

GAVS

Greenwich Action for Voluntary Service

TRAINING PROGRAMME

April - September 2011



Introduction

Greenwich Action for Voluntary Service's (GAVS) mission is to provide a strategic leadership role in representing and building the capacity of the voluntary, community and faith sector in the London Borough of Greenwich.

The training topics for this programme April - September 2011 have been identified through careful needs assessment using GAVS' monitoring and evaluations systems. The programme has also been informed by external factors that are likely to impact on the sector.

Places are limited, so book soon!

Fees

The fees per course are as follows:

Training fees	Full day	Half day
Full members	£15	£10
Individual members	£20	£15
Associate members	£20	£15
Non-member civil society (third sector) Greenwich	£30	£20
Statutory/ Private Sector/ civil society (third sector) outside Greenwich/ individuals	£90	£50

You can either book and pay online or book over the phone and pay by cheque. If you book over the phone please send your cheque made payable to GAVS to:

GAVS
The Forum @ Greenwich
Trafalgar Road
Greenwich, SE10 9EQ

How to book a course

- Firstly please read the course outlines to see if the course is right for you.
- You can book online on GAVS' website www.greenwich-cvs.org.uk if you wish to pay by credit or debit card.
- If you want to book a training course over the phone you will need to call Dawn at the GAVS office on **020 8858 1363** and send your cheque payable to 'Greenwich Action for Voluntary Service' by post within one week of making the booking.
- Once your booking is completed and paid you will receive a confirmation email.
- If a course is marked as fully booked on our website you can call GAVS and we will put you on the reserve list.
- If you are unable to attend a course you have booked, please notify GAVS giving at least 3 working days notice in advance of the training. If you fail to cancel in time you will be charged the full cost of the course.
- If GAVS needs to cancel your course payment will be refunded in full.
- Please make sure you arrive promptly at the stated time. If you are more than 30 minutes late you may not be admitted.
- Anyone who is not on our booking list will not be admitted.
- Please contact us on 020 8858 1363 or info@gavs.biz if you have any questions.

Introduction to Bookkeeping

Date, time and venue

Tuesday, **12th April** 2011

9:45am-1pm

The Forum @ Greenwich

This course will cover:

Setting up a simple bookkeeping system, choosing analysis column headings, bookkeeping relationship with budgets, invoices and recording of income, cheques (signatures etc) and controls, bank reconciliation, petty cash imprest system, cash income.

Conflict & Change

Date, time and venue

Tuesday, **3rd May** 2011

9:45am-4pm

The Forum @ Greenwich

Description

A day of training which gives you an opportunity to consider change and the potential for conflict in groups, with a look at some conflict management approaches.

How to Prepare Management Accounts For Your Committee

Date, time and venue

Tuesday, **17th May** 2011

9:45am-1pm

The Forum @ Greenwich

This course will cover:

Preparing receipts and payments and simple balance sheet, preparing accruals income and expenditure account, comparing the actual income and expenditure against the budget, preparing cash flow projections, interpreting the accounts.

Being Sustainable in a Tough Funding Climate

Date, time and venue

Wednesday, 18th May 2011

9:45am-4pm

The Forum @ Greenwich

Description

Participants will identify different strategies to improve their sustainability. Working to identify the extension activities, transferrable opportunities, organisational skills and management approaches, the day will support the development of individual models for a sustainable future.

Starting Up Your Organisation

Date, time and venue

Thursday, 9th June 2011

9:45am-4pm

The Forum @ Greenwich

Description

This training is aimed at individuals who are in the process of setting up a group. It will cover: the purpose of your group and planning around what you want to deliver; planning tools and development of a funding strategy for your work and legal structures. You will come away with some tools to manage your group and a clear plan of action. (A reduced fee may apply - contact GAVS for more information.)

Budgets and Budgetary Controls

Date, time and venue

Thursday, 14th June 2011

9:45am-1pm

The Forum @ Greenwich

This course will cover:

What are budgets and why are they so important, budgeting process, preparing a budget, what to consider, drawing up a budget, explaining different types of costs, good practice in budgeting, budgetary control.

Trustee Roles and Responsibilities

Date, time and venue

Thursday, **23rd June** 2011
9:45am-4pm
Woolwich Town Hall

Description

Roles and Responsibilities training is for both new and experienced trustees as it provides participants with the space to think about their role and the organisation they manage. The training is interactive and participants are encouraged to share their knowledge and experiences.

Leadership & Management

Date, time and venue

Tuesday, **5th July** 2011
9:45am-4pm
Woolwich Town Hall

Description

This course will allow you to understand the key characteristics of effective leadership and the skills involved in effective leadership and how they can be applied to a voluntary sector or community organisation.

Financial Procedures and Policies

Date, time and venue

Tuesday, **12th July** 2011
9:45am-1pm
The Forum @ Greenwich

This course will cover:

Understand the main financial responsibilities of the management committee, know some basic systems for organising and recording financial activities, understand why financial controls are necessary and how a policy can help, have thoughts about financial policies and procedures needed for your organisation.

Introduction to Health & Safety

Date, time and venue

Thursday, **15th September** 2011

9:45am-4pm

The Forum @ Greenwich

Description

This taster course provides a basic introduction to health and safety at work.

It will examine the relevant laws and provide practical solutions to creating a safe working environment.

Understanding Management Accounts

Date, time and venue

Tuesday, **27th September** 2011

9:45am-1pm

The Forum @ Greenwich

This course will cover:

Read and understand management accounts of your organisation, identify the key issues that are contained in the accounts, spot potential financial difficulties as early as possible, understand how decisions will affect the finances of your organisation.

Training venues

The Forum @ Greenwich

Trafalgar Road

Greenwich, SE10 9EQ

Woolwich Town Hall

Wellington Street

Woolwich, SE18 6PW



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GAVS

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Trafalgar Road
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