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Developing, Supporting and Empowering Lambeth's Voluntary and Community Sector



Training Programme

October 2008 - June 2009

Funded by:



Welcome to the LVAC training brochure for October 2008 to June 2009.

Our training workshops are tailored to meet the needs of Lambeth's Voluntary and Community Sector, so whether your organisation is big or small, you should be able to find a training course that will help you grow or develop.

All our trainers come with a wealth of experience and are well qualified to pass on their expertise to you and your organisation in a clear and friendly manner.

If you have any requests or specific training needs, please let us know as we endeavour to improve the delivery of our training programme each year. Please also remember to complete our monitoring and evaluation form at the end of each session, as these forms are invaluable in assessing and improving the success of our service.

LVAC's brand new Volunteer Centre and Active Citizens' Hub will be offering more courses in their own forthcoming training programme - details to be published soon...

Also, remember to book early for any courses as you don't want to miss out on such good value, quality training.

The LVAC Team

Welcome

Course List

Project Management	2nd Oct '08
QuickBooks Intermediate	7th Oct '08
Commissioning and Tendering	14th Oct '08
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Marketing and Communication/Dealing with the Press	2nd April '09
Preparing a Funding Application	23rd April '09
Setting up as a Company	7th May '09
Setting up as a Charity	21st May '09
Management Committee Roles and Responsibilities	4th June '09

Project Management

Date: Thursday 2nd October 2008

Time: 9.45am - 4.30pm

Venue: Roots and Shoots

Trainer: Fiona Crehan

Overview:

This course covers project management principals, how to prepare a Project Initiation Document (PID), how to prepare a project delivery plan, identifying and managing project delivery risks, preparing progress reports, managing relationships with stakeholders, partners/contractors.

Who should attend:

Anyone responsible for managing the delivery of projects or programmes in their organisation. It will be helpful to people who may be new to project management or would like to develop their project management skills. This course will also support people who are responsible for promoting partnership working or working in a partnership.

Learning outcomes:

- Understand project management principals as they apply to your project work.
- Learn how to prepare a Project Initiation Document (PID) and how to structure a Project Delivery Plan (using Ghant chart model).
- Learn good practice tips to troubleshoot in project delivery and ensuring delivery on time and to budget.
- Learn how to identify and address project delivery performance (deliverables/ outputs, budgets and relationships with partners/contractors).
- Learn where to get free Project Management tools and useful good practice templates.

QuickBooks Intermediate

Date: Tuesday 7th October 2008

Time: 9.45am - 4.30pm

Venue: The Weir Link

Trainer: Sue Mordecai

Overview:

This course takes a more in-depth look at QuickBooks and is a good follow on from the QuickBooks for Beginners course.

Who should attend:

Anyone who uses QuickBooks and would like a more thorough understanding of the programme.

Learning outcomes:

- Swapping between company files.
- Restoring a backup of QuickBooks.
- Finding and printing bank reconciliation reports.
- Calling up a previous bank reconciliation report.
- To view the missing cheque numbers report.
- Creating a cancelled cheque.
- Creating standing orders.
- Exporting reports to Excel.
- Year-end procedures.
- QuickBooks automatic year-end adjustments.
- Making year-end accounting entries.
- Trial balance.
- Comparing original against new trial balance, correcting errors.
- Creating a journal entry.
- Create a new budget, showing budget vs. actual report.

*Account***Ability**

Financial skills for the voluntary sector

Commissioning and Tendering

Date: Tuesday 14th October 2008

Time: 9.45am - 4.30pm

Venue: Evangelical Alliance

Trainer: Ian Beever

Overview:

All local authorities, primary care trusts and other statutory agencies are moving towards a more formal and structured process of buying services for residents and communities. The new procurement systems can lead to many opportunities for the voluntary sector in securing contracts to deliver key public services as well as posing threats to current funding regimes. The aim of this course is to introduce the concepts and environment of commissioning and tendering and bring participants up to speed with the processes involved.

Who should attend:

Voluntary, community and faith organisations who believe they will be tendering for services in the future and want to find out about the new business environment and the processes involved in commissioning. It's for those organisations who want to prepare and be ready for commissioning and procurement.

Learning outcomes:

- Defining commissioning, tendering and procurement.
- Exploring the current policy environment.
- Looking at voluntary and community sector motivation and opportunities.
- Looking at processes and regulations.
- Exploring costings and methodology (including full cost recovery).
- Identifying how to demonstrate added value when submitting tenders.

Fundraising for Beginners

Date: Tuesday 28th October 2008

Time: 9.45am - 4.30pm

Venue: Evangelical Alliance

Trainer: LVAC's Capacity and Development Team

Overview:

This course will provide you with the tools necessary to identify and research the various sources of funding available. You will discuss and learn from successful funding applications and then work through a typical funding application for a small grant. This course is structured as a practical workshop; taking you through a small grant application form, and helping you answer the questions.

Who should attend:

Anyone new to fundraising in the Voluntary and Community Sector.

Learning outcomes:

- Learn how to identify and research funding opportunities.
- Learn how to check a funder's eligibility requirements.
- Learn how to shortlist appropriate funding opportunities.
- Learn how to work through and complete a small grants application form.
- Learn good practice tips on writing funding applications.

Recruiting Volunteers and Keeping them Happy

Date: Thursday 13th November 2008

Time: 9.45am - 4.30pm

Venue: Roots and Shoots

Trainer: Barbara Witter

Overview:

Once a volunteer has started with you, it can be said they are worth their weight in gold! Happy volunteers should be productive in their roles, greatly enhance your programme and not drop out. It is important that there are mechanisms in place to make sure volunteers are satisfied and working well. This course explores different methods of support and supervision and will help you to find a model that works for you.

Who should attend:

Anyone involved in recruiting or managing volunteers or wanting an overview of the process.

Learning outcomes:

- Understand why people want to volunteer with you and why they don't.
- Where volunteers hear about your organisation and the opportunities you offer.
- How to target volunteer recruitment.
- Using targeted volunteer recruitment to increase volunteer diversity.
- How to use events to recruit volunteers.
- The importance of monitoring your recruitment strategies.
- Creating a strategy that works.
- How to increase volunteer retention.
- An understanding as to why volunteers drop out.
- How to recognise the efforts of your volunteers.

Monitoring and Evaluation

Date: Wednesday 26th November 2008

Time: 9.45am - 4.30pm

Venue: Roots and Shoots

Trainer: Fiona Crehan

Overview:

This course will cover monitoring and evaluation principals, how to identify outputs and outcomes, how to set-up audit trails to meet funder contract terms, preparing a monitoring plan and troubleshooting tips. You will also cover how to structure your project evaluation.

Who should attend:

Anyone responsible for putting in place project management systems and monitoring project activities and outcomes, preparing project claims and reporting to funders. This is also relevant for members of partnerships jointly delivering a project.

Learning outcomes:

- Understand the principals of audit trails, accountability, project monitoring and evaluation.
- Identify what you need to monitor, how and when.
- Learn how to prepare a project monitoring work plan (including partner's work).
- Understand how to track and demonstrate distance travelled by beneficiaries.
- Learn how delivery activities by partners can be monitored and reported.
- Identify risks associated with your project and appropriate actions you can take.
- Learn how to use project monitoring templates and adapt them for your own projects.

Improving the Quality of your Funding Applications

Date: Tuesday 9th December 2008

Time: 9.45am - 4.30pm

Venue: Evangelical Alliance

Trainer: Fiona Crehan

Overview:

This course examines good practice in preparing funding applications, and how to make the most of valuable time and effort. You will draft answers to typical questions and learn how to get across key aspects of your project and maximise your score. You will also discuss and learn from sections of successful funding applications to see what funders are looking for. Participants are encouraged to bring applications (with guidance notes) they are working on or about to start completing.

Who should attend:

Anyone responsible for writing funding applications. This course will help you improve the planning of your research and preparation, your bid writing skills and your success rate.

Learning outcomes:

- Learn how to check eligibility requirements and match your project to funder's criteria.
- Learn how to use your evaluation findings and consultation to help demonstrate the need for your project and the difference your service/ project will make.
- Learn how to involve project partners to support planning, research, compiling the case for your project, agreeing roles and budgets and completing funding applications.
- Learn good practice tips on drafting funding applications.
- Learn good practice tips for completing common sections in funding applications eg: risk assessment, need analyse, project management structure, delivery plans and budgets.

Business Planning

Date: Wednesday 21st January 2009

Time: 9.45am - 4.30pm

Venue: Roots and Shoots

Trainer: Ian Beever

Overview:

Business planning is a core activity required for an organisation's sustainability, especially in today's changing funding environment. Many organisations are daunted by the concept; this course will help you understand how to go about developing a plan through a structured process resulting in a useful document.

Who should attend:

Anyone seeking to develop skills and confidence to develop a business plan for their organisation.

Learning outcomes:

- To provide an overview of business planning.
- To explore the development process.
- To gain guidance in structuring a plan.
- To look at other plans and learn from good practice.
- To leave with an action plan.

Management Committee Roles and Responsibilities

Date: Thursday 5th February 2009

Time: 9.45am - 4.30pm

Venue: Evangelical Alliance

Trainer: Sandy Adirondack

Overview:

This introductory workshop will provide an overview of:

- organisational structure: members, the governing body, sub-committees and staff.
- governance and management.
- legal structures: unincorporated and incorporated charitable status.
- duties under charity law and company law.
- other responsibilities and legal duties.
- protecting the organisation and its governing body.
- acting effectively as a governing body.

Who should attend:

This course is intended for management committee members/trustees and staff of charities and other voluntary organisations and community groups.

Learning outcomes:

After attending this course and reading the handouts participants should:

- Understand the roles of the governing body.
- Understand charitable status and charity trustees' duties.
- Understand incorporation and duties as company directors.
- Have a broad overview of the other responsibilities of the governing body, especially in relation to employment and provision of activities or services.
- Know how to protect the organisation and individuals from liability.
- Be able to share knowledge with others in their organisation.

Practical Bookkeeping

Date: Tuesday 10th February 2009

Time: 9.45am - 4.30pm

Venue: Evangelical Alliance

Trainer: Marroof Adeoye

Overview:

This practical course is designed to provide a clear understanding of various methods of bookkeeping system as well as providing opportunities to undertake practical exercises. It will enable the participants to set up and run a bookkeeping system suitable for voluntary organisations and charities and will include bank reconciliation and running a petty cash system.

Who should attend:

Anyone wanting to gain knowledge of bookkeeping, especially staff, volunteers, and management committee members responsible for keeping the books and records of voluntary groups. This is an introductory course aimed at beginners but it is also very useful as a “refresher” day as well.

Learning outcomes:

- Gain an understanding of basic bookkeeping.
- Learn how to write up a Cash Book, analyse items to relevant headings, and have more control over your bank account.
- Learn how to set up, record, balance and control your petty cash accurately and effectively using an imprest (float) system.
- Feel more confident about your bookkeeping skills and organising all your supporting documentation.

*Account***Ability**

Financial skills for the voluntary sector

Fundraising Strategies

Date: Tuesday 24th February 2009

Time: 9.45am - 4.30pm

Venue: Evangelical Alliance

Trainer: Fiona Crehan

Overview:

During the day you will be given a funding strategy template. You will complete exercises based on sections of this template. In this way you will apply what you learn immediately and get started with writing your funding strategy and planning your fundraising.

Who should attend:

Anyone responsible for writing bids, preparing tenders, researching funding and preparing a funding strategy for their organisation.

Learning outcomes:

- Understand what is a funding strategy and how it links to your business plan.
- Learn how to use tools to match your organisation's activities to funder's priorities.
- Learn lessons from your past fundraising experience and reduce risk of wasting time.
- Understand how to package projects and attribute core costs.
- Consider partnership working as part of your funding strategy.
- Learn tips on how to manage/ build relationships with funders.
- Learn about different approaches for targeting public sector, foundations and private sector funders.
- Learn how to use planning tools to manage your fundraising activities.
- Learn how to identify and manage risks associated with your organisation's fundraising.

LVAC Funding Fair

Date: Thursday 5th March 2009

Time: 1.00pm - 5.00pm

Venue: To be confirmed

Please contact LVAC's Capacity and Development Team on 020 7737 9468 to find out more about this event.

**This event is
Free!**

QuickBooks for Beginners

Date: Tuesday 10th March 2009

Time: 9.45am - 4.30pm

Venue: The Weir Link

Trainer: Sue Mordecai

Overview:

This course is a beginner's guide to QuickBooks. QuickBooks is accounting software designed for small businesses (and commonly used in the Voluntary and Community Sector) for financial management and bookkeeping.

Who should attend:

This course is for anyone who is new to QuickBooks or thinking about using QuickBooks.

Learning outcomes:

- Creating a QuickBooks company / organisation.
- Setting up company /organisation information.
- Setting up a chart of accounts.
- Creating sub accounts.
- Working with customer / funder lists.
- Creating an invoice.
- Creating a receipt for a donation, etc.
- Recording monies received.
- Making a deposit.
- Entering purchase invoices / bills.
- Recording cash payments / petty cash.
- Setting up bank accounts.
- Writing a cheque.
- Looking at bank registers.
- Transferring money between bank accounts.
- Reconciling QuickBooks bank accounts with statements from bank.
- Creating reports - plus much more...

QuickBooks Intermediate

Date: Tuesday 24th March 2009

Time: 9.45am - 4.30pm

Venue: The Weir Link

Trainer: Sue Mordecai

Overview:

This course takes a more in-depth look at QuickBooks and is a good follow on from the QuickBooks for Beginners course.

Who should attend:

Anyone who uses QuickBooks and would like a more thorough understanding of the program.

Learning outcomes:

- Swapping between company files.
- Restoring a backup of QuickBooks.
- Finding and printing bank reconciliation reports.
- Calling up a previous bank reconciliation report.
- To view the missing cheque numbers report.
- Creating a cancelled cheque.
- Creating standing orders.
- Exporting reports to Excel.
- Year-end procedures.
- QuickBooks automatic year-end adjustments.
- Making year-end accounting entries.
- Trial balance.
- Comparing original against new trial balance.
- Correcting errors found in trial balance.
- Creating a journal entry.
- Create a new budget.
- Showing budget vs. actual report.

Marketing and Communication/ Dealing with the Press

Date: Thursday 2nd April 2009

Time: 9.45am - 4.30pm

Venue: Evangelical Alliance

Trainer: To be confirmed

At the time of print details for this course were still being finalised.

This course will be aimed at med-large Voluntary and Community organisations wanting to improve their marketing and PR.

Please contact LVAC's Capacity and Development Team on 0207 737 9464 to find out more about this course.

Preparing a Funding Application

Date: Thursday 23rd April 2009

Time: 9.45am - 4.30pm

Venue: Evangelical Alliance

Trainer: LVAC's Capacity and Development Team

Overview:

This course will help you to put together a quality application. You will be looking at the requirements of funders when applying for larger amounts of funding. You will discuss and learn from successful funding applications and will work through some of the typical questions asked in a medium to large funding proposal, including: evidence of need, outputs, milestones and outcomes, risk assessments, minimum requirements for policies and procedures.

Who should attend:

Anyone with some prior experience in preparing applications and who wants to move onto larger funding applications.

Learning Outcomes:

- Learn how to research and demonstrate evidence of need.
- Learn how to clearly identify project beneficiaries and their needs.
- Learn how to clearly identify project outputs, milestones and outcomes.
- Learn how to carry out a project risk assessment.
- Learn good practice tips on drafting funding applications.

Setting up as a Company

Date: Thursday 7th May 2009

Time: 9.45am - 1.00pm

Venue: Evangelical Alliance

Trainer: LVAC's Capacity and Development Team

Overview:

This short workshop will look at what a company is, the different types of company, advantages and limitations of being a company, company directors and liability, the Companies Act 2006, governing document and the registration process.

Who should attend:

Anyone thinking of setting up a charitable company.

Learning outcomes:

- Understand the different types of company.
- Understand the advantages and limitations of being a company.
- Participants understand the registration process and how to form a company.
- Understand incorporation and duties as a company director.
- A basic overview of the Companies Act 2006.

Workshop Cost
£15
LVAC Member

Setting up as a Charity

Date: Thursday 21st May 2009

Time: 9.45am - 1.00pm

Venue: Evangelical Alliance

Trainer: LVAC's Capacity and Development Team

Overview:

This short workshop will look at what a charity is, what types of activities are classed as charitable, advantages and limitations of being a registered charity, charity trustees and liability, the Charities Act 2006, types of governing document and the registration process.

Who should attend:

Anyone thinking of registering as a charity.

Learning outcomes:

- Understand what a charity is and the types of activities which are classed as charitable.
- Understand the advantages and limitations of being a charity.
- Understand the registration process and how to form a charity.
- Understand duties and liabilities of charity trustees.
- A basic overview of the Charities Act 2006.

Workshop Cost
£15
LVAC Member

Management Committee Roles and Responsibilities

Date: Thursday 4th June 2009

Time: 9.45am - 4.30pm

Venue: Evangelical Alliance

Trainer: LVAC's Capacity and Development Team

Overview:

This introductory workshop looks at the purpose and role of management committees, including their duties under charity law and company law, other responsibilities and legal duties including duty of prudence and duty of care.

Who should attend:

Current and potential board / committee members of a voluntary or community organisation, including registered charities or charitable companies.

Learning outcomes:

- Understand the role of a management committee.
- Understand their duties under charity law and / or company law.
- Have a general overview of their other responsibilities and legal duties i.e. health and safety, employment law.
- Understand duty of prudence and duty of care and reducing the risk of liability.

Terms and Conditions

- Priority for places will be given to LVAC paid-up members, then voluntary and community groups in Lambeth. A reserve list will be kept for all other applicants. All places will be confirmed at least 72 hours before the course starts, and usually sooner.
- Registration forms must be submitted with a cheque or training vouchers for the full fee, payable to 'Lambeth Voluntary Action Council'. If you cannot pay by cheque, please contact LVAC. Once payment has cleared, LVAC will send you a confirmation letter and further course details.
- It is important to respect other people's training needs, and lateness is not tolerated for this reason. Course attendants must plan to arrive at least five minutes before the course begins. Latecomers will not be allowed to join the course after 15 minutes of the start of the training, and fees will not be refunded, whatever the reason for your lateness.
- If you need to cancel your booking, you must contact LVAC as soon as possible. You must inform us in writing. Cancellations made within 2 weeks of the start of a course are eligible for a 50% refund. Fees cannot be refunded within 72 hours of the training course date. You may, of course, send another representative of your organisation.
- Occasionally, LVAC may have to cancel a course, or change the tutor, date or venue. If this happens, we will inform you immediately. If you cannot attend the new date, we will offer you a credit note or refund.
- Refreshments are provided for each course. You are, of course, welcome to bring your own food or drink (please advise us).
- Certificates of attendance are given to participants who complete the entire training course.
- The venues for our courses have been picked with accessibility in mind. If you have any concerns or queries, please contact us.
- Photographs will be taken for LVAC publicity use only. If you do not wish to be photographed, please inform a staff member.
- Fees and forms to LVAC, 95 Acre Lane, London SW2 5TU

Fees and Venues

Unless otherwise stated, all courses listed here are:

LVAC Members:	£25
Non-member voluntary and community organisations:	£45
Statutory/Public Sector organisations:	£95

You must be a fully paid up member of LVAC to qualify for the members fee.

Bursary

Organisations with an income of less than £10,000 a year can apply for a free place. This only applies to the courses in this brochure - not all LVAC courses.

Want to apply for a free training place?

Some things to bear in mind: There are two free places per course which will be offered on a first come first served basis. Your organisation needs to be a paid up LVAC member to claim. We can only offer one free place to each organisation per course. You will need to provide evidence of income i.e. accounts, recent bank statement.

Venues for training

Roots and Shoots - Walnut Tree Walk, SE11 6DN

Evangelical Alliance - 186 Kennington Park Road, SE11 4BT

The Weir Link - Weir Estate, 33 Weir Rd, SW12 0NU

Maps will be provided with confirmation of your booking on each course.

For more information about our training programme, and further courses we may be delivering please call 020 7737 9462 or email: administrator@lambethvac.org.uk