



# Voluntary Action Camden Training Programme

September 2014 – July 2015

Below you will find information on our day, evening and accredited training sessions including in house, consultancy services and free sessions.

## HOW TO BOOK A COURSE:

- **Fill the form** on **page 16** and post it with the appropriate payment to:  
**Training VAC, 293-299 Kentish Town Road, London NW5 2TJ.**
- **Or Fax it to: 020 7284 6551.** Make cheque payable to VAC.
- **Or download it from [www.vac.org.uk/training](http://www.vac.org.uk/training)**

**FEES:** See **fee's table** on page 15.

Different rates apply to all training sessions. Some are FREE, others subsidised. Members' fee on most of the non-accredited sessions is £25 per person, per training session.

**VENUE:** most sessions run at Voluntary Action Camden in Kentish Town and some at other venues across Camden/ London.

**IN HOUSE TRAINING and CONSULTANCY:** page 13.

**TO FIND OUT MORE:** please contact the person named under each training session that interests you, or for general queries, e-mail [vac@vac.org.uk](mailto:vac@vac.org.uk)

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# Leadership & Management Courses

*For information please ring or e-mail the contact person under each training session.*

## New – ILM Leadership Qualification

**Available Dates: 15 January – 15 July 2015 (Wednesday, 10:00-17:00)**

### *Institute of Leadership & Management accreditation*

Take the initial step in the Leadership and Management qualifications programme by gaining this qualification. It is designed to help boost your performance as a team member and help you make the transition from working in a team to leading a team. If you are a practicing team member, it will help you be more effective and confident in your role. By learning core leadership and management skills and how to put them into practice, gaining this qualification will show you have the proven ability to perform to the required standards. A commitment to self-study outside the classroom is required and to assist in this, use is made of the Centre's VLE. Students may also wish to take the Business Finance and APM Project Management courses to complement the skills they will gain.

Taster courses are available to students who are not confident in doing the accredited courses above.

**Cost: £663, Conc: £290, Conc: £0**

*This course is run in collaboration with the Mary Ward Centre*

**If you need more information about the cost or you would like to book on these courses, please contact: Michael Turkheim, Administrator, Tel: 020 72696033 or email: [michael.turkheim@marywardcentre.ac.uk](mailto:michael.turkheim@marywardcentre.ac.uk).**

## Introduction to Coaching & Mentoring (Including Peer Mentoring) – 1 Day

**Date: Friday 24<sup>th</sup> October 2014**

### **What does the course cover?**

The one day training will be based on the National Occupational Standards for Management & Leadership and will cover the following:

- Difference between Coaching and Mentoring
- Coaching & Mentoring models
- Principles of Peer Mentoring

- Practical case studies

### Who is the course for?

This one day training is for staff, trustees or volunteers who would like to know more about coaching and mentoring.

Delegates will be given an opportunity to become a Peer Mentor to support their peers in the fields they are interested in and in which they can provide expertise.

**Contact:** Somanah Achadoo, ☎ 020 7284 6556, Email: [sachadoo@vac.org.uk](mailto:sachadoo@vac.org.uk)

**Venue:** VAC, 2nd floor training room

**Cost:** £25 for VAC members; others, check fees' table

## Chairing Meetings & Presentation Skills – 1 Day

**Date:** Monday 24<sup>th</sup> November 2014

### What does the course cover?

The one day training will be based on the National Occupational Standards for Management & Leadership. At the end of the session you will be able to:

- Plan and facilitate a workshop.
- Handle effective meetings
- Prepare presentations
- Deliver presentations

### Who is the course for?

This one day training is for staff, trustees or volunteers who chair meetings and have to do presentations.

**Contact:** Somanah Achadoo, ☎ 020 7284 6556, Email: [Sachadoo@vac.org.uk](mailto:Sachadoo@vac.org.uk)

**Venue:** VAC, 1<sup>st</sup> floor meeting room

**Time:** 9.45am – 4.00pm

**Cost:** £25 for VAC members; others, check fees' table

## Effective Minute Taking

**Date:** Thursday 29<sup>th</sup> January 2015

### What does the course cover?

The session will enable you to learn about various methods of taking minutes at meetings and will be based on the National Occupational Standards for Management & Leadership. You will be able to:

- Understand the importance of minute taking.
- Learn about various methods of taking minutes at meetings.
- Share best practice.

### Who is the course for?

This one day training is for staff, trustees or volunteers who are responsible in taking minutes.

**Venue:** VAC, 2<sup>nd</sup> floor training room

**Time:** 9.45am – 4.00pm

**Cost:** £25 for VAC members; others, see fees' table

**Contact:** Somanah Achadoo, ☎ 020 7284 6556, Email: [Sachadoo@vac.org.uk](mailto:Sachadoo@vac.org.uk)

## Project Management Courses

*For information please ring or e-mail the contact person under each training session.*

### Project Management (APM Introduction Certificate)

#### Accredited

#### What does the course cover?

An intensive course to gain skills in project management. The content and delivery of this course is aimed at people working in the Voluntary and Community Sector but it is not exclusive. The course covers the principles of Project Management such as Planning and Scheduling, Communications, Quality Management, Resource Management and Risk Management

## Day courses available every Friday, 10:00 – 17:00 (3 Fridays):

- 28 November – 12 December 2014
- 13 – 27 March 2015
- 3 – 17 July 2015

## Evening courses available every Wednesday, 18:00 – 20:30:

- 29 October – 10 December 2014
- 18 February – 1 April 2015
- 3 June – 15 July 2015

**Cost for day time and evening courses: £480, Concs: £171**

*This course is run in collaboration with the Mary Ward Centre.*

**If you need more information about the cost or you would like to book on these courses, please contact: Michael Turkheim, Administrator, Tel: 020 72696033 or email: [michael.turkheim@marywardcentre.ac.uk](mailto:michael.turkheim@marywardcentre.ac.uk).**

## Project Management Starter

This is a short preliminary course that is very popular with participants as it enables them to become familiar with the theories and practice of project management. It is ideal for those with limited practical experience of managing a project to prepare for the APM Introductory Certificate.

### What does the course cover?

What is a project, what is a business case, what is the project context, what is a stakeholder and the roles of the project manager, the project sponsor, the project team member and the role of a user. It also includes conflict management, project management, project management plan and project lifecycles. These areas are not covered to the same level as the Certificate (APM Introduction Certificate) course as this is a preliminary course.

**Every Thursday, 18:00 – 2:30 (4 Thursdays)**

**Dates available:**

- 2 – 23 October 2014
- 30 October – 20 November 2014
- 22 January – 12 February 2015
- 19 February – 12 March 2015
- 6 - 27 May 2015
- 4 – 25 June 2015

**Cost: £40, Concs: £14**

*This course is run in collaboration with the Mary Ward Centre.*

**If you need more information about the cost or you would like to book on these courses, please contact: Michael Turkheim, Administrator, Tel: 020 72696033 or email: [michael.turkheim@marywardcentre.ac.uk](mailto:michael.turkheim@marywardcentre.ac.uk).**

## Governance

*For information please ring or e-mail the contact person under each training session.*

### Overview

VAC has a series of interactive workshops for Trustees, Management Committees and Board members. These will be on topics of what a trustee/board member/management committee member should know or be aware of.

The dates are set out below with a short description of the content. To book a place on any of the workshops below, please contact the trainer directly on the contact details below. Each workshop is **£25** for members of VAC. If you are not a member other fees will apply. Please refer to the training page on our website: [www.vac.org.uk/training](http://www.vac.org.uk/training).

Once you have completed the series of workshops, trustees/board members/management committee members will have the opportunity to attend the **Governance course** at Mary Ward Centre. The outline of the course is on page 3.

## 1. Governance Workshops and dates:

Introduction to Being a Trustee	Trustee Responsibility as Employers	Partnership Working	Leadership & Strategic Planning	Financial Management	Fundraising & Income Generation Strategy
Date & Time	Date & Time	Date & Time	Date & Time	Date & Time	Date & Time
<b>New Date to be confirmed.</b>	<b>New Date to be confirmed</b>	<b>New Date to be confirmed</b>	<b>28/10/14</b> <b>17:30 – 20:30</b>	<b>19/11/14</b> <b>17:30 – 20:30</b>	<b>10/12/14</b> <b>17:30 – 20:30</b>

All the workshops above are delivered at VAC offices.

### a. Introduction to Being a Trustee

**Date: TBC**

#### What is the course for?

Newly appointed trustees or trustees starting a new organisation often find it a challenge to balance governing the organisation with getting involved in operational aspects (leading and doing). This session look at what is governance, what is a management committee and its function, including its roles and responsibilities and how often trustees must wear several different hats.

#### Learning Outcomes:

- understanding what governance means
- understanding the function of the management committee
- raising awareness on the different roles or hats trustees have at different stages of organisational development
- understanding roles and responsibilities of trustees

Trainer: Kevin Nunan, Tel: 020 7284 6555, email: knunan@vac.org.uk



## **b. Trustee Responsibility as Employers**

**Date: TBC**

### **What does the course cover?**

Management committees are ultimately responsible for hiring, supporting and, if necessary, dismissing their staff. Even if some responsibilities are delegated to senior staff, trustees need to ensure the organisation has appropriate procedures in place to meet their contractual and statutory obligations as employers and to ensure staff are well-managed. This session will provide an overview incorporating an introduction to employment law, the significance of core employment policies and procedures, and the role of trustees when work problems arise.

### **Learning Outcomes:**

- To understand the legal rights and responsibilities of employers & employees
- To understand the purpose of core employment policies and procedures and underlying principles of fair practice.
- To increase ability to keep up to date with employment law, access information and advice, and know when to seek assistance

Trainer: Caroline Jepson, Tel: 020 7284 6554, Email: [cjepson@vac.org.uk](mailto:cjepson@vac.org.uk)

## **c. Partnership Working (half a day)**

**Date: TBC**

### **What does the course cover?**

This half a day workshop look at the key principles in developing partnership and consortia working and the issues that need to be taken into account and planned for to ensure successful partnerships. You are invited to bring ideas of how you would like to work with other organisation.

### **Learning Outcomes:**

- To be fully aware of the key steps required to plan and set up a successful partnership
- To increase the skills to set up a partnership

Trainer: Simone Hensby, Tel: 020 72846557, Email: [shensby@vac.org.uk](mailto:shensby@vac.org.uk)

## **d. Leadership and Strategic Planning**

**Date: Tuesday 28/10/14, 17:30 – 20:30**

### **What does the course cover?**

This practical workshop aims to equip participants with the relevant knowledge and skills to lead the strategic planning process in their organisations and develop a business and strategic plan. You will receive a 'Strategic Business Planning Toolkit'

### **Learning Outcomes:**

- Understanding the strategic planning process
- Understanding leadership
- Becoming confident to lead your organisation on its key strategic choices
- Enhance your skills to use a range of tools to develop a business and strategic plan
- Identify financial information needed for your strategic plan

Trainer: Simone Hensby, Tel: 020 72846557, Email: shensby@vac.org.uk

## **e. Financial Management –**

**Date: Wednesday 19/11/14, 17:30 – 20:30**

### **What does the course cover?**

Learn to read and manage the financial accounts of your organisation and gain skills and knowledge to maintain a healthy control of the finances. It will also touch on how change management has an influence on financial management.

### **Learning Outcomes:**

- Understanding a simple set of accounts and the budgeting process
- Identifying good financial controls
- Reading financial accounts & increasing your confidence to manage financial change

Trainer: Somanah Achadoo, Tel: 020 7284 6556, Email: sachadoo@vac.org.uk

## f. Fundraising Strategy & Income Generation

**Date: Wed 10/12/14, 17:30 – 20:30**

### What does the course cover?

Learn to develop a Fundraising & Income Generation Strategy.

### Learning outcomes:

- Identifying funding sources, funding mix and funding profiles
- Developing a fundraising and income generation strategy.
- Sustainability

Trainer: Somanah Achadoo, Tel: 020 7284 6556, Email: sachadoo@vac.org.uk

## Governance Course

**Dates: 14 May – 18 June 2015**

**Every Thursday 17:30 – 20:30 (8 sessions)**

Suitable for anybody interested in developing the knowledge and skills required to be a member of a governing body in the voluntary or community sector or for members of governing bodies who want formal recognition for their roles and responsibilities. The course will enable you to become an effective trustee in the governance of new and existing organizations.

### Areas covered:

- Introduction to the Role of a Governing Body Member
- Developing Governance - Responsibilities and Accountability
- Governance - Strategy and Structures

### Learning Outcomes:

It will enable you to become an effective participant in the governance of new and existing organizations.

**Cost: £71, Conc: £25,**

*This course is run in collaboration with the Mary Ward Centre.*

**If you need more information about the cost or you would like to book on these courses, please contact: Michael Turkheim, Administrator, Tel: 020 72696033 or email: [michael.turkheim@marywardcentre.ac.uk](mailto:michael.turkheim@marywardcentre.ac.uk).**

## Policy Courses

*For information please ring or e-mail the contact person under each training session.*

### Workshop with LB Camden on Community Infrastructure Levy (CIL) and Planning Gain (Section 106)

**Date: Wednesday 17<sup>th</sup> September 6.30-8.30pm.**

#### Who is the course for?

This is for people to learn what CIL is, how it will work and discuss how the tariffs that developers are charged on new developments can benefit Camden.

**Fee: FREE**

**Venue: VAC Office**

#### Contact:

For more information contact: Donna Turnbull, on 020 7284 6567, email: [dturnbull@vac.org.uk](mailto:dturnbull@vac.org.uk)

## Financial Management & Fundraising & Income Generation

*For information please ring or e-mail the contact person under each training session.*

### Bid Writing and Financial Planning – 2 Days

**Date: Monday 3<sup>rd</sup> and Monday 10<sup>th</sup> November 2014**

**Time: 9.45am – 4.00pm**

This two day training will be working through real tender documents and will look at how you can write successful bids.

#### Topics Covered:

- Quality & Performance Management
- Financial Planning (Full cost recovery & cash flow forecast)

## Learning Outcomes:

This two day training will provide you with tools to write a funding application.

## Who for?

All staff, volunteers and trustees who are or are likely to be responsible writing tenders/bids or any funding application.

## Contact:

Somanah Achadoo, ☎ 020 7284 6556, Email: [Sachadoo@vac.org.uk](mailto:Sachadoo@vac.org.uk)

**Venue:** VAC, 2<sup>nd</sup> floor Training room

**Cost:** £25 for VAC members; others, see fees' table

## Budgeting For Your Projects – 1 Day

**Date: Tuesday 17<sup>th</sup> February 2015**

**Time: 9.45am – 4.00pm**

This one day session will look at the challenges of setting an individual project budget in the context of full cost recovery and unit costing.

An organisation will be more sustainable by ensuring its overheads and direct costs are appropriately allocated to its activities on a project.

## Topics Covered:

- How to fully cost your services for a project through the business planning route
- Full Cost Recovery
- Cash Flow Forecast
- Case Studies and group based activities

## Learning Outcomes:

This one day course will provide you with an understanding of the implications of costing for individual projects and the ability to accurately cost and price your service activities using allocation and apportionment models.

## Who for?

All staff, volunteers and trustees who are or are likely to be responsible for setting project budgets, no prior knowledge of setting budgets or full cost recovery required.

**Contact:** Somanah Achadoo, ☎ 020 7284 6556, Email: [Sachadoo@vac.org.uk](mailto:Sachadoo@vac.org.uk)

**Venue:** VAC, 2<sup>nd</sup> floor Training room

**Cost:** £25 for VAC members; others, see fees' table

## Fundraising & Income Generation Strategy – 1 Day

**Date:** Friday 6<sup>th</sup> March 2015

**Time:** 9.45am – 4.00pm

This one day session will look at the planning of a fundraising and income generation strategy.

### Topics covered:

- funding mix, funding profiles and funding sources
- fundraising and income generation plan
- sustainability

### Who for?

All staff, volunteers and trustees who wish to develop a fundraising and income generation strategy for their organisation.

**Contact:** Somanah Achadoo, ☎ 020 7284 6556, Email: [Sachadoo@vac.org.uk](mailto:Sachadoo@vac.org.uk)

**Venue:** VAC, 2<sup>nd</sup> floor training room

**Cost:** £25 for VAC members; others, see fees' table

## Business & Enterprise courses

*For more information please ring or e-mail the contact person under each training session.*

### Business Startup For Social Enterprise, Micro Enterprise, Sole Trader

#### Dates available:

- 24 September – 22 October 2014
- 14 January – 11 February 2015

## What does the course cover?

Not your standard business start-up course. Cross the social and business divide by using your own life experiences to set up a business enterprise with a social focus. The aim of the course is to enable students that are interested in setting up a new enterprise with a social focus to become familiar with the key steps that they need to take to underpin start up. The teaching encourages students to apply the knowledge and skills that they acquire on the course to progress their ideas. This course covers the practical steps needed to set up as a sole trader and/or a micro enterprise and/or a social enterprise.

## Course Content:

Establishing if your idea is viable as a social business and if you have the skills and knowledge required.

- What will be the legal framework for your business, sole trader, a social enterprise, a micro enterprise, a limited company, becoming a franchisee, a community interest company, developing a partnership?
- Writing a business plan - what should be in it?  
How to cost a product or service
- Accessing sources of income and managing the books.
- Marketing your product or service.
- Have a grasp of how to write a business plan, cost your product or service, access sources of income etc.

**Cost: £59, MW Conc: £21**

*This course is run in collaboration with the Mary Ward Centre.*

**If you need more information about the cost or you would like to book on these courses, please contact: Michael Turkheim, Administrator, Tel: 020 72696033 or email: [michael.turkheim@marywardcentre.ac.uk](mailto:michael.turkheim@marywardcentre.ac.uk).**

## Introduction to Social Enterprise and Business Planning - 1 Day

**Date: Tuesday 31<sup>st</sup> March 2015**

**Time: 9.45am – 4.00pm**

## What does the course cover?

In the current funding climate, a lot of voluntary and community sector groups/organisations are using the Social Enterprise model to deliver services and ensuring sustainability. This

workshop will look at setting up a Social Enterprise and how to work on your business plan to make it a successful enterprise. The workshop will cover the following topics:

- What is a Social Enterprise?
- Strategy & Structure of a Social Enterprise
- Setting up a Social Enterprise
- Business Planning process
- Case Studies

### Who is the course for?

This workshop is for staff, trustees, volunteers or individuals who would like to know more about Social Enterprise and the Business Planning process.

### Contact:

Somanah Achadoo, ☎ 020 7284 6556, Email: [Sachadoo@vac.org.uk](mailto:Sachadoo@vac.org.uk)

**Venue:** VAC, 2<sup>nd</sup> Floor Training room

**Cost:** £25 for VAC members; others, see fees' table

## Health Courses

### Mental Health First Aid (MHFA)

**Date: Thursday 4th and Thursday 11th September 2014**

**Time: 10am – 5pm both days**

### What does the course cover?

This two-day course promotes awareness of mental health issues, and trains non-mental health professionals to recognise those affected by mental health problems and offer initial help and guidance towards professional support. It aims to tackle the prejudice and stigma traditionally associated with mental health problems, and to improve the outcomes for those affected, as well as their families, friends, colleagues and employers.

**Cost: £25 for VAC members**



## Contact:

For more information and booking, please contact either:

Ann Wolfe: [awolfe@vac.org.uk](mailto:awolfe@vac.org.uk) or phone 020 7284 6565

Maureen Brewster: [mbrewster@vac.org.uk](mailto:mbrewster@vac.org.uk) or phone 020 7284 6563

**Venue:** *All training will take place in Camden. Venue details will be sent to you once your booking has been confirmed.*

## Youth Mental Health First Aid (YMHFA)

**Date:** Monday 22<sup>nd</sup> and Monday 29<sup>th</sup> September 2014

**Time:** 9:30am – 5pm both days

### What does the course cover?

This two-day course looks at a range of mental and emotional health issues affecting young people aged 11-18, aiming to increase confidence and knowledge to provide comfort to a young person experiencing mental health problems. The course also raises awareness of mental health issues in the community, helping to reduce stigma and discrimination.

**Cost:** £25 for VAC members

## Contact:

For more information and booking, please contact either:

Ann Wolfe: [awolfe@vac.org.uk](mailto:awolfe@vac.org.uk) or phone 020 7284 6565

Maureen Brewster: [mbrewster@vac.org.uk](mailto:mbrewster@vac.org.uk) or phone 020 7284 6563

## The RSPH Level 1 Award in Health Awareness Course - 2 days

**Date:** 20th and 21st October 2014

This training is a two days course, with a 20 question multiple choice test at the end of the second day of training.

**Cost:** Free (exclusively at VAC Community Health Advocate Volunteers)

**Venue:** VAC 2<sup>nd</sup> Floor Training Room

## Who is it for:

Community Health Advocate Volunteers who wish to signpost people to local non-clinical services which support health and wellbeing. After completing the training, VAC will support local teams of volunteers to act as links between community based services and GPs.

## Learning outcomes:

Increased knowledge and awareness of key public health issues, for example the causes and impact of health inequalities, the benefits of healthy eating and regular exercise, the consequences of poor diet and lack of exercise, information on early diagnosis services and cancer awareness information and the 5 ways to wellbeing.

## Topics covered:

The course looks at health inequalities within Camden, healthy eating, recommended levels of exercise, smoking cessation, alcohol awareness, early diagnosis services for Camden residents, cancer awareness information and the 5 ways to wellbeing.

## Contact:

For more information, contact Sue Dowd – [sdowd@vac.org.uk](mailto:sdowd@vac.org.uk) 020 7284 6559 or Mandira Manandhar – [mmandandhar@vac.org.uk](mailto:mmandandhar@vac.org.uk) 020 72846573 or Margaret Kabba-Sei – [mkabba-sei@vac.org.uk](mailto:mkabba-sei@vac.org.uk) 020 7284 6568.

## Dementia Friends

**Date: New Dates to be confirmed in September 2014 (10am – 1pm)**

## What does the course cover?

Dementia is a medical condition caused by different illnesses affecting the brain. This workshop is an introduction to the many aspects of dementia, with the intention of providing a broad understanding of the condition. Areas covered will include: an exploration of the understanding of what dementia is; common causes, symptoms and effects; diagnosis and assessment; supporting people affected by dementia; medical and social aspects of dementia; treatments and non-pharmacological therapies.

**Cost: Free for VAC members**

## Stigma and Mental Health

**Date: Monday 17<sup>th</sup> November 2014 (2 - 5pm)**

**What does the course cover?** This half-day session is designed to open up a discussion about how we can explore and break down stigma in relation to mental health. Using various techniques including film, case studies and discussion, there will be a particular reference to stigma in South Asian communities.

**Cost: Free for VAC members**

## User Involvement Training

We offer training in effective user involvement for service users to empower them to take on representative roles (eg. in user forums or as members of management groups, committees or boards), and for staff with a remit to promote user involvement. We also offer specialist training to support service users to take part in local commissioning and strategic decision-making processes.

### Training for Service Users

Examples of the kinds of sessions we can offer (as one-off sessions or part of an ongoing course) include:

- **Effective Communication Skills:** Listening, Responding, Body Language
- **Effective Presentation Skills:** Preparing and Delivering Presentations
- **Effective Skills for Meetings:** Being Prepared, Participating Confidently, Note-Taking
  
- **Effective Representation:** Representing Others' Views and Being Assertive

### Training for Staff

Examples of the kinds of sessions we can offer include:

- **Power-Sharing:** The Principles and Benefits of User Participation
- **Overcoming Barriers:** Understanding and Overcoming Barriers to User Involvement
- **Methods:** The Practice of User Participation – Tools and Methods that Work

If you would like more information:

### Contact:

Somanah Achadoo, Operations Director, Tel: 020 7284 6556 (Typetalk: 18001-020 7284 6556)

Email: [sachadoo@vac.org.uk](mailto:sachadoo@vac.org.uk)

# Other Services VAC provides

## 1. In house training

We tailor in house training for voluntary organisations, statutory bodies and service users on:

- **Organisational development:** governance, leadership, planning and management including conflict resolution
- **Commissioning:** outcomes based commissioning, contracting & tendering, writing service specifications, negotiating funding contracts
- **Workforce development:** coaching and mentoring, personal development plans for staff and service users
- **Effective communication:** chairing meetings, presentation skills and minute taking

Training is delivered to a maximum of 15 participants. See fees below.

Contact Somanah Achadoo: ☎ 020 7284 6556 [sachadoo@vac.org.uk](mailto:sachadoo@vac.org.uk)

## 2. Consultancy

We offer specialist tailored support to local groups, local authorities, strategic partnerships and NHS Trusts across London and further afield.

We provide trouble-shooting support to help respond to a problem/ change; facilitation of strategic and business planning activities Eg. away days; support for partnership development and workforce development. Our services include:

- **Organisational development**
- **Business Strategy**
- **Business Planning**
- **Income Generation and Fundraising Strategy**
- **Writing funding application**
- **Financial Services** -salary administration, accountancy and health checks-
- **Partnership and Collaborative Working**
- **Workforce development**
- **Stakeholder engagement and Quality Assurance**

The initial consultation is free to assess your needs and prepare a proposal. Thereafter an hourly rate of **£45** p/h for VAC members from voluntary & community organisations from Camden and from **£65** p/h for non-members. For Statutory bodies and Housing Associations, other fees will apply.

Contact Somanah Achadoo: ☎ **020 7284 6556** [sachadoo@vac.org.uk](mailto:sachadoo@vac.org.uk)

### 3. Training for trustees

A session on governance areas can be run for your trustees/management committees/board of trustees.

Contact Kevin Nunan: ☎ **020 7284 6568** [knunan@vac.org.uk](mailto:knunan@vac.org.uk)

### 4. Free Support.

You can book at any time one free hour of support on:

- **Demonstrating the Added Value of your work, Volunteering – VIVA.**
- **An Introduction to LM3 (Local Multiplier).**

Contact Ricky or Monica: ☎ **020 7284 6553** or [Acharles@vac.org.uk](mailto:Acharles@vac.org.uk)

## Training Fees at VAC Premises

**For Members:** the fee is £25 per person, per training session and this is only for voluntary and community sector organisations/groups based in Camden which are members.

### For Non-members:

Size of Organisation	Half-Day Course	One-Day Course	Two-Day Course	Five-Day Course
0 – 5 paid staff	£38	£65	£112	£245
6 – 30 paid staff	£48	£95	£170	£380
31 plus paid staff	£75	£115	£225	£545
Statutory and Housing Associations	£95	£135	£245	£645
Commercial	£115	£245	£465	1,155

### In house training fees for VAC members and non-members:

Size of Organisation	VAC Member Charge	Non-Members Charge
0 – 5 paid staff	£182 per day	£365 per day
6 – 30 paid staff	£242 per day	£485 per day
31 plus paid staff	£340 per day	£680 per day
Statutory and housing associations	£340 per day	£680 per day
Commercial	N/a	£830 per day

Please note that VAC members from the voluntary and community sector receive a 50% discount on the full fee payable by non-members. *Note: These fees are reviewed periodically by VAC*

### Consultancy and In-house training:

**Consultancy costs:** from £45 p/h for members/ groups based in Camden and from £65 p/h for non-members. Initial consultation is free.

**In-house training fees** vary and will be discussed on request.

# Training Booking Form 2014-15

## Voluntary Action Camden

Please fill in the form with black ink and in CAPITAL letters.



Send it with your payment to: TRAINING: VAC, 293–299 Kentish Town Road, London NW5 2TJ. Make the cheque payable to Voluntary Action Camden.

About You			
Name:	Address:		
Mobile:			
Email:			
Do you have any specific requirements?	Postcode:		
	Camden resident? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Role in the organisation:		
About your organisation			
Name:	Who are your main service users?		
Address:			
Postcode:	Organisation structure e.g. registered charity/social enterprise:		
Tel:	How many staff?	How many volunteers?	
Email:	What is your organisation's turnover?		
Ward:			
Borough (if not Camden):	<input type="checkbox"/> Under £250K <input type="checkbox"/> Between £250K - £1million		
Are you a VAC member? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Over £1million		
	Do you receive any council funding? <input type="checkbox"/> Yes <input type="checkbox"/> No		
About the Training or Seminar			
Delegates Name and Role	Training/Workshop/Seminar	Date & Time	Fee
FOR OFFICE USE ONLY			Total
Cheque Number:	Date received:	Cheque Total:	
Staff/Trainer informed of payment: Yes <input type="checkbox"/> No <input type="checkbox"/>			

## Training Booking Policy

1. Every participant/delegate from an organisation must complete a booking form.
2. Booking fee is required for some training sessions. Please check with the relevant contact person indicated in the annual training calendar whether a fee applies. For organisations which are **not a member of Voluntary Action Camden (VAC)** other fees may apply.
3. Acknowledgement of bookings and confirmations will only be made by email.
4. Any cancellation or alteration must be in writing within a week. Non- cancellation and no show will result in an additional charge of £25.
5. For an all-day training you should attend the whole session
6. Certificate of attendance will not be issued to participants attending just part of the training session.
7. Admission of participants, who arrive late for more than half hour, is subject to trainer's discretion.
8. Please keep a copy of the booking form for your records.
9. This form can be used as an invoice

SIGNATURE: ..... Date: .....

# Accessibility at VAC

VAC is committed to equal opportunities and strives to make the building and services as accessible as possible.

## At our offices in 299 Kentish Town Road you will find:

- A Lift to all floors.
- Level entrance from the street with entry-phone at high and low level.
- An induction Loop in 1<sup>st</sup> and 2<sup>nd</sup> floor meeting rooms (to assist hearing aid users).
- Toilets on 2<sup>nd</sup> and 3<sup>rd</sup> floor adapted for disabled people.
- Flashers on the fire alarm for deaf and hard of hearing users who won't hear the fire alarm.

## When contacting VAC

- You can use Type Talk: To use type talk dial 18001 in front of the normal number
- VAC's website is Accessible
- Get help to customise your browser and computer from:

<http://www.abilitynet.org.uk/myway/>

or

<http://www.bbc.co.uk/accessibility/index.shtml>

## Other adaptations available on request and depending on funding available

- Large print
- Braille (budget permitting)
- Signers (budget permitting)
- Palantypist (budget permitting)