

# Training Calendar

## 2007/2008



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Welcome to NICVA's calendar of training events which will be held throughout the year 2007-2008. The calendar has been developed to meet the ever increasing variety of needs of the voluntary and community sector. We aim to meet your needs by providing a selection of high quality training sessions in a range of areas from finance to media skills. NICVA also offers bespoke training courses and programmes for individual organisations. This training is delivered by specialists in the field and is tailored to the organisation's specific needs. NICVA's areas of expertise are: fundraising, governance, policy development, management, and recruitment and selection.

The courses are open to anyone in the sector although there will be maximum numbers for each workshop. The cost covers delivery, refreshments and resources. NICVA members benefit from a 20% discount on all training courses. The training will be delivered in NICVA but if there is substantial demand in other areas we will run additional courses.

If you are unable to attend the training you must inform NICVA five working days

in advance otherwise you will be invoiced the full cost of the course.

To book a place on one or more of these courses complete the online booking form, or email Sandra Bailie. As places are limited on all of the workshops please return your booking form as soon as possible. The dates for each course are subject to change as provision depends on having the minimum numbers to run the course.

### Contact

For all skills development and training enquiries please contact Sandra Bailie of NICVA on the following:

**Email** [sandra.bailie@nicva.org](mailto:sandra.bailie@nicva.org)

**Telephone** 028 9087 7777

**Web** [www.nicva.org/index.cfm/section/article/page/TrainingNICVA](http://www.nicva.org/index.cfm/section/article/page/TrainingNICVA)

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## Booking Form

NAME	TITLE AND DATE OF WORKSHOP(S)	COST
_____	_____	_____
ORGANISATION		ENCLOSED CHEQUE/INVOICE (PLEASE STATE WHICH BELOW)
_____	_____	_____
EMAIL ADDRESS		STATE ANY SPECIAL REQUIREMENTS (EG DIETARY/ACCESS)
_____	_____	_____
PHONE NUMBER		
_____	_____	_____

Please ensure you have completed all the sections of the form relevant to your organisation and return it to:

**NICVA, 61 Duncairn Gardens, Belfast BT15 2GB**

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## Description of workshops

### Recruitment and selection

Information on the legal requirements and best practice standards of recruitment and selection of staff.

### Managing staff

How to manage staff performance as well as knowledge and skills in giving feedback, motivating staff, and developing training and development plans.

### The role of risk management in governance

Information on the role of risk management as part of the governance agenda. It will include defining risk, developing a risk register, action planning and risk review. It is aimed at Chief Executives and senior officers.

### Fundraising - making a better Awards for All application

Step by step look at the Awards for All application. It is an ideal starting point to learn about applying for grants and will give participants a better chance of being successful to this and other funders.

### Working towards full cost recovery

Principles behind full cost recovery and help for organisations to understand their costs better and present them in a consistent way to funders.

### Fundraising - a question of trust

Advice on researching grant-making trusts and foundations with a view to making a better application.

### Stress management

How to identify and understand stress in your organisation and an opportunity to explore strategies to reduce stress. This is aimed at chief executives and senior officers with a responsibility for human resources.

### Fundraising - putting together a fundraising pack

How to put together a fundraising information pack for your organisation covering the diverse methods of income generation open to them from Gift Aid, standing orders, events, legacies and much more.

### Finance for non financial managers

Improve your knowledge of finance, covering topics such as accounting language, income and expenditure accounts, and SORP 2005. It is aimed at managers who are involved in some aspect of finance within their organisations and who would benefit from additional training.

### Collaboration and mergers

Information on how to effectively manage partnerships, collaborative working and mergers from people who have first hand experience of these areas in Northern Ireland.

### New company regulations

Information on the new regulations which have come into force by the Companies Act 2006 and an opportunity to consider the practical implications for companies in the voluntary and community sector. It will include the new rules on electronic communications, director's duties, meetings, conflicts of interest and other provisions.

### Introduction to media skills - writing an eye catching press release

Practical activities to improve your skills in writing press releases. This course will stress that public relations is part of your communications strategy and must take account of key messages and target groups.

### Introduction to media skills - confident television interviews

Follow on from the course on writing press releases with real television experience. Beginning with a talk about how best to present yourself and your message, you will be recorded and given individual feedback.

### How to lobby the European Union

Information about the key EU institutions, explanation of how the decision-making process works at EU level and an opportunity to explore the various ways in which the voluntary and community sector can influence its outcomes.

### How not to speak in public

Tips and advice on speaking in all kinds of public arenas and help to develop the skills necessary to become a successful spokesperson for your organisation. This course is aimed at those who act, or would like to act, as spokespeople for their organisations.

### The future of Section 75

The review of the operation of Section 75 will have been completed. This seminar will look at the results and there will be an opportunity to discuss whether recommendations will lead to positive outcomes across the nine equality grounds.

### The anatomy of government

Information about how the different parts of Departments work with a focus on DSD and DEL, including their relationships with their Public Bodies (eg Education and Library Boards, NI Housing Executive), as well as their relationships with the sector.

### Know your Ps from your Qs

How to get involved in lobbying and engage with decision-makers. Discover how to effect positive change for the most vulnerable members of society.

### Get on board information session

Information about the Get on Board course delivered by BIFHE. The course is for anyone interested in serving on the boards of public bodies, or who are currently serving on a board and wish to further develop their skills.

# Training Calendar 2007/2008

Date	Topic	Trainer	Length	M/NM Fees <sup>†</sup>
22 May 2007	Recruitment and Selection	Susan Lavery, NICVA	10.00am-4.00pm	£50/65
24 May 2007	The Future of Section 75	Equality Commission & CAJ	10.30am-12.30pm	FREE
8 June 2007	Managing Staff	Sandra Bailie, NICVA	10.00am-4.00pm	£50/65
14 June 2007	Role of Risk Management in Governance	Marsh	10.00am-1.00pm	£30/40
21 June 2007	Fundraising - making a better Awards for All application	Neil Irwin, NICVA	10.00am-1.00pm	£30/40
27 June 2007	Introduction to media skills - writing an eye catching press release	Paul McGill, NICVA	9.30am-1.00pm	£30/40
28 June 2007	Intro to media skills - confident television interviews	Northern Visions & Paul McGill	2.00pm-5.00pm	£50/65
6 Sept 2007	Working Towards Full Cost Recovery	Sayer Vincent	10.00am-4.00pm	£80/100
13 Sept 2007	Fundraising - A Question of Trust	Neil Irwin, NICVA	10.00am-1.00pm	£30/40
20 Sept 2007	Get on Board Information Session	BIFHE	10.00am-12.00noon	FREE
26 Sept 2007	Intro to media skills - writing an eye catching press release	Paul McGill, NICVA	9.30am-1.00pm	£30/40
27 Sept 2007	Intro to media skills - confident television interviews	Northern Visions & Paul McGill	2.00pm-5.00pm	£50/65
28 Sept 2007	The Anatomy of Government	DEL & DSD	10.30am-12.30pm	FREE
4 Oct 2007	How to Lobby the European Union	Lisa McElherron, NICVA	9.30am-4.30pm	£50/65
9 Oct 2007	Members Day - TBC	NICVA Staff	10.00am-4.00pm	FREE
10 Oct 2007	Know your Ps from your Qs (Broughshane)	NICVA	9.45am-3.00pm	FREE
18 Oct 2007	How not to speak in public	Dr Margaret McAliskey	9.30am-4.00pm	£50/65
25 Oct 2007	Collaboration & Mergers	NICVA	10.00am-1.00pm	£30/40
23 Oct 2007	Finance for non financial managers (1 of 2 days)	University of Ulster	10.00am-4.00pm	£160/200*
30 Oct 2007	Finance for non financial managers (2 of 2 days)	University of Ulster	10.00am-4.00pm	£160/200*
8 Nov 2007	Stress Management	Marsh	10.00am-1.00pm	£30/40
16 Nov 2007	New Company Regulations	Denise McCann, NICVA	10.00am-1.00pm	£30/40
22 Nov 2007	Recruitment and Selection	Susan Lavery, NICVA	10.00am-4.00pm	£50/65
28 Nov 2007	Intro into media skills - writing an eye catching press release	Paul McGill, NICVA	9.30am-1.00pm	£30/40
29 Nov 2007	Intro into media skills - confident television interviews	Northern Visions & Paul McGill	2.00pm-5.00pm	£50/65
6 Dec 2007	Managing Staff	Sandra Bailie, NICVA	10.00am-4.00pm	£50/65
17 Jan 2008	Fundraising - Putting together a fundraising pack	Neil Irwin, NICVA	10.00am-1.00pm	£30/40
7 Feb 2008	Full Cost Recovery	Sayer Vincent	10.00am-4.00pm	£80/100

<sup>†</sup> Member/Non - Member Fees

\* £160/200 covers both days