



Autumn Training Programme 2009

Act fast and get **DISCOUNTS** and **FREE** places for voluntary and community sector organisations

Simply email us back now to provisionally book your place/s (maximum 3 per organisation per course) and we will email you a booking form to complete whilst reserving your place.

- Book before 30th September and get your place for only £20, including lunch
- Buy one get one free for someone else in your organisation (on any course below)
- If your organisation has no paid staff book a place for just £5

Community Development Work Skills (mapped to the new National Occupational Standards)

Date: 26 November 2009; **Time:** 9.30 – 3pm; (**lunch provided**); **Venue:** Perdiswell Young Peoples Leisure Club, Worcester; **Trainer:** Karen Humphries, Community First

Effective Development of Your Management Committee

Date: 2 December 2009 **Duration:** 9.30 – 3pm (**lunch provided**) **Venue:** Perdiswell Young Peoples Leisure Club, Worcester **Trainer:** Hasnah Sheriff

Strategic Planning in Uncertain Times

Date: 9 December 2009 **Time:** 9.30 – 3pm (**lunch provided**) **Venue:** Perdiswell Young Peoples Leisure Club, Worcester **Trainer:** Hasnah Sheriff

Full details of each course will be circulated on separate emails or go to our website:

http://www.comfirst.org.uk/training_autumn_programme_2009 and click on the link for more information at the base of each course title

Other training coming soon:

- **Full Cost Recovery;**
- **How to Write a Funding Bid;**
- **Management and Leadership** – managing and supervising others (accreditation available with the Institute of Leadership and Management);

Effectively Developing Your Management Committee

Date: 2 December 2009 **Time:** 9.30 – 3pm (**lunch provided**) **Venue:** Perdiswell Young Peoples Leisure Club, Worcester **Trainer:** Hasnah Sheriff

Cost:

Voluntary Sector organisations: **£25 (£20 per person** if booking received by 31st September for VCS organisations)

Public Sector: £95

The detail about the day:

Effective Development of Your Management Committee

(Level 2*)

Course participants:

Management committee members and key staff who already have a basic understanding of the roles and responsibilities of their committee/trustee board and want to ensure it is working as effectively as possible.

Course aim:

This course will equip participants with the knowledge, understanding and tools to ensure that their committees/trustee boards can function and develop as effectively as possible.

Course content includes:

- Reviewing the role of your management committee
- Duties and responsibilities of its members
- Assessing and working with your committee's strengths and weaknesses
- Managing the relationship between staff and trustees
- Reviewing and monitoring committee performance

Trainer: Hasnah Sheriff is a highly skilled trainer with 20 years experience of organisational development and capacity building in the voluntary and community sector (VCS).

She is a strategic thinker and has led on the development of VCS support services through her work with a variety of infrastructure agencies including Gloucestershire Voluntary and Community Action and Community First Herefordshire and Worcestershire.

She has a passion and track record for enabling individuals to work together to address local community needs. She seeks to build on existing skills and resources in an organisation as well as create engaging future goals and vision.

*** Key to levels of courses**

- Level 1 – Basic/Introductory/Starter.
- Level 2 – Some experience required and/or suitable for people who have completed level 1.
- Level 3 – For those with substantial experience and/or for people and/or who have undertaken level 2.

