

Community
Action
Suffolk
Learning
Zone

CLZ



Your destination
for learning



COMMUNITY ACTION SUFFOLK LEARNING ZONE

Your destination for learning

BUSINESS SKILLS COURSES 2019-2020



"A very detailed overview of everything you needed to know about funding but were afraid to ask"

Feedback from "How to write a successful funding application" course

HIGH QUALITY LEARNING AT AFFORDABLE PRICES

At Community Action Suffolk's Learning Zone we believe that you deserve the best possible learning to support you to create, develop and deliver your vision for people in Suffolk. We are here to help you.

Working with our Partners we are able to offer our learning opportunities at highly subsidised prices for the Voluntary Community Social Enterprise sector in Suffolk (VCSE). Other sectors are very welcome to attend.

Other brochures available to download;

Safeguarding and safety courses
Volunteering courses
Youth work courses

98%

'I'm better equipped to do my role as a result of the training'



BUSINESS SKILLS COURSES: CONTENT

Community Action Suffolk is here to support your organisation to flourish and to be sustainable. We have the following business skills courses to support you with that:

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Trustees roles and responsibilities: An introduction to effective governance for Village Halls and Community Buildings - Page 5

How to write a successful funding application: An introduction - Page 6

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BUSINESS SKILLS COURSES

Trustees roles and responsibilities: An introduction to effective governance

Questions you will be able to answer

What are my roles and responsibilities as trustee or trustee/ director as required by law?

How do I critically appraise our own organisation and my roles as trustee?

How and why do I undertake a risk review of our organisation?

Trustees have independent control over, and legal responsibility for, a charity's management and administration. This course will help Trustees carry out their roles with confidence by understanding the key requirements of the law.

Who should attend?

Both existing and new trustees and committee members



"Essential for anyone currently or considering becoming a Trustee." K.M. 2019

"Stimulating and informative".
Anon. 2018



Duration: 3.5 hours
Fee: £38 VCSE/ £50 Other

This course is works well as an 'In-House course for your own team. Prices start from £370 per course



BUSINESS SKILLS COURSES

Trustees roles and responsibilities: An introduction to effective governance for Village Halls and Community Buildings

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BUSINESS SKILLS COURSES

How to write a successful funding application: An introduction

Questions you will be able to answer

What are my roles and responsibilities as trustee or trustee/ director as required by law?

How do I critically appraise our own organisation and my roles as trustee?

How and why do I undertake a risk review of our organisation?

Community Action Suffolk has a wealth of experience of working with funders and we will share what funders tell us that they are looking for in successful applications.

Who should attend?

The course is ideal for anyone who has little or no experience preparing a funding application



"Perfect level for increasing confidence to people new to fundraising". M.S. 2019

"A very detailed overview of everything you needed to know about funding but were afraid to ask" . Anon. 2018



Duration: 3 hours
Fee: £38 VCSE/ £50 Other

This course is works well as an 'In-House course for your own team. Prices start from £370 per course



BUSINESS SKILLS COURSES

Social Impact Measurement for beginners

Questions you will be able to answer

- What is Social Impact Measurement (SIM)?
- How do I put SIM in to practice in my organisation?
- What are the benefits of SIM for my organisation?

Measuring impact is the recognised way in which you show the value your organisation is delivering to its beneficiaries and society as a whole, as well as to funders. This course will give you the knowledge to put a Social Impact Measurement plan into place within your own organisation

Who should attend?

The course is suitable for anyone interested in implementing Social Impact Measurement in their organisation



"Informative and relevant to each person" A.B. 2019

"Thank you, great course very informative" . S.C. 2019



Duration: 3 hours
Fee: £38 VCSE/ £50 Other

This course is works well as an 'In-House course for your own team. Prices start from £370 per course



BUSINESS SKILLS COURSES

Introduction to business planning

Questions you will be able to answer

- What is a business plan and why is the process necessary for good organisation development?
- What information do I include to make a successful business plan?
- What do I need to do to start the business planning process in our organisation?

This course will equip you with the immediate information needed to begin your business planning process. Learn how to create a business plan that will guide your organisation's direction, maximise your organisation's talents, resources and prevent mission drift.

Who should attend?

It is ideal for anyone about to start the business planning process – a great beginner's guide

Duration: 1 day
Fee: £70 VCSE/ £90 Other

“ Famous Quote time...

“A goal without a plan is just a wish.”

— Antoine de Saint-Exupéry

This course works well as an 'In-House' course for your own team. Prices start from £470 per course



BUSINESS SKILLS COURSES

Leadership and management

Questions you will be able to answer

- What are my skills?
- What is sustainability and how can I achieve it?
- What does an effective leader look like?
- How can I make positive changes to using my time?
- How do I make a plan that is achievable?

This course will help you to see the way forward, organise yourself, realise your strengths and plan for the future. You will explore why so often Leadership rather than management is the missing ingredient.

Please bring your diary with you!

Who should attend?

Anyone who wants to be more than a manager: anyone who wants to be a leader

“ Thank you very much for your time and support with this training session. Trainer was highly experienced and offered a range of useful tools, resources and approaches for a range of management and leadership areas. S.K. 2019 ”

Duration: 1 day
Fee: £70 VCSE/ £90 Other

This course is works well as an 'In-House course for your own team. Prices start from £470 per course



LEARNING LUNCHES

Learning Lunches are a valuable opportunity to informally network with colleagues across the Voluntary Community Social Enterprise sector and to hear from some guest speakers who are experts in their field.

These events are hosted by some special venues across Suffolk including Ufford Park Hotel and Spa and Hintelsham Hall.

Learning Lunches have covered a diverse range of topics including:

- Charity Incorporation with Barker Gotelee Solicitors
- Handling Grievances with Ashtons Legal
- Financial Decision Making in Charities with Larking Gowen, Chartered Surveyors
- Best Practice in PR with Yellobelly Brand Communications agency

Duration: 1.5 hours

Fee: £15 including lunch



NETWORKING EVENTS

Volunteer Development Forum

The aim of the meetings is for you, the managers and coordinators who work with volunteers everyday, to come together and share, learn and offer support to each other. The CAS Volunteering team will bring information and research to get you thinking, with one “hot topic” for each meeting.

We know that being the person who coordinates volunteers within an organisation can sometimes feel like a lonely place, especially if you are the only person who has this role.

Our Volunteering team holds these regular Volunteer Development Forums across the county. The topics are picked by you, and the meetings are run for you. Come along and meet other people doing the same job as you and share your knowledge and experience. The meetings are interactive and fun, and there is usually cake!).

Duration: 2 hours
Fee: Free of charge



NETWORKING EVENTS

Safeguarding Network

The Safeguarding network is a specialist network facilitated by Community Action Suffolk for the Voluntary, Community and Social Enterprise (VCSE) sector in Suffolk. We have a couple of network meetings or micro-conferences each year and an e-newsletter that goes out quarterly.

Purpose of the Safeguarding network

To provide a support network for safeguarding leads working with CYP and vulnerable groups to:

- Gain professional support from CAS around safeguarding policies and procedures
- Reduce isolation for those responsible for managing safeguarding particularly those in small organisations
- Identify emerging trends and issues to feed back to the Suffolk Safeguarding Boards and Suffolk County Council
- Identify safeguarding training needs for managers and staff

How to join the network

This network is open to all VCSE sector organisations, which you can join by becoming a CAS member (membership is free).



BOOKING DETAILS

All events are booked via the Community Action Suffolk Learning Zone website.

Payment for the event is securely processed at the point of booking online. Once payment is received participants receive an automated email confirmation of the payment and the booking.

www.communityactionsuffolk.org.uk/learningzone

Select the "Learning Opportunities by date" tab for the latest dates.

We look forward to seeing you at a future event.