

## Who are we?

**Robin Hodgkinson** - is a qualified tutor who has been developing and delivering training courses in the voluntary sector for over 18 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

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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.

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## 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.

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## 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

<b>Note:</b> Prices exclude Travel Costs	<b>VCS Organisations/ Statutory Agencies</b>	<b>Businesses</b>
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.



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

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

## Trustee e-Learning



Endorsed by, and developed with, the Charity Commission, this provides 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, and is available FREE OF CHARGE to any individual or group who subscribe to our Trustee Training or Organisation Start Up or Review consultation / training services.

## Contact Us

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

**w:** [www.savo.org.uk](http://www.savo.org.uk)

**t:** 0370 334 1544

**e:** [training@savo.org.uk](mailto:training@savo.org.uk)

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