



Training programme

April - June 2017



Courses

Business Planning

A business plan helps you think through all aspects of your organisation and plan for the future and is a useful tool for presenting yourself to funders and supporters. This is for groups new to business planning or looking to refresh their existing plans.

Date: 25 May
Time: 10am – 1pm

Venue: Manchester City Centre

Cost: £10 for Macc members, £30 for non-members

Delivered by: Capacity Building Team

Book your place: <http://bit.ly/2p8vTre>

Managing Volunteers

All the hard work that goes into recruiting volunteers is often lost due to lack of management. We will use a variety of learning methods to help you ensure that your volunteers are managed well.

Date: 30 May
Time: 10am – 4pm

Venue: Manchester City Centre

Cost: Free for registered volunteers, £10 for Macc members, £30 for non-members

Delivered by: Volunteer Centre Manchester

Book your place: <http://bit.ly/2oLXpyb>

Introduction to Social Media

This training session will go over some of the most popular current social media platforms, demystifying them and giving some practical tips on how you could use them. Social media is a great, free way to promote your group or campaign and this training should help you choose which to invest your time in.

Date: 7 June
Time: 10am – 1pm

Venue: Manchester City Centre

Cost: £10 for Macc members, £30 for non-members

Delivered by: Marketing and Communications

Book your place: <http://bit.ly/2og2Ncb>

Volunteers and the Law

This is a very popular and necessary course for anyone who involves volunteers in their organisation. The course aims to ensure that volunteer managers have increased knowledge of the law and how it affects volunteering.

Date: 19 June
Time: 10am – 4pm

Venue: Manchester City Centre

Cost: Free for registered volunteers, £10 for Macc members, £30 for non-members

Delivered by: Volunteer Centre Manchester

Book your place: <http://bit.ly/2nKRAfH>

Trustee Roles and Responsibilities – Evening session

This workshop will cover what you need and what you should know, ensure Trustees are well informed about their legal responsibilities and have a good sense of appropriate job roles and boundaries.

Date: 20 June
Time: 6pm – 8:15pm

Venue: Manchester City Centre

Cost: £10 for Macc members, £30 for non-members

Delivered by: Capacity Building Team

Book your place: <http://bit.ly/2oQtbXR>

New Workshop

Insolvency - Dispelling the Myths

This workshop will look in-depth at insolvency and what it can mean for you as a trustee / director and your organisation. This is an information session to ensure that attendees are aware of the warning signs and know what to do should they be faced with the possibility of insolvency.

Date: 27 June
Time: 10am – 1pm

Venue: Manchester City Centre

Cost: Free

Delivered by: Macc and Focus Insolvency Group

Book your place: <http://bit.ly/2nkLK9q>

Courses

Committee and Meeting Skills

This is for those who are new members to a committee or for those who would like to brush up on their skills at meetings. It's a must for anyone who wishes to gain a better understanding of being a committee member.

Date: 27 April
Time: 10am—1pm

Venue: Manchester City Centre

Cost: £10 for Macc members, £30 for non-members

Delivered by: Capacity Building Team

Book your place: <http://bit.ly/2o9xUWB>

Introduction to Marketing

This training will outline the basics of marketing your organisation successfully and prioritising your time. Looking at creating a clear identity and message, communicating well with your target audience alongside developing a marketing strategy and communications plan.

Date: 3 May
Time: 10am—1pm

Venue: Manchester City Centre

Cost: £10 for Macc members, £30 for non-members

Delivered by: Marketing and Communications

Book your place: <http://bit.ly/2oHV8UV>

Volunteers and the Law

This is a very popular and necessary course for anyone who involves volunteers in their organisation. The course aims to ensure that volunteer managers have increased knowledge of the law and how it affects volunteering.

Date: 8 May
Time: 10am – 4pm

Venue: Manchester City Centre

Cost: Free for registered volunteers, £10 for Macc members, £30 for non-members

Delivered by: Volunteer Centre Manchester

Book your place: <http://bit.ly/2oPUmCa>

Funding your project - searching, applying and diversifying funds

A workshop specifically for groups who are looking for funding. Covering searching for funds using the funding portal, applying and diversifying funding to your project – this workshop is aimed primarily at organisations who are new to funding.

Date: 9 May
Time: 1pm—4pm

Venue: Manchester City Centre

Cost: £10 for Macc members, £30 for non-members

Delivered by: Capacity Building Team

Book your place: <http://bit.ly/2nRFpPa>

Choosing your structure

This workshop offers the opportunity to double check that the structure you are considering or have is really correct for the type of activities / funding sources / organisation you want to be. It's also a good opportunity to meet a number of other groups who are setting out on the same journey.

Date: 10 May
Time: 10am—1pm

Venue: Manchester City Centre

Cost: £10 for Macc members, £30 for non-members

Delivered by: Capacity Building Team

Book your place: <http://bit.ly/2oQ8fjN>

Blowing your own trumpet— monitoring and evaluation

We all think our organisations do good work - but how do we prove this? It's sometimes easy (although not always!) to count numbers such as people benefiting from your service, but how do you report on the things they have achieved and the changes your work has helped make to lives?

Date: 18 May
Time: 10am – 1pm

Venue: Manchester City Centre

Cost: £10 for Macc members, £30 for non-members

Delivered by: Capacity Building Team

Book your place: <http://bit.ly/2oaa1P5>

In-house / bespoke training

Macc can deliver in-house training direct to your organisation. If you have a number of people requiring the same training or development it can often be more affordable to arrange a workshop at your own premises.

Benefits of in-house training:

- Meets the needs of your organisation and can be tailored to your requirements
- Takes place on your premises at a convenient date and time
- Offers cost savings
- Provides team building opportunities

The majority of the workshops listed in this brochure can be delivered in-house.

Examples of popular courses:

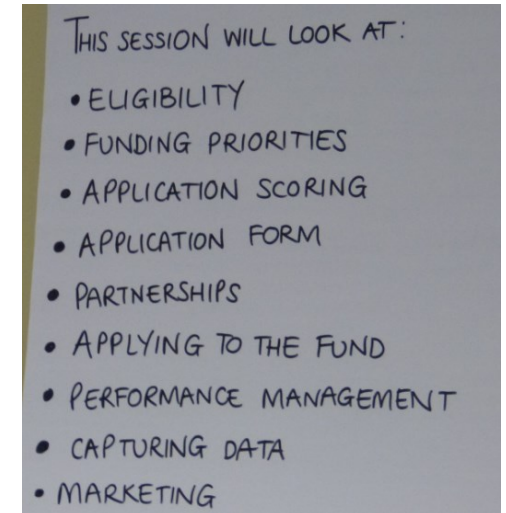
- Funding your project
- Committee and meeting skills
- Trustee Roles and Responsibilities
- Volunteers and the Law
- Introduction to Commissioning and Procurement

Examples of bespoke training:

- Community Reporters
- Applying to Awards for All / Reaching Communities
- Using Social Media for your organisation

Prices vary – if you are interested in discussing your organisations training needs please

contact Cheryl McAlister, Training Co-ordinator on 0161 834 9823 or email: training@mcrcommunitycentral.org



Our trainers

All of our workshops are delivered by staff or associates who combined have over 70 years of experience working and / or volunteering within the VCSE sector.

As a minimum all of our trainers hold PTTLs / higher qualifications or work alongside a qualified colleague in all stages of the development, design and delivery of our workshops.

To ensure quality we undergo internal peer assessment on a regular basis. Feedback is very important to us therefore each workshop offers an opportunity for participants to evaluate the training which informs the future delivery of that session.

What people say

“Informal chat and reassurance that I was doing the right thing – handouts were useful” – **Social Media Surgery.**

“Removed the mystic of social value” – **Making the Most Difference**

“ Really informative – understanding the whole process from start to finish” – **Introduction to Generating Unrestricted Income from Corporates**

“Basic techniques explained very well” – **Basic Book-keeping**

“A morning well spent – Thankyou” **Committee and Meeting Skills attendee**

“Thanks for a helpful seminar” **Trustee Roles and Responsibilities attendee**

“I am improved and hope we can benefit from your service” **Funding Your Project attendee**

“Delivered well – I learnt a lot” – **Community Asset Transfer**

General information

Macc's training programme offers a wide range of high-quality training and development opportunities to help both individuals to learn new skills and for voluntary community and social enterprise groups to develop the skills and expertise of their workforce.

Who is our training for?

Our training is open to individuals and members of voluntary community and social enterprise sector organisations within the city of Manchester. Any persons who fall outside of this remit may apply for a place however priority will be given to city of Manchester groups.

How much will it cost?

Unless specified as 'free' or states a set cost all training workshops will incur a charge as follows:

Details	Up to ½ day course	Full day course
Volunteer - registered with Volunteer Centre	Free	Free
Macc member organisation	£10.00	£30.00
Any third sector non-member and Statutory / Public / Private sector	£30.00	£60.00

Payment can be made by Paypal or you can pay later by invoice / cheque.

Macc membership

Macc works with organisations and individuals across Manchester and we aim for our membership to reflect the diversity of the many communities across the city. **Membership of Macc is free** and we have two levels of membership, Full and Affiliate. To take advantage of the discounted training rates become a member of Macc. For full details and the application forms, visit our website here: <http://bit.ly/maccmember>



General information

Cancellation policy

Places on training sessions are at a premium if you register for a course and then cancel your place, this may have prevented someone from accessing the training. This is particularly true if the cancellation is made at short notice.

Details of our cancellation policy and charges can be found on any of our online booking registration forms or by visiting:

www.manchestercommunitycentral.org/maccs-training-charges-policy

Late Arrival

Due to the disruption caused by late arrivals Macc reserve the right to refuse entry to any training session 15 minutes after the advertised start time.

Booking Information

All of our workshops offer an online registration process. We can also take bookings over the phone for those who are unable to book online.

Our venue

Unless otherwise stated our workshops are delivered at the Macc office which is accessible and close to public transport routes.

Catering

Refreshments will be provided at all of our workshops however participants are required to provide their own lunch on any full day courses. There are a number of cafés and shops near to Swan Buildings.



Our services

Manchester Community Central- www.manchestercommunitycentral.org provides an extensive range of free resources, tools and information for groups including funding opportunities and jobs.

Training - We provide a range of low cost training and elearning, see our calendar.

Bid writing support - A low-cost bid writing service for local organisations – one of a number of charged-for services.

Support for groups - We provide support to build the capacity and sustainability of local voluntary and community groups. First 7 hours free.

Managing / taking on a building - Helping local community groups take control of managing buildings. Part of an asset transfer programme with Manchester City Council.



www.volunteercentremanchester.co.uk puts local residents wanting to volunteer and local groups looking for volunteers in touch with each other.

Policy and influence - The team facilitate the Voluntary Sector Assembly and support the sector's voice.

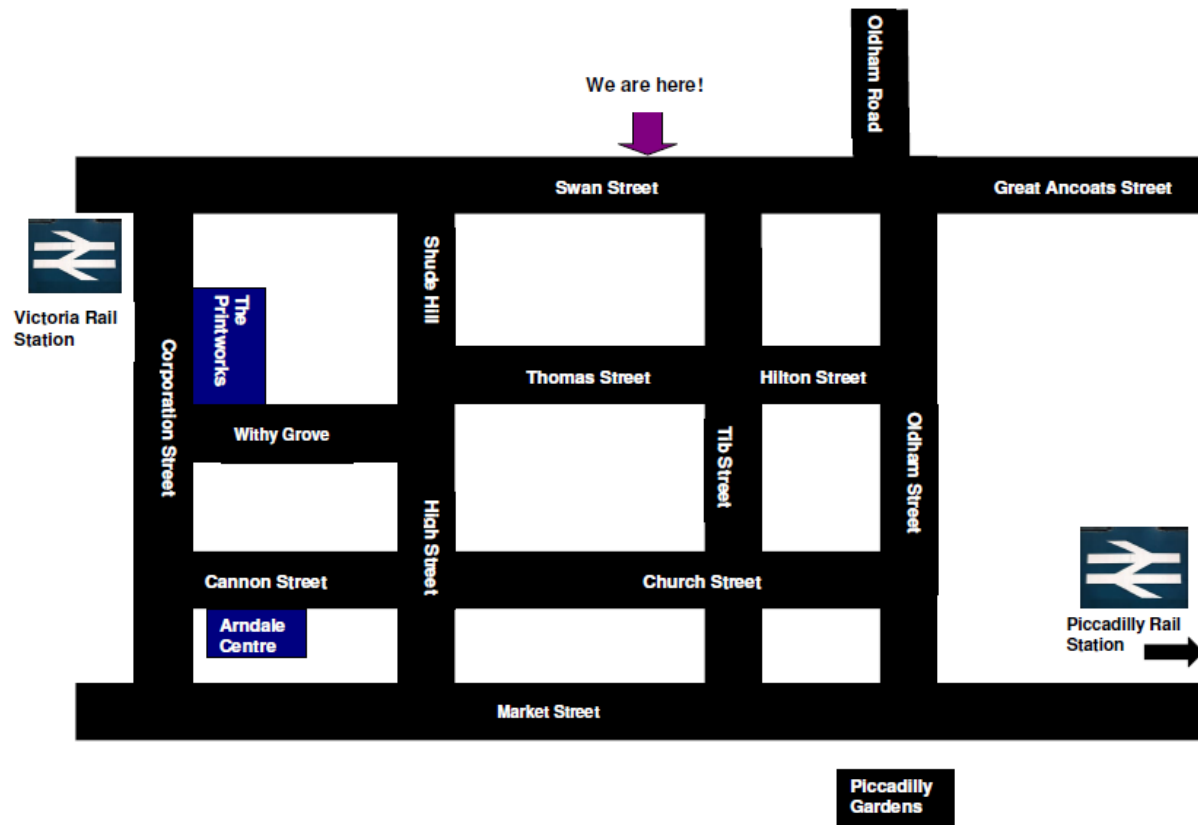
Service User Involvement - Supporting people and groups to be involved in the design and delivery of services.

Community Reporting - A training programme to help local people use new media to tell their stories.

Grant Distribution Services - A service for commissioners and donors looking to distribute funds. Our package can cover all aspects such as publicity, due diligence checks, payments and monitoring.

Directory of Voluntary and Community Groups - Our online directory for of charities, voluntary organisations and community groups is free to use and shows what's happening across the city.

Get in touch



Telephone: **0333 321 3021**

Email: training@mcrcommunitycentral.org

Website: www.manchestercommunitycentral.org

Twitter: [@McrCommCentral](https://twitter.com/McrCommCentral)

Address: **Macc, 3rd Floor, Swan Buildings, 20 Swan Street, Manchester, M4 5JW**