



Supporting the Community & Voluntary Organisations
From your local O.S in
Fareham, Gosport, Portsmouth & Hant

Voluntary & Community Sector Training 2007

Harbourside Training are pleased to announce a new series of training sessions for voluntary/community organisations.

The cost of each session is £45 discounted to only £15 for voluntary/community organisations who book and pay in advance. A booking form for each session, is available online at www.farehamaction.org.uk/training. Alternatively you can request more information or book your place by contacting Sarah Blakemore at Fareham Community Action on **01329 231899** or email training@farehamaction.org.uk

Trainer	Title	Date	Venue	
Liz McKerracher	An Introduction to Outcomes, Monitoring & Evaluation	Mon 12th March 9.30am-12.30pm	Fareham Community Church	Understand what is meant by "Outcomes" and the importance of monitoring & evaluation.
Jim Gilhooley	Chairing Meetings Effectively	Weds 14th March 2007 9.30am-12.30pm	Fareham Community Church	This participative half-day session will provide you with practical techniques for chairing focused, cost effective meetings.
Mik Norman	Trusteeship	Weds 21st March 9.30am-1pm	Discovery Centre, Gosport	This session will help you to understand what is expected of you as a trustee and be confident in your role.
Steve Warren	Managing People, The Essentials	Weds 28th March 10am-1pm	Fareham Community Church	New to managing people? This session will help you recognise the essential skills you need.
Karen Woods	Using the Media	Weds 18th April 10am-12.30pm	Fareham Community Church	Learn how to interest reporters in your stories and win valuable coverage in newspapers, magazines etc
Jim Gilhooley	Staff Management	Weds 25th April 9.30am-12.30pm	Fareham Community Church	Following on from The Essentials session a slightly more in depth look.
Dennis Yeomans	Risk Assessment	Full details to be confirmed		
Paul O'Beirne	Child Protection Awareness	Weds 16th May 9.30am-1.30pm	Fareham Community Church	This important matter must be got right! This session will help you understand Policy and good practice procedures
TBC	First Aid Appointed Person (1 day)	Full details to be confirmed, please call to register an interest	Gosport Havant	Two sessions planned full details in due course
Paul O'Beirne	Finance for Non Financial People	Weds 6th June 9.30am-12.30pm	Havant	An explanation of how ordinary committee members should look at budgets, accounts and fundraising
Paul O'Beirne	1 Minute Business Plans	Weds 20th June 9.30am-12.30pm	Fareham	A business plan is a crucial tool for an organisation especially when looking for funding.
Paul O'Beirne	Financial Planning; Budgeting/Cash Flow/Reserves	Weds 18th July 9.30am-12.30pm	Havant	A more in depth look at handling your organisations budgets, cash flow and reserves.
Jim Gilhooley	Difficult People and Problems	Tues 24th July 9.30am-12.30pm	Gosport Voluntary Action	This session will give you the tools to deal with difficult people and delicate problems within your organisation.
Jim Gilhooley	Effective Committee Skills	Weds 3rd Oct 9.30am-12.30am	Fareham	A look at how to make meetings productive and feel as if you have made a worthwhile contribution.

Ask for a booking form today!