



# **Training Programme 2008-2009**

**‘Stronger Together’**

**A series of training sessions  
specifically designed for  
small voluntary and  
community organisations**

**Are you confused by legal structures  
and governance issues?**

**Want to manage and plan your  
services more efficiently?**

**Do you want to improve the health of your  
organisation and its fundraising ability?**

**Our series of half-day training sessions commence from 6<sup>th</sup> October  
with the first phase running to December 2008.**

**A second series is under development to commence  
from February 2009.**

**All sessions start from £45.00 per half-day session (including lunch),  
with limited concessions for very small organisations; and are user-  
friendly with follow-up advice and support offered in the topics covered**

**For More Information call 0121 753 0706  
or Email [tippanaphtali@digbethtrust.org.uk](mailto:tippanaphtali@digbethtrust.org.uk)**

## Sessions dates & venues...

All sessions are run twice from 9.30am to 1.30pm



### VCOs – An Overview (6<sup>th</sup> & 13<sup>th</sup> Oct 2008)

An holistic look at the role of the voluntary and community sector in community and public service provision, and the need for good governance, appropriate legal or constitutional structures, and preparing VCOs to be 'fit-for-purpose'

*This is an optional introductory module recommended as a 'taster' of our full programme detailed below.*

**Venue: St Paul's Centre**, 405b Belchers Lane,  
Bordesley Green, Birmingham B9 5SY



### Legal Structures (8<sup>th</sup> & 16<sup>th</sup> Oct 2008)

Exploring how the purpose or aims of an organisation can determine its legal structure. A look at the various legal structures and functions of an organisation under law, and managing risks in your organisation.

**Venue: St Paul's Centre**, 405b Belchers Lane,  
Bordesley Green, Birmingham B9 5SY



### Governance (20<sup>th</sup> Oct & 4<sup>th</sup> Nov 2008)

Unpicking the governance maze! An exploration of the key areas of strategic responsibility for a management committee and its relationship with staff, volunteers, other stakeholders and external agencies.

**Venue: St Paul's Centre**, 405b Belchers Lane,  
Bordesley Green, Birmingham B9 5SY



### Good Practice, Standards & Evaluation (27<sup>th</sup> & 30<sup>th</sup> Oct 2008)

Introduction to developing best practice and standards of operation. An exploration of how best practice helps to enhance your reputation, increase 'fundability' and fosters better organisation, quality and co-ordination of services.

**Venue: Family Housing Association**, Bordesley House,  
44/46 Coventry Road, Birmingham B10 0RX



## **Business Planning (18<sup>th</sup> & 25<sup>th</sup> Nov 2008)**

Exploration of different approaches to the planning process. The role of the management committee, staff and volunteers as well as key stakeholders in the business planning process.

**Venue: Family Housing Association**, Bordesley House,  
44/46 Coventry Road, Birmingham B10 0RX



## **Organisation Policy Development (12<sup>th</sup> & 20<sup>th</sup> Nov 2008)**

A detailed look at the use of policies & procedures in organisational management and delivery of services. The practical case for policies & procedures. Organisational development of policy, and the role of key players in your organisation.

**Venue: St Paul's Centre**, 405b Belchers Lane,  
Bordesley Green, Birmingham B9 5SY



## **Developing a Fundraising Strategy (1<sup>st</sup> & 9<sup>th</sup> Dec 2008)**

To understand the concept of a fundraising strategy and its purpose in securing resources. An appreciation of sustainable funding, and a range of other fundraising methods.

**Venue: Phoenix Learning Centre**, 4 Towpath Close,  
Garrison Lane, Bordesley, Birmingham B9 4QA



## **Funding Applications & Bid Writing (2<sup>nd</sup> & 10<sup>th</sup> Dec 2008)**

A look at the practical components of fundraising and developing the ability to write better evidence-based funding applications. Overview of contract bidding and VCOs (competing with the public & private sector).

**Venue: Phoenix Learning Centre**, 4 Towpath Close,  
Garrison Lane, Bordesley, Birmingham B9 4QA

Further modules planned for early 2009 include:

- Financial Management & Accounting
- Managing Premises
- Marketing & Promotion



**The Digbeth Trust is a not-for-profit charitable company. We're a membership organisation with over 100 members, mainly small voluntary and community-based organisations (VCOs).**

**The Trust is committed to developing flexible services that meet the changing needs of VCOs, whilst ensuring that our work fits with developing national, regional and local policies.**

### **Our mission**

The Digbeth Trust exists to enable the development of an influential, effective, independent, mutually supportive and sustainable voluntary and community sector across the West Midlands. To do this we will provide high quality needs-led expert help to the sector and influence the policy and practice of others.

### **Our vision for ourselves**

The Digbeth Trust is a dynamic, effective organisation that is a leading provider of high quality, independent, specialist support for voluntary and community organisations across the West Midlands.

### **Our vision for the sector**

The Digbeth Trust's vision is of a diverse, influential, effective, independent, mutually supportive and sustainable voluntary and community sector which effectively supports the many communities of the West Midlands.

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To find out more about The Digbeth Trust and the services we offer please, contact us at:

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0121 753 0706 | [info@digbethtrust.org.uk](mailto:info@digbethtrust.org.uk) | [www.digbethtrust.org.uk](http://www.digbethtrust.org.uk)**

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