

**South Manchester Regeneration
4 Voluntary, Community and
Faith Sector Organisations**



**Training and Support Programme
Summer 2008**





Course Aims:

To improve action planning of VCFS organisations to deliver more successful services to residents of South Manchester.

To improve target setting so that everyone's contribution to their organisation is clear and understood.

Objectives:

For participants to:

- Understand a model of action planning.
- Be able to set SMART targets
- Be able to manage and measure their, and colleagues, performance.

Trainer:

Jonny Wineberg

Places

20

Date:

Friday 20 June 2008

Time:

9.30 am - 1.00 pm.

Venue:

2nd Floor (Regeneration), Daisy Mill, Stockport Rd.

Cost:

Free

Who for?:

Any member of staff or management committee involved in action planning within an organisation

Please Note:

- **All Training Courses start at 9.30am with registration, tea and coffee, followed by welcome and introductions at 9.45am. Please ensure that you do not arrive late.**
- **Place on the Training Courses are limited and will be allocated on a first come first served basis. Booking Forms should be returned at least one week before the course that is being applied for.**
- **Whilst the Training Courses are free, if a booked place is not taken up without reasonable notice, you may be liable to an administration charge.**
- **If you have any particular access requirements, such as signing or wheelchair access, please inform us at the time of booking.**
- **All Training Courses will have an Evaluation Form to complete at their conclusion. Please do not leave without completing and returning the form.**



If you wish to apply for a place on any of the training courses outlined in the Training Programme, please complete this form and return to:

By post: David Rogerson, South Manchester Regeneration Team
 Daisy Mill Complex, Level 2 (Northwing)
 Entrance 2, 345 Stockport Road
 Longsight, Manchester M13 0LF

By fax: 0161 277 1881

By e-mail: d.rogerson@manchester.gov.uk

Tel: 0161 277 1893

Please copy and fill in a separate form for each course that you wish to apply for.

COURSE TITLE: _____

PARTICIPANT DETAILS:

Name 1. _____

Name 2. _____

Organisation: _____

Contact Address: _____

Contact Telephone: _____ **Mobile:** _____

E-Mail Address: _____

Reason for Application: _____

Course Aims:

To maximise participants' chances of eliciting support from grant making bodies.

Objectives:

- By the end of the course, participants will be able to:
- Understand the process of fundraising from identifying a project to nurturing a funder.
 - Identify the unique selling properties (USPs) of their organisation.
 - Collect and present evidence of needs of potential beneficiaries and prove that you are the right organisation to meet them.
 - Make 'the phone call'.
 - Write SMART outcomes for funders such as the Lottery.
 - Set up easy evaluation processes to evidence your success.
 - Identify a range of fundraising opportunities in addition to grants.

Trainer:

Jonny Wineberg

Places

20.

Date:

Friday 27 June 2008

Time:

9.30 am - 3.00 pm.

Venue:

2nd Floor (Regeneration), Daisy Mill, Stockport Rd.

Cost:

Free

Who for?:

Any member of staff or management committee involved in raising funds for projects or services

A sandwich lunch will be provided during this course.



Course Aim: For VCFS organisations to have effective management of performance and positive support for staff in professional development .

- Objectives:** By the end of the course, participants will have:
- An understanding of the purpose and parameters of Supervision and Appraisal.
 - An awareness of how to clearly record supervision sessions.
 - Increased awareness of how to give feedback which is clear, balanced and specific.
 - Understood the link between action planning, SMART targets and performance management within supervision.
 - An understanding of how staff development can be supported through supervision.
 - Confidence in undertaking the role of supervisor.

Trainer: Jonny Wineberg

Places 20

Date: Tuesday 1 July 2008

Time: 9.30 am - 1.00 pm

Venue: 2nd Floor (Regeneration), Daisy Mill, Stockport Rd.

Cost: Free

Who for?: Any member of staff or management committee with supervisory or management responsibility

Course Aims: For VCFS organisations to plan their future effectively to better deliver their mission and achieve sustainability

- Objectives:** By the end of the course, participants will be able to:
- Use a structured framework for business planning
 - Write clear mission, vision and values statements
 - Identify clear organisation objectives
 - Present a clear organisation structure
 - Pen a succinct history of success
 - Define their demographic, competitive and partnership environment
 - Present their plans coherently
 - Present evidence of need
 - Present an organisation budget
 - Present cash flow projections

Trainer: Jonny Wineberg

Places 20

Date: Thursday 10 July 2008

Time: 9.30 am - 1.00 pm.

Venue: 2nd Floor (Regeneration), Daisy Mill, Stockport Rd.

Cost: Free

Who for?: Senior members of staff and all members of management committees