

Third Sector Hub Training Programme – Nov/Dec 2009

Calendar for Nov / Dec 2009

NOVEMBER

Tue 3rd Nov, 9.30am-4pm
“Preparing to Tell Your Story”
full day Communication training
workshop

Repeated on 27th Nov & 2nd Dec

Mon 9th Nov, 5pm-7pm
“Trustees Together” networking
evening for Thrive Trustee
Network members

Next meeting 11th Jan 2010

Mon 16th Nov, 5pm-7pm
Networking evening for the Thrive
Leaders Network

Next meeting 18th Jan 2010

Wed 18th Nov, 12noon-4pm
“Hands on IT”

Open opportunity to use our IT
suite equipment with facilitator

Next opportunity 7th Dec

Tue 24th Nov, 9.30am-11am
“IT matters” briefing

Repeated 11th Dec

Fri 27th Nov, 9.30am-4pm
“Preparing to Tell Your Story”
full day Communication training
workshop

Repeated 2nd Dec

DECEMBER

Wed 2nd Dec, 9.30am-4pm
“Preparing to Tell Your Story”
full day Communication training
workshop

Fri 4th Dec, 9.30am-11am
“What do Funders Look For in a
Voluntary Organisation?” briefing

Mon 7th Dec, 1pm-5pm
“Hands on IT”
Open opportunity to use our IT
suite equipment with facilitator

Further opportunities in the new year

Tue 8th Dec, 12noon-1.30pm
“Beginners Guide to Public Law”
briefing

Fri 11th Dec, 12noon-1.30pm
“IT matters” briefing

TO BOOK

Contact Charlotte Markham
at VANEL on
01472 231123
charlotte@vanel.org.uk

The **Third Sector Hub** has a range of briefings, training courses and workshops scheduled before the end of the year.

If you would like to **book** any of these events please contact Charlotte Markham, Third Sector Hub Training Administrator at VANEL in the first instance. Charlotte can be contacted on **01472 231123** or **charlotte@vanel.org.uk**.

Further information about the Third Sector Hub training programme can be found online at **www.thirdsectorhub.org.uk/training**

“Preparing to Tell Your Story” – one day communication training workshop

3 opportunities - **Tue 3rd Nov, Fri 27th Nov, Mon 2nd Dec – 9.30am-4pm**

Venue: Melbourne House, Grimsby

£20 per person for North East Lincolnshire Third Sector Organisations. Max 2 attendees per organisation. Booking mandatory.

This is a full-day workshop to help Third Sector Organisations look afresh at their communication techniques. The ability to communicate clearly & effectively to beneficiaries, service users, donors, funders, partners and others is critical for the sustainability and success of any TSO. This workshop will cover communication essentials as well as looking practically at the fundamentals of communicating via written word (marketing materials, websites), sound (radio interviews, podcasts) and video (tv, video channels). The Third Sector Hub is championing good communication for TSOs and will be introducing new communication media channels over the coming months. All organisations participating in the “Preparing to Tell Your Story” workshops will be automatically supported with opportunities through these new channels as they come online.

www.thirdsectorhub.org.uk/tellyourstory

“Trustees Together” networking evening for the Thrive Trustees Network

Mon 9th Nov, 5pm-7pm

Venue: Grimsby Neighbourhood Centre

£10 per attendee or FREE to members of the Thrive Trustee Network. (£10 can be refunded if an attendee subsequently joins the network within 1 month of the meeting). Booking essential.

The **Thrive Trustee Network** provides support for Trustees of charities, either as individual trustees or collectively as a board of trustees. The Network provides opportunities for Trustees to work together, to support each other and to receive developmental support to improve their effectiveness. The Network holds bi-monthly “Trustees Together” meetings which include networking, learning opportunities and sharing of resources.

The November meeting is open to all members of the Network and to other Trustees interested in joining. We shall be revisiting the National Occupational Standards for Trustees and using these to explore how the Network can help Trustees in their development whilst tackling the very practical issue of improving methods for Trustee recruitment and retention.

www.thrivetrustees.org.uk

Leaders Networking evening for the Thrive Leaders Network

Mon 16th Nov, 5pm-7pm

Venue: Grimsby Neighbourhood Centre

FREE to North East Lincolnshire Third Sector Organisations. Booking essential.

The **Thrive Leaders Network** began a few months ago to promote Leadership skills development within the Third Sector. The Network is about developing the leadership skills in those leading, whether or not their position or title implies leadership. Bi-monthly networking evenings allow ‘leaders’ to work together to share opportunities, share experiences and help each other tackle key leadership issues and problems.

Our November meeting will be tackling the subject of success and applying it practically to the issue of measuring & monitoring success within a group or organisation. The Network has it’s own dedicated website, shares a dedicated toolkit and provides support for members. The network meetings are free to attend, all we ask is your full involvement as a leader. Booking for meetings is essential.

www.thriveleaders.org.uk

continued ...

“IT Matters” – briefing & workshop

Two opportunities - **Tue 24th Nov, Fri 11th Dec**

Venue: Melbourne House, Grimsby

FREE to North East Lincolnshire Third Sector Organisations. Booking essential.

We live in a 21st century world of IT and internet technology. Those individuals and organisations online are demonstrably better off, more resilient, quicker reacting and are competitive. Organisations with effective IT infrastructures are more productive and cost-effective. So Third Sector Organisations not making the most of email, internet, IT systems and software are putting themselves at an unnecessary disadvantage.

Cost is no longer an excuse. Computers and hardware has never been cheaper. Software is free. Websites can cost very little. It's the knowledge and motivation that holds most organisations back. If technology is easy and cheap, why are organisations not taking it up?

The Third Sector Hub is promoting *Effective IT*. Third Sector Organisations need to have the right equipment, the right software, the right systems, the right online presence and, critically, the right advice and support to be resilient, sustainable and effective.

This briefing will cover key points about why IT is not just a 'nice to have', but is critical for the long term survival of Third Sector Organisations. The briefing will introduce the options available and how to get huge results from small investment. And we'll open up a workshop discussion after the briefing to help groups get the right support to move their IT forward.

If your organisation would like better support from IT or if you realise that your IT systems are holding you back, please invest some of your time on this free briefing and workshop to see what to do next.

www.thirdsectorhub.org.uk/itmatters

“Hand on IT” – facilitated IT support

Two opportunities - **Wed 18th Nov, Mon 7th Dec, pm**

Venue: Melbourne House, Grimsby

FREE to North East Lincolnshire Third Sector Organisations. Booking mandatory.

The Third Sector Hub has a well equipped IT suite in Grimsby with a range of IT equipment and software purchased for the benefit of Third Sector Organisations. The Hub seldom runs IT training itself but these “Hands on IT” sessions are a chance for you, your staff, volunteers or Trustees to come along and use the equipment to try it out, try something new and experiment. There will be **no formal training** – it's up to you what you do. But our IT facilitator will be on hand throughout the session to answer your questions, guide you and help you out.

Booking is essential – you also need to tell us what equipment you want setup to learn on. Call Karl Elliott at VANEL if you're interested.

www.thirdsectorhub.org.uk/handsonit

“Beginners Guide to Public Law” – briefing

Tue 8th Dec, 12noon-1.30pm

Venue: Melbourne House, Grimsby

FREE to North East Lincolnshire Third Sector Organisations. Booking essential.

This free briefing is applicable to any Third Sector Organisations who works with or for the public sector, or might be affected by decisions that public sector bodies make. Public Law dictates the manner in which Public Bodies operate, so an understanding of the principles of public law is very important if organisations are to understand when breaches of law may have been made and how these might be challenged and potentially remedied.

The Third Sector Hub is promoting understanding of Public Law and this short briefing is an introduction to the subject to help attendees tackle the basics and decide whether further training or specific support might be required.

More at www.thirdsectorhub.org.uk/publiclaw

“What do Funders Look For in a Voluntary Organisation?” – briefing

Fri 4th Dec, 9.30am start

Venue: Grimsby Neighbourhood Centre

FREE to attend for North East Lincolnshire Third Sector Organisations operating in a competitive contract environment (tenders /large scale funding applications etc). Places very limited. Booking mandatory.

This is a unique opportunity to hear some very recent research into what funding organisations look for when providing financial support (grants) or procuring contracts from and with Third Sector Organisations. The findings of the research will be of interest to any local TSOs who operate in a contract environment or are experienced in drawing down significant grant funding. The importance of the briefing will be in learning how this knowledge changes the way your organisation should operate, or prepare to operate to maximise chances of future funding success.

Places for this event are very limited.

More information at www.thirdsectorhub.org.uk/funders4thdec

“Roles and Responsibilities of Trustees” – one day training workshop

Date to be scheduled late Nov or early Dec

Venue: Melbourne House, Grimsby

£25 per person. 50% discount for members of the Thrive Trustee Network. Booking essential.

The Third Sector Hub has been delivering this popular one-day workshop for charity Trustees for the past year. There will be one more opportunity before the end of 2009. If you are a new Trustee or wish to refresh your knowledge as a Trustee, then please pre-register your interest in this course so we can include you as we schedule dates.

We cover up to date legal advice on what being a trustee means both in terms of your role, responsibilities and legal obligations.

www.thirdsectorhub.org.uk/trusteeoles

“The View from the Top” – a half day masterclass for Trustees

Date to be scheduled before end of Dec

Venue: Melbourne House, Grimsby

£15 per person. 50% discount for members of the Thrive Trustee Network. Booking essential.

Building on our “Roles and Responsibilities of Trustees” course, this half-day ‘masterclass’ is specifically aimed at those in positions of chair or co-chair of their charity trustee boards. We look at those specific roles in depth giving advice on key responsibilities. Our next masterclass will be scheduled soon, so if you are a chair or co-chair please pre-register.

www.thirdsectorhub.org.uk/viewfromthetop

“Safeguarding Children” – E-learning Training sessions

Date(s) to be scheduled.

Venue: Melbourne House, Grimsby

Free training.

This is available **FREE** to anybody working with Children & Young People. Access an interactive, easy to use package online, this can be completed in approximately 2 hours, at times and places which suit you.

This course is run through the Third Sector Hub on behalf of the CYPs team. To book or for further information please contact Kerry Gilman at VANEL on 01472 231123 or kerry@vanel.org.uk.

www.thirdsectorhub.org.uk/training

Third Sector Hub is based at **VANEL**
14 Town Hall Street, Grimsby, DN31 1HN
01472 231123 / www.vanel.org.uk