

Who are we?

Robin Hodgkinson - is a qualified tutor who has been developing and delivering training courses in the voluntary sector for over 17 years, covering VCS organisational and personnel management, personal skills and trustee board training.



He has authored the national Trustee Learning programme and our online practical toolkits, and is also a qualified PQASSO peer reviewer.

Simon Waldron - is a qualified tutor (CTLLS & IAG) specialising in the development and delivery of ICT and Trusteeship courses as well as developing e-Learning platforms and content.



He has been a Regional Advisor for the Institute for Learning, developed and delivered training for Third Sector and Adult and Community Learning organisations.

What do we do?

Consultancy and Facilitation

We have worked with many strategic partners over the years and are fully conversant with the training needs and opportunities for small businesses and organisations within the VCS.



Organisation Review - Many businesses, and voluntary organisations, may find it useful to carry out an Organisational Review, to ensure that they are responding to changes in the market, and the services that they deliver. We can facilitate your review, helping you identify organisational issues and seek methods to resolve them. This can include trustee board reviews, assessing strengths / weakness of a board and developing action plans.

Facilitating Away Days - Many organisations now see the value of using an outside facilitator at away days for staff and / or trustee boards. We can act as your facilitators.

Needs Analysis - We can support you in carrying out a full Training Needs Analysis of your organisation and signpost you to funded training, recommend specialist training providers where relevant, or offer our own training courses.

Policies and Procedures development - We can write a comprehensive set of Policies and Procedures, tailor-made for your organisation.

You provide the venue, we provide the expertise

Training Provision

We have a broad portfolio of training to support small businesses and VCS organisations, and we can provide 'face-to face' training at your premises, helping to reduce your costs and time.



e-Learning - we have been involved with the development and delivery of e-Learning courses and systems, working to guidelines provided by JISC, using the latest technology to deliver cost-effective engaging e-Learning through our own learning system.

Courses

All our courses can be adapted to meet your needs, and developed to varying lengths according to the depth of learning required.

Personal Skills Courses

Speaking and Presentation Skills (1 or 2 days) - Conquer nerves, develop your voice range, prepare and deliver interesting and informative presentations.



Time and Paper Management (½ or 1 day) - Looks at how people work and how they can save time in dealing with paper, emails, working with colleagues, in meetings etc.

Running Effective Meetings (½ or 1 day) - How to prepare for a meeting, develop strong agendas and chair / participate in a meeting effectively.

Minute Taking (½ day) - How to take, write and present minutes for a variety of different meetings from the very formal to the very informal.

You provide the venue, we provide the expertise

Staff Management

Recruiting and Selecting Staff (½ or 1 day) - Develop efficient recruitment practices, “read” applications / select candidates, prepare for interviews and ask pertinent questions.

Good Induction Practices (½ day) - Ensure you have the systems in place to conduct an effective induction and that your employees receive essential information efficiently.

Supervising Staff (½ or 1 day) - Ensure that you are an effective supervisor, having efficient systems in place to motivate and support your staff.

How to conduct a staff appraisal (½ day) - Prepare for and conduct inspiring appraisals.

Dealing with difficult staff (½ or 1 day) - Looks at the causes of difficult behaviour, what systems to have in place and how to conduct a difficult interview.

Managing Volunteers (1 day) - From recruitment through induction, support and development to ensure that you have an effective army of volunteers.

Organisational Management

Writing a simple Business Plan (1 day) - Practical tips on areas to cover and how to use a plan to develop your business, includes time to make a start on the writing process.



Writing Policies and Procedures (½ day) - How to develop key personnel policies for your organisation, how to prepare and consult on the policies and then implement them.

Organising and Managing Events (½ or 1 day) - How to plan an event, whom to involve, aspects of budget and publicity. Events in general or specific event types.

Introduction to Publicity and Marketing (½ day) - Practical tips on how to market your organisation, produce simple posters and newsletters and write strong press releases.

Courses for Public Sector Organisations

Introduction to the Voluntary and Community Sector (½ or 1 day) - A course for local government, health officers or councillors, wanting to know more about the VCS, how VCS organisations are run, and how you can engage them in partnership working.

You provide the venue, we provide the expertise

Courses for the Voluntary and Community Sector

Trustee Roles and Responsibilities (½ or 1 day) - Looking at the key roles and responsibilities for a Trustee Board and practical ways of discharging these duties. This course can be adapted to concentrate on particular elements such as business planning, managing finance, planning meetings etc.

Finance Made Easy (½ day) - For treasurers, finance officers or trustees, wanting to draw up budgets, develop financial procedures and present management accounts.

Introduction to Charitable Incorporated Organisations (½ day) - Looks at this new legal entity, helping you decide whether the structure would be right for your group.

Writing good funding applications (½ day) - How to approach funding applications, what information to collect and how to write good answers.

Project Planning (½ or 1 day) - How to consider all the different areas required for planning a well-organised project.

Monitoring and Evaluation (½ day) - Looking at what areas of an organisation's work should be monitored and how to collect and analyse data.

Introduction to PQASSO (½ day) - Looks at this quality system, designed for voluntary and community organisations, showing how you can measure yourself against the criteria.

Our Prices

Note: Prices exclude Travel Costs	VCS Organisations/ Statutory Agencies	Businesses
Courses and Facilitation - Half day	£150 - £200	£175 - £225
Courses and Facilitation - Full day	£250 - £300	£275 - £325
Consultancy, from	£ 25 / hour	£ 30 / hour

e-Learning Courses / Resources

We have written, developed and maintained a range of e-Learning courses on our own e-Learning platform (<http://e-vst.org.uk>), each of which contains practical advice, case studies, short exercises and downloadable templates for policies, procedures and forms.

We provide the expertise, you provide the learners

If you would like to bulk purchase any of our Practical Toolkits / Trustee e-Learning / Course Outlines, we can provide a discounted rate. Please **Contact Us** for details.

Practical Toolkits

Our range of Practical Toolkits are packed with information and resources, providing you with practical advice, case studies, exercises and templates for policies, procedures and forms.



Health and Safety - Improve health and safety standards, create better working conditions for staff and volunteers and keeping members of the public safe	£10.00
Policies and Procedures - Develop and implement workplace policies and procedures, with a framework to operate in accordance with legal requirements	£10.00

Self-Evaluation - Evaluate your effectiveness as employers using a range of tools, many of which can be adapted to improve the management of volunteers	£10.00
Staff Management - Manage your staff and volunteers more effectively through induction, appraisal / review, supervision, support, training and development	£10.00
IT for Smarter Working - Introduces a range of free or low cost resources to make your work and learning easier, improve productivity and reduce costs	£10.00
Job Seekers' Toolkit - Provides a step by step guide to produce a CV, search and apply for job vacancies, and prepare for job interviews	FREE
Managing Volunteers - information on 'best practice' to recruit, involve and retain volunteers in your organisation, with signposting to further information	£10.00
Media - Take advantage of free publicity, producing effective publicity material, plus find out about different areas of the media and how to interact with them	FREE
Risk Assessment - clear and accessible information about risk assessment and uses interactive learning to help you learn how to put the principles into practice	£10.00
Self-Organised Learning Group - produced by the Suffolk Partnership for Informal Adult Learning, to help you set up their own learning groups	FREE
Stress Management - practical advice and useful tools to understand, identify and reduce stress in the workplace	£10.00
Taking and Presenting Minutes - clear guidance on taking and presenting minutes to help you put the principles of minute taking into practice	£10.00
VCS Starter Pack - helps you through the key stages of forming a new group; areas of development, advice, helpful tips, good practice and template forms	£10.00
Writing a Good Funding Application - co-written with a major funder, this Toolkit gives details of the process of writing successful applications	£10.00

Trustee e-Learning



Endorsed by, and developed with, the Charity Commission, this provides Trustees with easy access to a self-paced training system, which can also be used as a source of reference information.

This course includes 12 self-contained modules on subjects including governance, Roles & Responsibilities, meetings, business planning, finance and fundraising.

Over 2,500 learners, both new and experienced trustees, have accessed these modules and used them to improve their trustee experience and their organisations operations.

“Congratulations on an excellent training programme and resources. I shall be commending it to my fellow trustees and others who might be interested.”

“I’m finding the modules very interesting and quite absorbing! Time flies by when I’m working through them.”

“I just completed my online test. It took me a couple of tries but I am so excited to have it complete. The information provided is professional. Thank you for providing the service and I will definitely recommend it to my friends.”

"Thank you for the excellent value for money e-learning trusteeship course which I have recently completed. It was quite an eye opener as I never appreciated how much information a trustee is required to know. The learning will prove to be worthwhile in my role as a new trustee for a small charity. Now the best bit is applying that learning to help provide a well governed charity."

No	Subject	Price
0	E-Induction - Introduction to the E-Learning process	FREE
1	All about Trusteeship - the background to Trusteeship and the VCS	FREE
2	All about Charities - the different legal structures	£10.00
3	Leadership - Governance and Leadership roles in detail	£10.00
4	Roles and Responsibilities - Trustee Roles and Responsibilities in detail, as well as the Trustee Standards	£10.00
5	Complying with the Law - what legislation Trustee Boards need to meet - both Trusteeship and general legislation	£10.00
6	Building an Effective Board - the components of an Effective Board, looking at Diversity issues, recruiting and reviewing trustees and mergers	£10.00
7	Good Governance - how Trustee Boards can practically meet the two Codes of Governance	£10.00
8	Business Planning - how to develop strategic, business and other plans.	£10.00
9	Effective Trustee Meetings - how to ensure meetings are practical, purposeful and productive	£10.00
10	Financial Management - looks at aspects of budgeting, cash flow, management and annual accounts in detail	£10.00
11	Managing People - looks at aspects of managing senior managers, staff and volunteers and the trustees' role in this	£10.00
12	Evaluation and Quality - Trustees' role in evaluating the organisations' work, introducing key quality standards - PQASSO and Investors in People	£10.00

If you would like to sign up for ALL modules for **£80** (saving £30), or would like to make a block booking for your Trustee Board (at a discounted rate) please **Contact Us**.

NOTE: Subscription to any of the above provides unlimited access for **26 weeks**.

Course Outlines

Do you wish you could run your own courses without having to pay for a trainer?

Well now you can, with our range of Course Outlines. We have developed over 20 different sessions – normally half day courses, which you can deliver yourself.

Each course outline includes:

- Easy to follow Trainer Notes, with timings and a Session Plan
- Background information on the subject
- Downloadable hand-outs
- Downloadable supporting PowerPoint presentations.



The perfect way to support local groups and earn extra income; some of the Course Outlines can be delivered as 'blended learning' using our e-Learning Practical Toolkits.

No	Course Outline	Length	Supported by:	Price
1	Developing an Initial Plan	½ day	VCS Starter Pack Toolkit. These would be useful to new or small groups.	£100
2	Setting up a Committee	½ day		£100
3	Organising Events	½ day		£100
4	Running Effective Meetings	½ day		£150
5	Managing your Finances	½ day		£100
6	Writing a Funding Application	½ day		£100
7	Recruiting / Managing Volunteers	½ day		£100
8	Writing a Business Plan	½ day		£100
9	Speaking & Presentation Skills	1 day		£150
10	Taking & Presenting Minutes	½ day	Minutes Toolkit	£150
11	Publicity and Marketing	½ day	Media Toolkit	£150
12	Good Induction Practices	½ day	Staff Management Toolkit	£150
13	Supervising Staff	½ day		£150
14	Appraising Staff	½ day		£150
15	Dealing with Difficult Staff	½ day		£150
16	Intro. to the Voluntary Sector	½ day		FREE
17	Monitoring & Evaluation	½ day		£150
18	Time & Paper Management	½ day		£150
19	Trustee Roles & Responsibilities	½ day		£150
20	Managing Volunteers	1 day		£150
21	Project Planning	½ day		£150
28	Introduction to PQASSO Quality	½ day		£150

You can purchase / download all materials for our Course Outlines, at <http://e-vst.org.uk>.

NOTE: Subscription to any of the above provides access for **1 day only**.

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NOTE: We recommend that anyone delivering learning is PTLLS (or equivalent) trained.

Contact Us

For more information about our training services please feel free to contact us:

w: www.savo.org.uk

t: 0370 334 1544

e: training@savo.org.uk

SAVO (Suffolk Academy for Voluntary Organisations) **CIC**
16 Old Market Street, Thetford, Norfolk. IP24 2EQ

Company No. 8953368