gain practical skills to access timely and detailed funding information, to improve their fundraising plan & strategies</p>	Half a day	Marchmont Community Centre.	£25 for members.	Sarah Oyedele 020 7284 6559 soyedele@vac.org.uk

September 2010

Date	Days	Time	Title	Duration	Venue	Fee	Contact
9	Thu	9:45 – 1:45	<p>Statutory Payments This session will inform the payroll administrator about the conditions and terms under which Statutory Payments are payable and recoverable by the organisation. Delivered by David Goreham from HM Revenue & Customs</p>	Half a day	VAC	£25 for Members	Kathleen Gibson 020 7284 6581 kgibson@vac.org.uk
14	Tue	5:15 – 9:00 pm	<p>Governance in Regards to Operations management Participants will gain a clear understanding of the nature of governance and the role and responsibilities of trustees with regard to operational matters, including what operations management is and the distinction between operations, management and governance. The session is tailored to trustees and relevant to others. Free for trustees enrolling to the whole Better Governance Programme</p>	3.5 hrs Evening	VAC	FREE for trustees, £25 for members enrolling to one off session	Patricia Garcia 020 7284 6568 pgarcia@vac.org.uk
16	Thu	10:00 – 12:30	<p>Introduction to Mental Health Advocacy This session will give learners an understanding of mental health advocacy, community advocacy and local advocacy services. This session will be facilitated by Islington Mind.</p>	1 day	VAC	£25 for members.	Katrin Eichhorn 020 7284 6563 keichhorn@vac.org.uk
20	Mon	10:00 – 4:30	<p>Religious & Cultural Perspectives on Mental Health (Mental Health & Faith) By the end of the session learners will have discussed and have a greater understanding of the way mental illness is viewed in different cultures and faiths and how to begin applying this to their work.</p>	1 day	VAC	£25 for members.	Katrin Eichhorn 020 7284 6563 keichhorn@vac.org.uk

September 2010

Date	Days	Time	Title	Duration	Venue	Fee	Contact
28	Tue	5:30 – 9:00 pm	<p>Legal Obligations of Trustees</p> <p>The session provides an overview, and increased awareness, of the range of the legal obligations of trustees to regulatory bodies, users and employees. The session will increase trustees' ability to comply with their obligations on employment, health and safety and other matters through appropriate policies and procedures. There will be an emphasis on the statutory rights of employees.</p> <p>The session is tailored to trustees and relevant to others. Free for trustees enrolling to the Better Governance Programme</p>	3.5 hrs Evening	VAC	FREE for trustees. £25 for members enrolling to one off session	Patricia Garcia 020 7284 6568 pgarcia@vac.org.uk
30	Thu	9:45 – 1:45	<p>Becoming Self-Employed</p> <p>The session provides an overview of the responsibility and required actions of the Self- Employed with regard to HMRC. Delivered by David Goreham from HM Revenue & Customs</p>	Half a day	VAC	£25 for members,	Kathleen Gibson 020 7284 6581 Kgibson@vac.org.uk

October 2010

Date	Days	Time	Title	Duration	Venue	Fee	Contact
5	Tue	10:00 – 3:30	<p>Understanding Dementia: Practical Skills to Support, Work with and Manage Unusual Behaviour</p> <p>This session aims to give an understanding of the impact dementia can have upon an individual and how workers and volunteers can respond and support these individuals. This session will be facilitated by Sarah Goodall from Age Concern Camden.</p>	1 day	VAC	£25 for members.	Katrin Eichhorn 020 7284 6563 Keichhorn@vac.org.uk
12	Tue	5:30 – 8:00 pm	<p>Partnership and Consortia Working</p> <p>This half a day workshop looks at the key principles in developing partnership and consortia working and the issues that need to be taken into account and planned for to ensure successful partnerships. Participants are invited to bring ideas of how they would like to work with other organisation.</p> <p>The session is tailored to trustees and relevant to others. It is free for trustees enrolling to the whole Better governance Programme.</p>	2.5 hrs Evening	VAC	FREE for trustees. £25 for members enrolling to one off session	Patricia Garcia 020 7284 6568 pgarcia@vac.org.uk

October 2010

Date	Days	Time	Title	Duration	Venue	Fee	Contact
13	Wed	10:00 – 1:00	<p>Fundraising Ideas Workshop This session aims to explore alternative ways of fundraising apart from grants. Participants will explore fundraising ideas such as activities, events, donations and corporate sponsorship and will increase their awareness of on-line facilities to increase donations.</p>	Half a day	VAC	£25 for members.	Sarah Oyedele 020 7284 6559 soyedele@vac.org.uk
19 & 20	Tue Wed	10:00 – 5:00 10:00 – 5:00	<p>Mental Health First Aid - Day 1 The intention of this programme is to promote awareness of mental health issues and to train non-mental health professionals to recognise those affected by mental health problems and offer initial help and guidance towards professional support.</p>	2 days	VAC	£25	Katrin Eichhorn 020 7284 6563 keichhorn@vac.org.uk
21	Thu	9:45 – 1:45	<p>Becoming Self-Employed The session provides an overview of the responsibility and required actions of the Self- Employed with regard to HMRC.</p> <p>Delivered by David Goreham from HM Revenue & Customs</p>	Half a day	VAC	£25 for members	Kathleen Gibson 020 7284 6581 kgibson@vac.org.uk
22	Fri	9:30 – 4:30	<p>Strategic Business Planning The session will enable you to understand the various stages of strategic & business planning in consultation with stakeholders.</p>	1 day	VAC	£25 for members.	Somanah Achadoo 020 7284 6556 sachadoo@vac.org.uk

November 2010

2	Tue	5:30 – 9:00	<p>Leadership and Strategic Planning This workshop aims to increase the skills and knowledge of trustees to enable them to provide leadership and strategic direction to their organisations. The session covers the definitions of leadership and the key stages of strategic planning. The workshop has a practical approach to enable you to develop a strategic plan for your organisation.</p> <p>The session is tailored to trustees and relevant to others. Free for trustees enrolling to the whole Better Governance Programme</p>	3.5 hrs Evening	VAC	FREE for trustees, £25 for members enrolling to one off session	Patricia Garcia 020 7284 6568 pgarcia@vac.org.uk
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November 2010

Date	Days	Time	Title	Duration	Venue	Fee	Contact
9	Tue	9:45 – 4:00	<p>Governance in Regards to Operations management</p> <p>Participants will gain a clear understanding of the nature of governance and the role and responsibilities of trustees with regard to operational matters, including what operations management is and the distinction between operations, management and governance.</p> <p>The session is tailored to trustees and relevant to others. Free for trustees enrolling to the whole Better Governance Programme</p>	3.5 hrs Evening	VAC	FREE for trustees, £25 for members enrolling to one off session	Patricia Garcia 020 7284 6568 pgarcia@vac.org.uk
10	Wed	10:00 – 4:30	<p>Writing Successful Tenders</p> <p>In the current changing funding environment organisations are moving away from grant funding to compete for funding through tenders. This session will enable you to understand commissioning and the tendering processes and what makes a project viable. The session covers:</p> <ul style="list-style-type: none"> • What is a tender? • Types of tenders • The tendering process • Writing a successful bid • How to encompasses outcomes based commissioning, added value and quality • Costing 	1 day	VAC	£25 for members.	Simone Hensby 020 7284 6555 shensby@vac.org.uk
17	Wed	5:30 – 9:00 pm	<p>Developing a Fundraising Strategy</p> <p>This session enables participants to understand what a fundraising strategy is and the steps to develop it. The session has a practical approach and participants are expected to bring a specific project they want to use to develop a fundraising strategy.</p> <p>The session is tailored to trustees and relevant to others. Free for trustees enrolling to the whole Better Governance Programme</p>	3.5 hrs	VAC	FREE for trustees, £25 for members enrolling to one off session	Patricia Garcia 020 7284 6568 pgarcia@vac.org.uk

November 2010

Date	Days	Time	Title	Duration	Venue	Fee	Contact
22	Mon	9:45 – 1:45	<p>Setting Up a Limited Company</p> <p>The session aims to inform company officers and individuals intending to set up a Ltd company. Covering: what is a limited company, how to form a private limited company, Obligations to Companies House and to HM Revenue and Customs. Delivered by David Goreham from HM Revenue & Customs</p>	Half a day	VAC	£25 for members.	Kathleen Gibson 020 7284 6581 kgibson@vac.org.uk
24	Wed	10:00 – 4:00	<p>Legal Obligations of Trustees</p> <p>The session provides an overview, and increased awareness, of the range of the legal obligations of trustees to regulatory bodies, users and employees. The session will increase trustees' ability to comply with their obligations on employment, health and safety and other matters through appropriate policies and procedures. There will be an emphasis on the statutory rights of employees.</p> <p>The session is tailored to trustees and relevant to others. Free for trustees enrolling to the whole Better Governance Programme</p>	1 day	VAC	FREE for trustees, £25 for members enrolling to one off session	Patricia Garcia 020 7284 6568 pgarcia@vac.org.uk
t.b.c.		10:00 – 12:30	<p>Grant Finder Workshop</p> <p>This session enables participants to learn how to search for funding for specific projects in minutes, using 'Grant Finder'. Participants will gain practical skills to access timely and detailed funding information, to improve their fundraising plan & strategies.</p>	Half a day	Queen's Crescent Community Centre.	£25 for members.	Sarah Oyedele 020 7284 6559 soyedele@vac.org.uk

December 2010

2	Thu	5:30 – 9:00 pm	<p>Financial Management and Change Management</p> <p>This session helps to improve the financial skills & knowledge of trustees including how to implement change management. Covering key practical skills to maintain fiscal oversight of their organisations such as drawing & controlling a budget, reading a balance sheet and calculating value added.</p> <p>The session is tailored to trustees and relevant to others. Free for trustees enrolling to the whole Better Governance Programme</p>	3.5 hrs Evening	VAC	FREE for trustees, £25 for members enrolling to one off session	Patricia Garcia 020 7284 6568 pgarcia@vac.org.uk
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December 2010							
Date	Days	Time	Title	Duration	Venue	Fee	Contact
6	Mon	10:00 – 4:30	<p>Religious & Cultural Perspectives on Mental Health (Mental Health & Faith)</p> <p>By the end of the session learners will have discussed and have a greater understanding of the way mental illness is viewed in different cultures and faiths and how to begin applying this to their work.</p>	1 Day	VAC	£25 for members.	Katrin Eichhorn 020 7284 6563 keichhorn@vac.org.uk
7	Tue	9:30 – 4:30	<p>Chairing Meetings & Effective Communications</p> <p>At the end of the session you will be able to plan and facilitate a workshop, handle effective meetings and prepare & deliver presentations.</p>	1 day	VAC	£25 for members.	Somanah Achadoo 020 7284 6556 sachadoo@vac.org.uk
9	Thu	10:00 – 1:00	<p>Partnership and Consortia Working</p> <p>This half a day workshop looks at the key principles in developing partnership and consortia working and the issues that need to be taken into account and planned for to ensure successful partnerships. Participants are invited to bring ideas of how they would like to work with other organisation.</p> <p>The session is tailored to trustees and relevant to others. Free for trustees enrolling to the whole Better Governance Programme</p>	Half a day	VAC	FREE for trustees, £25 for members enrolling to one off session	Patricia Garcia 020 7284 6568 pgarcia@vac.org.uk

January 2011							
18	Tue	10:00 – 4:00	<p>Leadership and Strategic Planning</p> <p>This workshop aims to increase the skills and knowledge of trustees to enable them to provide leadership and strategic direction to their organisations. The session covers the definitions of leadership and the key stages of strategic planning. The workshop has a practical approach to enable you to develop a strategic plan for your organisation.</p> <p>The session is tailored to trustees and relevant to others. Free for trustees enrolling to the whole Better Governance Programme</p>	1 day	VAC	FREE for trustees, £25 for members enrolling to one off session	Patricia Garcia 020 7284 6568 pgarcia@vac.org.uk
27	Thu	5:00 – 8:30 pm	<p>Statement of Recommended Practice –SORP-Update</p>	3.5 hrs Evening	VAC	£25 for members.	Manuela Bunketti 020 7284 6552 mbunketti@vac.org.uk

February 2011

Date	Days	Time	Title	Duration	Venue	Fee	Contact
2	Wed	10:00 – 4:00	<p>Developing a Fundraising Strategy</p> <p>This session enables participants to understand what a fundraising strategy is and the steps to develop it. The session has a practical approach and participants are expected to bring a specific project they want to use to develop a fundraising strategy.</p> <p>The session is tailored to trustees and relevant to others. Free for trustees enrolling to the whole Better Governance Programme</p>	1 day	VAC	FREE for trustees, £25 for members enrolling to one off session	Patricia Garcia 020 7284 6568 pgarcia@vac.org.uk
8	Mon	9:30 – 4:30	<p>Effective Minute Taking</p> <p>The session will enable you to learn about various methods of taking minutes at meetings.</p>	1 day	VAC	£25 for members.	Somanah Achadoo 020 7284 6556 sachadoo@vac.org.uk
17	Thu	10:00 – 4:00	<p>Financial Management and Change Management</p> <p>This session helps to improve the financial skills & knowledge of trustees including how to implement change management. Covering key practical skills to maintain fiscal oversight of their organisations such as drawing & controlling a budget, reading a balance sheet and calculating value added.</p> <p>The session is tailored to trustees and relevant to others. Free for trustees enrolling to the whole Better Governance Programme</p>	1 day	VAC	£25 for members.	Sarah Oyedele 020 7284 6559 soyedele@vac.org.uk
22	Mon	10:00 – 1:00	<p>Fundraising Ideas Workshop</p> <p>This session aims to explore alternative ways of fundraising apart from grants. Participants will explore fundraising ideas such as activities, events, donations and corporate sponsorship and will increase their awareness of on-line facilities to increase donations.</p>	Half a day	VAC	£25 for members.	Sarah Oyedele 020 7284 6559 soyedele@vac.org.uk
t.b.c.		10:00 – 12:30	<p>Grant Finder Workshop</p> <p>This session enables participants to learn how to search for funding for specific projects in minutes, using 'Grant Finder'. Participants will gain practical skills to access timely and detailed funding information, to improve their fundraising plan & strategies.</p>	Half a day	Highgate Newton Community Centre	£25 for members.	Sarah Oyedele 020 7284 6559 soyedele@vac.org.uk

March 2011

Date	Days	Time	Title	Duration	Venue	Fee	Contact
10	Thu	10:00 – 1:00	<p>Writing Successful Tenders</p> <p>In the current changing funding environment organisations are moving away from grant funding to compete for funding through tenders. This session will enable you to understand commissioning and the tendering processes and what makes a project viable. The session covers:</p> <ul style="list-style-type: none"> • What is a tender? • Types of tenders • The tendering process • Writing a successful bid • How to encompasses outcomes based commissioning, added value and quality • Costing 	1 day	VAC	£25 for members.	Simone Hensby 020 7284 6555 shensby@vac.org.uk
17	Wed	10:30 – 3:30 (for an hour session)	<p>Quality Assurance Surgery</p> <p>You will be able to understand how to embed Quality Assurance in all areas of work and how to develop a Quality Assurance Policy or Framework. The workshop will also touch on various Quality Marks available in the sector:</p> <ul style="list-style-type: none"> • PQASSO • NAVCA • Matrix • IIP (investors in People) 	1 hour sessions	VAC	FREE	Somanah Achadoo 020 7284 6556 sachadoo@vac.org.uk

Accredited Courses 2010 – 2011

All our accredited courses are delivered at Mary Ward Centre. The qualification ranges from Level 2 to 3 and are with NOCN (National Open College Network). Attending a combination of the courses below can give you enough credits to be able to progress to degree level.

March 2010

Date	Days	Time	Title	Duration	Venue	Fee	Contact
12, 19 and 26	Fridays	10:00 – 5:00	Project Management You will be able to: <ul style="list-style-type: none"> Understand the concepts of Project Management and develop your skills Become a member of the Association of Project managers on passing the exam 	3 Days Day time	Mary Ward Centre	£440 Concessions available	Maureen Brewster 020 7284 6574 mbrewster@vac.org.uk

May 2010

12, 19, 26 May, 2, 9, 16, 23 and 30 June	Wednesdays	10:00 – 5:00	Commissioning and Tendering in the Voluntary & Community Sector You will be able to: <ul style="list-style-type: none"> Understand the Commissioning Cycle Understand the various stages of writing a tender including the financial planning, monitoring & evaluation (outcomes bases commissioning), organisational structures, etc. Complete a 3 year tender 	8 days Day time	Mary Ward Centre	£267 Concessions available	Ashley Charles 020 7284 6553 acharles@vac.org.uk
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June 2010

Date	Days	Time	Title	Duration	Venue	Fee	Contact
23, 24, 30 June, 1, 7 & 8 July	Wednesdays & Thursdays	6:00 – 9:00 pm	Project Management You will be able to: <ul style="list-style-type: none"> Understand the concepts of Project Management and develop your skills Become a member of the Association of Project managers on passing the exam 	3 Evenings	Mary Ward Centre	£440 Concessions available	Maureen Brewster 020 7284 6574 mbrewster@vac.org.uk

July 2010

2, 9 and 16	Fridays	10:00 – 5:00	Project Management You will be able to: <ul style="list-style-type: none"> Understand the concepts of Project Management and develop your skills Become a member of the Association of Project managers on passing the exam 	3 days Day time	Mary Ward Centre	£440 Concessions available	Maureen Brewster 020 7284 6574 mbrewster@vac.org.uk
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September 2010

Sep to Dec	Wednesdays	10:00 – 5:00	Strategic Management in the Voluntary & Community Sector You will be able to understand: <ul style="list-style-type: none"> The concept of strategic business planning Financial management, fundraising strategies and bid writing The concept of adapting to change Marketing concepts The legal structures of an organisation 	12 weeks Day time	Mary Ward Centre	£350 Concessions available	Ashley Charles 020 7284 6553 acharles@vac.org.uk
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			<ul style="list-style-type: none"> • Prejudice, discrimination, equality and diversity 				
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January 2011

Date	Days	Time	Title	Duration	Venue	Fee	Contact
January to March	Wednesdays	10:00 – 5:00	<p>Operational Management in the Voluntary & community Sector</p> <p>At the end of the course you will be able to:</p> <ul style="list-style-type: none"> • Understand leadership skill (decision making and problem solving skills) • Understanding employment rights and responsibilities, contracts & pay, the importance of Trade Unions and their roles, redundancy and insolvency • Manage business meetings • Understand team working skills • Acquire communication skills • Understand customer care and performance management 	12 weeks Day time	Mary Ward Centre	£350 Concessions available	Ashley Charles 020 7284 6553 acharles@vac.org.uk

Free support For Camden VCS

Date	Length	Course	Contact details
As agreed with each organisation	1 hour	Demonstrating the Added Value of your work, Volunteering – VIVA. You can book at any time one free hour of support.	☎ 020 7284 6553 Ashley Charles acharles@vac.org.uk
As agreed with each organisation	1 hour	An Introduction to LM3 (Local Multiplier) You can book at any time one free hour of support.	☎ 020 7284 6553 Ashley Charles acharles@vac.org.uk

Other Services we provide:

- **Consultancy**
- **Coaching and Mentoring**
- **In house training**
- **FREE training for trustees - ☎ 020 7284 6568**
- **TNA –Training Need Analysis- for staff members - ☎ 020 7284 6573**

Other Courses:

VAC provides training for **Voluntary & Community Sector** on behalf of Statutory Bodies and Local Authorities in various disciplines such as Leadership & Management which includes:

- Bid Writing
- Presenting Financial Information in Bids
- Evaluating Outputs & Outcomes
- Monitoring & Evaluation
- Negotiating Funding Contracts
- Conflicts Resolutions
- Commissioning & Tendering (including Outcomes Based Commissioning)
- Writing Service Specifications,
- Value of the Voluntary Sector (use of tools to demonstrate Added Value)
- Partnership & Consortia Working,
- Mental First Aid Training
- Strategic Management
- Operational Management, etc.

These training/workshops can be tailored for commissioners working in the statutory sector.

VAC also provides training for **Service Users Involvement/Engagement**. Workshops include:

- Effective Communication: listening skills, Responding Skills, Body Language, Assertiveness, etc
- Presentation Skills
- Minute Taking
- Charing Meetings
- Personal Development Plan, etc.

For more information, please contact Somanah Achadoo, Operations Director, on **020 7284 6556** or email: [**sachadoo@vac.org.uk**](mailto:sachadoo@vac.org.uk)

All our Trainers are qualified Teachers and have specialism in their subject area with extensive experience in the voluntary and community sector.