

SEPTEMBER 2021

Events calendar

W/C 30th August 2021

For more information and to book

Go to our Events Calendar page, click on the event you want to attend for more details and to register

<https://www.communityactionsuffolk.org.uk/events/>

W/C 6th September 2021

Tues 7 September
10:00AM - 1:00PM.
Introduction to supporting volunteers: Plan and Include (part 1 of the volunteer journey)
(Zoom)

Tues 7 September
10:00AM - 1:00PM.
Introduction to Business Planning
(Zoom)

Weds 8 September **FREE**
10:00AM - 11:30AM.
Understanding Impact 3
(Zoom)

Thurs 9 September **New**
2:00PM - 3:00PM.
CAS Quality Standards Network meeting
(Zoom)

W/C 13th September 2021

Mon 13 September **FREE New**
9:30AM - 12:30PM.
Gambling harm prevention training for youth facing professionals
(Zoom)

Tues 14 September
10:00AM - 1:00PM.
Introduction to supporting volunteers: Support and Celebrate (part 2 of the Volunteer Journey)
(Zoom)

Weds 15 September
10:00AM - 1:00PM.
Leadership and Management
(Zoom)

Thurs 16 September
10:00AM - 12:30PM.
How to Write a Successful Grant Application
(Zoom)

W/C 20th September 2021

Tues 21 September **FREE**
7:30PM - 9:30PM.
NOCN Level 2 Theory of Youth Work Session 1 of 6
(Zoom)

Tues 21 September
10:00AM - 1:00PM.
Finance Essentials for Treasurers and Trustees
(Zoom)

Thurs 23 September **FREE New**
2:00PM - 3:30PM.
Governance and Social Investment
(Zoom)

Thurs 23 September
9:30AM, 10:30AM, 11:30AM
1-1 National Lottery Surgeries
(Teams)

W/C 27th September 2021

Mon 27 September
10:00AM - 1:00PM.
Introduction to Volunteers and the Law
(Zoom)

Tues 28 September
10:00AM - 12:30PM.
Introduction to safeguarding
(Zoom)

Tues 28 September **FREE**
7:30PM - 9:30PM
NOCN Level 2 Theory of Youth Work Session 2 of 6
(Zoom)

Thurs 30 September
10:00AM - 12:00PM
Introduction to Trustee Roles and Responsibilities
(Zoom)

FAQ

How do I book?

Go to our events calendar on our website. Locate the event on the relevant date or by searching via event category. Each event has its own booking link at the bottom of the course description.

<https://www.communityactionsuffolk.org.uk/events/>

What does VCSE mean?

It stands for Voluntary, Community and Social Enterprise. The term also includes Charities.

Can you run a course just for our organisation?

Yes we can. All of our courses can be run solely for your organisation in their current form or adapted to meet your needs.

Spotlight on ...

Business Support and Development

Sabrina Ward is our Business Development Officer and offers support and advice to business in the VCSE sector. Sabrina qualified as a Business Adviser almost 15 years ago, working for Business Link initially.

Sabrina has delivered courses for MENTA and CAS over the past 4 years, specialising in those related to the business aspects of operations, including planning, strategy, finance, and marketing.

Sabrina will be offering the following business support courses and sessions throughout September:

Introduction to Business Planning (Tues 7 September)

Our Introduction to Business planning will help you to know the reasons why a plan is important, how to use it and make the most of the work you put into it! Not forgetting the tools and learning to create the content to begin with.

You will gain a better understanding of ways to assess what direction you want to take, and then to plan for it – enabling those around you to best support you. You can understand the structure of a plan, know where to find your content, and have a plan to write your plan!

Leadership and Management (Weds 15 September)

This course has been put together to help you see why leadership and not just management are needed to be sustainable. We will help you to see the way forward, organise yourself, realise your strengths and plan for the future

We will explore why so often Leadership rather than just management is the missing ingredient

Planning & Strategy 1-1s

60 minutes of 121 support for you to ask your questions and the advice given can be tailored to your individual circumstances.

What people have said about our training

An excellent summary of how to write a business plan in the charitable sector

[Introduction to Business Planning \(Feb 2021\)](#)

Good introduction to safeguarding that will equip groups with a level of understanding to keep people safe.

[Introduction to Safeguarding \(June 2021\)](#)

An engaging and welcoming Level 2 course into the fundamental understanding and theories of youth work.

[NOCN Level 2 Theory of Youth Work \(May 2021\)](#)

Coming up in October

Practical Youth Work Skills (2 session Course)

Monitoring and Evaluation for Beginners

Developing Business Partnerships

Innovative Approaches to Volunteering

How to Write a Successful Grant Application

Introduction to Safeguarding

Special Offers

We have received funding in order to be able to offer these courses for free:

Gambling harm prevention training for youth facing professionals (Mon 13 September)

NOCN Level 2 Theory of Youth Work (Tues 21 September – 6 sessions)

1-1 Surgeries

We offer FREE 1-1 surgeries with our officers on a variety of subjects:

- Funding & Development
- Planning & Strategy
- Community Restart planning
- Trustee Recruitment

To book a 1-1 please visit our 1-1 calendar:

<https://www.communityactionsuffolk.org.uk/organisation-support/traininganddevelopment/1-to-1-surgeries/>