

# LVSC Short Courses

## February 2010 - July 2010

All our open courses are delivered at the Shelter Training venue in City Forum on City Road. You can view full details of all our courses and download the course outlines on our website: [www.lvsc.org.uk/courses](http://www.lvsc.org.uk/courses).

You can also subscribe to our monthly e-bulletin which gives updates about availability as well as special monthly discounts: [www.lvsc.org.uk/ebulletins](http://www.lvsc.org.uk/ebulletins)

### In house training

All the courses in this calendar - as well as some others not listed - can be delivered at your organisation. These can either be off-the shelf or tailor-made

For more information:  
[www.lvsc.org.uk/inhouse](http://www.lvsc.org.uk/inhouse)

### Online learning

We have a large range of online courses that are not only useful in their own right, but add value to your training courses, personal and professional development

For more information:  
[www.lvsc.org.uk/onlinelearning](http://www.lvsc.org.uk/onlinelearning)

**All course fees are on a sliding scale to encourage the smallest organisations to participate in training and development**

### General courses

	Days	1	2	3	4	5	Half
Band	Size	G1	G2	G3	G4	G5	GH
A	1-7	£95	£190	£250	£345	£450	£60
B	8-15	£95	£190	£250	£345	£450	£60
C	16-30	£110	£220	£280	£390	£475	£75
D	31+	£165	£330	£420	£585	£780	£90
E	Other	£280	£560	£700	£900	£950	£160

### Management courses

	Days	1	2	3	4	5	Half
Band	Size	M1	M2	M3	M4	M5	MH
A	1-7	£125	£225	£330	£455	£550	£75
B	8-15	£125	£225	£330	£455	£550	£75
C	16-30	£165	£330	£420	£585	£780	£90
D	31+	£165	£330	£420	£585	£780	£90
E	Other	£280	£560	£750	£900	£950	£160

#### BAND A-D

**Voluntary and Community Sector** – any organisations identifying as Voluntary or Community Sector that don't have to be Registered Charities, but includes Housing Associations that are Registered Charities.

#### BAND E

**Other** – applies to Statutory and Public sector organisations, Commercial organisations and Housing Associations that are not registered Charities.

**Individuals** not affiliated to, or sponsored by a voluntary sector organisation within the last 6 months, will be charged as Other - at the highest rate.



## LVSC Courses February 2010 - July 2010 Delivered at City Forum, City Road, EC1V 9PU

Courses	Dates	Band	Days
<b>COMMUNICATION AND WRITING SKILLS</b>			
Communicating effectively in the workplace	17-18 June	G2	2 days
Effective minute taking	18 February; 15 March; 30 April; 25 May; 21 June; 23 July	G1	1 day
Effective presentation skills	12-13 April; 28-29 June	G2	2 days
Writing reports effectively	18-19 March; 24-25 June	G2	2 days
Speaking in public with confidence	11-12 March	G2	2 days
Research tools for fundraising	3 March	G1	1 day
Newsletters: writing for print	11-12 February	G2	2 days
Newsletters: writing for the web	3-4 June	G2	2 days

### EQUALITY & DIVERSITY

Promoting equal opportunities in voluntary sector organisations – Update on the implications of the Single Equality Act	28 May	GH	Half-day
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### FINANCE AND FUNDRAISING

Understanding financial systems	15 February; 14 April	G1	1 day
Planning for success: handling budgets & finance	20 May ( <i>Day 2 of Planning for Success</i> )	M1	1 day
Writing realistic fundraising bids	22-23 April; 9-10 June	G2	2 days
Writing winning tenders	11 June	G1	1 day
3-day discounted package: fundraising & tendering	9-10-11 June	<b>G3</b>	<b>3 days</b>
Writing better fundraising applications	3 February	G1	1 day
Planning for success - business planning	17 March ( <i>Day 2 of Planning for Success</i> )	M1	1 day
Research tools for fundraising	3 March	G1	1 day

### HEALTH & SAFETY

Introduction to health & safety ( <i>2 days February only</i> )	1-2 February	G2	2 days
Introduction to health & safety ( <i>1 day</i> )	29 March; 5 July	G1	1 day
Health & safety reps in the voluntary sector	6 July	G1	1 day
Health and safety risk assessment	30 March	G1	1 day
Health & Safety – 2 days package	As above: 29-30 March; 5-6 July	<b>G2</b>	<b>2 days</b>

### LEARNING & TRAINING SKILLS

Training the non-trainer	22-23 February; 19-20 April; 14-15 June	G2	2 days
Creating a training course from scratch	21 April; 16 June	G1	1 day
Facilitating groups effectively	1-2 March; 15-16 July	G2	2 days
3-day combination packages - discounted	See above dates to combine your 3-day discounted package (2+1-days)	<b>G3</b>	<b>3 days</b>
4-day combination packages - discounted	See above dates for to combine your 4-day discounted package (2+2 days)	<b>G4</b>	<b>4 days</b>

**MANAGING PEOPLE**

<b>Supervising staff - essentials</b>	4-5 February; 24-25 February; 22-23 March; 15-16 April; 13-14 May; 7-8 June; 12-13 July	M2	2 days
<b>Supervising staff - advanced</b>	26-27 July	M2	2 days
<b>Developing leadership skills</b>	28-29 April	M2	2 days
<b>Managing for the first time</b>	8-9 March; 5-6 May; 7-8 July	M2	2 days
<b>Getting to Grips with Employment</b> (Select workshops from a range of options)	26 April; 21 July	M1	1 day
<b>Conflict resolution for managers</b>	22 July	M1	1 day
<b>Introduction to involving volunteers</b>	8 February; 17 May; 19 July	M1	1 day
<b>Managing your volunteer programme</b>	9 February; 18 May; 20 July	M1	1 day
<b>2-day combined Managing volunteers package</b>	Dates as above E.g. 8-9 Feb; 17-18 May; 19-20 July	<b>M2</b>	<b>2 days</b>

**MANAGING AN ORGANISATION**

<b>Project management (Core) Day 1 – Day 2</b>	16-17 Feb; 24-25 March; 10-11 May; 28-29 July	M2	2 days
<b>Evaluating the effectiveness of the project Day 3</b> (optional)	26 March; 12 May; 30 July	M1	1 day
<b>Planning, managing and evaluating your project</b> 3 - day package - discounted	24-25-26 March; 10-11-12 May; 28-29-30 July	<b>M3</b>	<b>3 days</b>
<b>Planning for success:</b> Overview of planning tools with Business Planning (day 2)	16-17 March	M2	2 days
<b>Planning for success:</b> Overview of planning tools with Budgets & finance (day 2)	19-20 May	M2	2 days
<b>Planning for success:</b> Overview of planning tools with optional workshops (day 2)	30 June/1 July	M2	2 days
<b>Planning for success – day 2 only</b>	See above: 17 March; 20 May; 1 July ( <i>please call</i> )	M1	1 day
<b>Local Area Agreements</b> (LAAs & strategic partnerships)	26 May	G1	1 day
<b>Policy work – a tool for influencing</b>	27 May	G1	1 day
<b>LAAs &amp; Policy work</b> 2-day package	As above: 26-27 May	<b>G2</b>	<b>2 days</b>
<b>Research tools for fundraising</b>	3 March	G1	1 day

**PERSONAL EFFECTIVENESS**

<b>Networking skills</b>	22 June	G1	1 day
<b>Effective time management</b>	26 February; 27 April; 24 May; 23 June; 14 July	G1	1 day
<b>Chairing meetings</b>	10 March; 21 May	G1	1 day
<b>Managing your administrative responsibilities</b>	5 March; 1 April; 7 May; 9 July	G1	1 day
<b>Assertiveness for women</b>	4 March; 2 June	G1	1 day
<b>Assertiveness (mixed gender)</b>	19 February; 4 May; 2 July	G1	1 day
<b>Dealing with violent and aggressive behaviour</b>	10 February; 1 June	G1	1 day
<b>Coping with workplace stress</b>	31 March	G1	1 day

**TRUSTEES AND GOVERNANCE**

<b>Roles and responsibilities of a trustee</b>	May – July <i>Dates to be arranged</i>	Fixed Fee	6 evenings
Expressions of interest are invited to estimate demand for this course: Please go to the website and put your name on the waiting list or call or email.			

# Booking Form for LVSC Short Courses

Copy this form as required. Use one form for each applicant.  
If you are completing this form by hand, please write clearly

## COURSE

Title: .....

Course date(s): .....

## PERSONAL INFORMATION

Name: .....

Job title: .....

Organisation: .....

Address: .....

.....

..... Postcode .....

Daytime telephone number: .....

Fax number: .....

Email address: .....

## ORGANISATION MONITORING

In which London borough(s) does your organisation work?  
.....

Type of organisation:

Voluntary & Community  Other

Number of paid staff your organisation employs

(or full-time equivalent): .....

**NB If this is not completed you will be charged at the highest rate.**

What is your organisation's main area of activity?  
.....

## ACCESS NEEDS

Please tell us what would help your participation on the course:  
.....  
.....

## COURSE EXPECTATIONS

What is your current level of skill or knowledge in this subject?

0 = no knowledge 10 = experienced .....

What do you hope to achieve from this course? Please state two key things you want to achieve:

1.....

.....

2.....

.....

## Receiving information from LVSC

Tick here if you do **not** want to regularly receive:

LVSC course calendar (hard copy)

LVSC course e-bulletin

## Registration for Online Learning

Online Learning Registration fee only £35 to VCS staff when booked with a short course

## Payment & bookings

All course fees are payable **in advance.**

By authorising this booking, I accept the Terms and Conditions: [www.lvsc.org.uk/terms](http://www.lvsc.org.uk/terms)

## Name of authorising person (e.g line manager, Chair etc)

I enclose a cheque

I am paying by BACS

## Amount due

£

Make cheques payable to **London Voluntary Service Council** and send with this form to:

The Learning Team,  
London Voluntary Service Council  
4th Floor  
88 Old Street  
London  
EC1V 9HU

Contact us:

Tel: 020 3349 8940 (10:30-15:30)

Mobile: 07534 154 227 (09:00-10:30)

Fax: 020 7253 0065

Email: [learning@lvsc.org.uk](mailto:learning@lvsc.org.uk)