



Training brochure



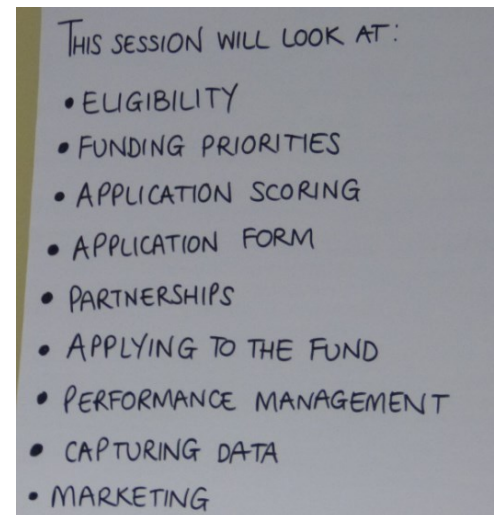
In-house / bespoke training

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 courses

Business Planning

A business plan helps you think through all aspects of your organisation and plan for the future. It helps you get an overview of your organisation, and is a useful tool for presenting yourself to funders and supporters. Delivered by members of the Macc capacity building team who have over 10 years experience of supporting and working within the voluntary sector this workshop is aimed at VCSE organisations, based within the city of Manchester who are new to business planning or looking to refresh their existing plans.

The workshop will cover

- What is a business plan and what is its purpose?
- Why do you need a business plan?
- Main steps to writing a business plan
- Walkthrough a guidance template for your own planning

Learning Outcomes - by the end of the workshop learners will

- have a greater awareness of what a business plan is and why organisations need one
- understand the key elements of a business plan
- be clearer about when and how to write a business plan for your organisation
- leave with a template to use for the development of their own business plans

Duration: 3 hours

Delivered by: The Capacity Building Team

Choosing your structure

A workshop specifically for VCSE groups looking at what structure is best suited for them.

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 and will take you through the steps you need to take to adopt a suitable structure.

It will also be a good opportunity to meet a number of other groups who are setting out on the same journey.

Areas covered:

- What are the drivers for your organisation
- Structures and funding
- Incorporation and risk
- Types of structures available

Duration: 3 hour

Delivered by: The Capacity Building Team

Our courses

Committee and Meeting Skills

This workshop is specifically for those who are new members to a committee or for those who would like to brush up on their skills at meetings.

Learning Objectives

Participants will

- Understand the importance of setting and adhering to ground rules at meetings
- Gain a better understanding on the planning, preparing and structuring of meetings to ensure that they make the most out of attending
- Have greater awareness on the role and responsibility that comes with being a committee member
- Learn about control techniques and behaviours for meetings
- Be given hints and tips when summarising and recording meetings

Delivered through a variety of presentations, interactive activities, examples and discussions this workshop is a must for anyone who wishes to gain a better understanding of what being a committee member entails.

Duration: 2.5 hours

Delivered by: The Capacity Building Team

Commissioning and Procurement

The course uses a mixture of presentation and discussion of a case study to help participants to:

- Understand commissioning from a commissioner's point of view.
- Understand the cycle of commissioning
- Understand some of the key terms used in commissioning and procurement
- Gain an overview of commissioning in Manchester

Duration: 3 hours

Delivered by: The Strategic Lead (Commissioning)

Our courses

Community Development

Community development approaches are once more becoming popular as public authorities seek to get more from less through encouraging communities to take on new and greater responsibilities. National Government also sees community action as the answer to many problems.

This workshop will, through a combination of presentation, discussion and exercises help participants to understand:

- The purpose of community development and what it is (and isn't)
- A range of approaches to community development including ABCD (Asset-Based Community Development) and Community Organising
- The role and skills of a community development worker
- What an organisational approach to community development is
- The benefits and risks of community development approaches

The workshop is aimed at staff, volunteers and trustees from public, voluntary and value driven private sector organisations who want to know and understand more about community development and how they can improve practice within their own work and organisations.

Duration: 3 hours

Delivered by: The Strategic Lead (Commissioning)

Community Reporters

Community Reporting is about having a voice. Participants on Community Reporter training are trained to tell their story or report on others, using accessible/affordable equipment that can then be borrowed from Macc. The hope is they will continue to report on the issues that are important to them.

The Community Reporters training is accredited by the Institute of Community Reporters:

<http://peoplesvoicemedia.co.uk/working-with-you/institute-of-communityreporters>

Short Community Reporter programmes include

- Introduction to Video (1 day)
- Introduction to Audio (1 day)
- Introduction to Photography (1 day)
- Introduction to film or audio editing (1 day)
- Using Community Reporting / social media for consultation (1 day)

Longer Community Reporter programmes

- Silver Community Reporter – video (three days)
- Silver Community Reporter – audio (three days)

Delivered by: The Media and Marketing Worker

Our courses

Co-production

Co-production is now being used widely by health and social care organisations but what does it really mean and why is it important? This workshop is a brief overview of Co-production as an idea, a practice and how the idea has been used and mis-used in health and social care planning.

It will:

- Look at definitions of co-production focusing on models from Nesta and SCIE, and where and when they are appropriate to use
- Understand how to put co-production into practice, and the benefits and disadvantages of co-production as an approach, through developing a case-study
- Give an overview of how and why the term co-production has become popular in health and social care planning and what that has meant in practice

The workshop will be a mix of presentation, discussion and individual and group exercises. It is aimed at voluntary and public sector staff/volunteers/trustees involved in the commissioning, planning, and/or delivery of services. The course will assume that all participants start from the position that users of services should play a key role in the design and delivery of services.

Duration: 3 hours

Delivered by: The Strategic Lead (Commissioning)

Funding Your Project

A workshop specifically for VCSE 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.

Overview of the session:

- Searching for funding - incorporating the funding portal and how to run a search
- Who are the funders - selection of potential funders
- Applying for funding - basic elements needed in applications
- Diversifying income – thinking about ways to diversify your organisations funding

This session is aimed at voluntary community groups who are new to funding and looking at the first steps to searching and applying for funds to their projects.

Duration: 2.5 hour workshop

Delivered by: The Capacity Building Team

Our courses

Introduction to Community Asset Transfer

An introductory workshop aimed at members of voluntary and community organisations who are thinking about or looking to take on a community asset.

The session will give attendees an understanding of the history of community asset transfers, an overview of what a community asset transfer is alongside offering hints and tips on good practices and the do's and don'ts to consider.

The workshop will focus on asking attendees the following questions:

- Are you sure?
- Are you ready?
- Can you afford it?
- Can you manage it?
- Can you plan it?

Duration: 3 hours

Delivered by: The Capacity Building Team

Radical Approaches to Commissioning

This workshop draws on the thinking in a broad range of recent reports by national think-tanks. The focus is on how to bring about long-term sustainable and positive change in commissioned health and welfare public services.

Through a mixture of presentation, discussion and exercises the workshop will introduce and explore a range of social policy approaches and how they work together to form an alternative framework for commissioning that incorporates the knowledge, expertise and values of the voluntary and community sector.

The workshop will draw on Manchester-based examples and cover:

- **Mutualisation:** How organisations can adopt structures and processes that enable them to create mutually beneficial relationships with staff, communities, and other organisations
- **People Powered Services:** How organisations can systematically ensure that a holistic understanding of the experience of the people they provide services for is at the heart of their services
- **Community Resilience:** How services can be commissioned in a way that uses the assets of a community and contributes to development of stronger and healthier communities

Duration: 3 hours

Delivered by: The Strategic Lead (Commissioning)

Our courses

Securing funding for your project

Building on from the funding your project workshop this session looks to work with more established organisations that are looking to increase their chances to secure funding covering the following:

- Governance
- What is a project
- Funding
- Budgeting

Learning Objectives

By the end of the session learners will:

- understand what minimal organisational governance needs to be in place before applying for funding and be aware of funders requirements on governance
- have a greater understanding of what makes a project including accountability and evaluation
- recognise what is meant by funding and understand what funders are looking for in applications
- be aware of key considerations when looking at budgeting your project

Duration: 3 hours

Delivered by: The Capacity Building Team

Social Media for Beginners

This workshop 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.

The session will cover:

- What's out there? Social Media Platforms you will have heard of and others you might find relevant
- The basics of Twitter and how best to use it - including #tags, trends and scheduling your tweets
- How to set up and manage a Facebook page

Duration: 3 hours

Delivered by: The Volunteer Centre Team

Our courses

Social Value and Inequity

This newly devised workshop will use presentation, exercises and discussion to explore how Social Value approaches can be used to address social, economic and environmental issues in Greater Manchester. It will be illustrated with case studies.

Social Value is defined as **the overall impact of all the activities of an organisation on the common good.**

The workshop will cover:

- What Social Value means in practice
- Relevant European and UK Legislation
- Social Value in Organisations
- Social Value in Procurement
- Social Value in Strategy and using Social Value approaches to address health and social inequity
- Approaches to measurement

The workshop is aimed at participants from public, private or voluntary and community sector who are involved in positive social change and interested in the approaches to social change.

Nigel Rose, the presenter, is a founder member of the Greater Manchester Social Value Network. The workshop is not suitable for participants solely interested in social value within their own organisations.

Duration: 3 hours

Delivered by: The Strategic Lead (Commissioning)

Spot Purchasing

This workshop looking at the move by some commissioners to purchase health and welfare services through 'spot' purchasing rather than 'block contracts', using 'investment frameworks' and 'shopping websites for personal care'. Payments are made for each client or group of clients worked with. This is new to many voluntary and community sector organisations that are used to grants and contracts for projects and services.

This short course will be a practical introduction to how to approach unit costing - how to include factors such as flow rates and start-up costs and how to assess risk. Please read this blog to find out more about Spot Purchasing.

The course is aimed at staff/volunteers/trustees that have a reasonable amount of knowledge and experience of creating project budgets and will be a mix of presentation, exercises and discussion.

Duration: 3 hour

Delivered by: The Strategic Lead (Commissioning)

Our courses

Strategy and Commissioning in Manchester and Greater Manchester

This workshop covers some of the key strategic priorities influencing health and welfare commissioning in Manchester and how this links to Greater Manchester strategy and devolution. The aim is to help participants understand how and why public bodies commission in the way they do.

The session covers:

- The Crisis in Health and Welfare services
- Manchester Independent Economic Review
- National Approaches to Marketisation
- The Greater Manchester Project and Devolution
- Public Services Reform (including Troubled Families and Living Longer, Living Better)
- Key Players

It is aimed at participants who have experience and understanding of commissioning and procurement and some knowledge of the strategic context and want to gain a deeper understanding.

The workshop is fast-paced and consists of a presentation as well as time for discussion and for participants to contribute their own knowledge and views.

Duration: 3 hours

Delivered by: The Strategic Lead (Commissioning)

Trustee Recruitment

A workshop specifically designed for VCSE organisations. This session is developed and delivered by members of the capacity building team at Macc and is based around NCVO's '10 steps to Trustee Recruitment' toolkit.

To highlight steps and identify tools/resources available to organisations who are looking to recruit new trustees.

By the end of the session learners will:

- Be able to conduct a trustee skills audit
- Be aware of the 10 steps to recruiting new trustees including writing a trustee role, marketing opportunities, ensuring diversity and inclusion opportunities and selection/interviewing
- Have a greater awareness of resources and templates available to trustees/organisations
- Be aware of additional support available to trustees/organisations from Macc

Duration: 3 hours

Delivered by: The Capacity Building Team

Our courses

Trustee Roles and Responsibilities

A workshop specifically for trustees from VCSE organisations - what you need and what you should know. This session is developed and delivered by members of the capacity building team at Macc and we encourage Trustees only to book onto this training.

Learning Objective:

To ensure that Trustees are well informed about their legal responsibilities and have a good sense of appropriate job roles and boundaries.

By the end of the session learners will:

- Have an increased knowledge of what a charity is and the role and responsibilities associated with being a trustee
- Be aware of potential liabilities and how to guard against them
- Understand the responsibilities and duties associated with a legal structure
- Have explored the need for trustees to understand their responsibilities with finance
- Understand the responsibilities of trustees as employers: staff and volunteer roles and boundaries

We dedicate a section of the training for question and answers which organically occur after hearing the content of this session. That burning question is probably on the mind of another attendee as well.

Duration: 3 hours

Delivered by: The Capacity Building Team

Using local evidence in Strategic Commissioning

A workshop focusing on how to use publicly available data on health and welfare to improve the ability of services to meet the needs of people in Manchester. All the data used in the workshop will relate to people and services in Manchester.

The workshop will:

- Explore some of the main sources of data, how they might be used and discuss their limitations
- Analyse the data and draw out some critical conclusions
- Discuss the impact of these critical conclusions on the services that we run and discuss how the data can work alongside sources of data from our own services

The workshop will be a mixture of presentation, exercises and discussion and is aimed at managers/trustees/policy people/commissioners of services who are actively involved in using data to plan and manage services. Participants will need to be able to understand graphs and reasonably quickly assimilate complex information and the workshop will be fast paced.

Duration: 3 hours

Delivered by: The Strategic Lead (Commissioning)

Our courses

Volunteers and the Law

This is a very popular and necessary course for anyone who involves volunteers in their organisation. It covers:

- volunteers rights
- health and safety
- vetting and criminal records checks
- Insurances
- restrictions on volunteering
- contracts or agreements
- volunteering and welfare benefits
- policies needed for successfully involving volunteers

Aim

The course aims to ensure that volunteer managers have increased knowledge of the law and how it affects volunteering.

Objectives

By the end of the day participants will:

- Know the difference between legal rights and best practice
- Have knowledge of correct terminology when dealing with volunteers
- Have an understanding of policies needed to work effectively with volunteers

Duration: 6 hours

Delivered by: The Volunteer Centre Team

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

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

“Sharing problems / solutions – good networking opportunity” **Community Development attendee**

“It was an excellent thought provoking and timely training for the sector - I also wanted to compliment Macc for the quality of the trainer and materials provided” **Radical Approaches to Commissioning 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**

“Great session I now have lots of actions” **Volunteers and the Law attendee**

“Really friendly and inclusive training” **Volunteers and the Law attendee**

“Enjoyed it – lots to take away, very informative” **Volunteers and the Law attendee**

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' 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

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

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.

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



Volunteer Centre
Manchester

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.

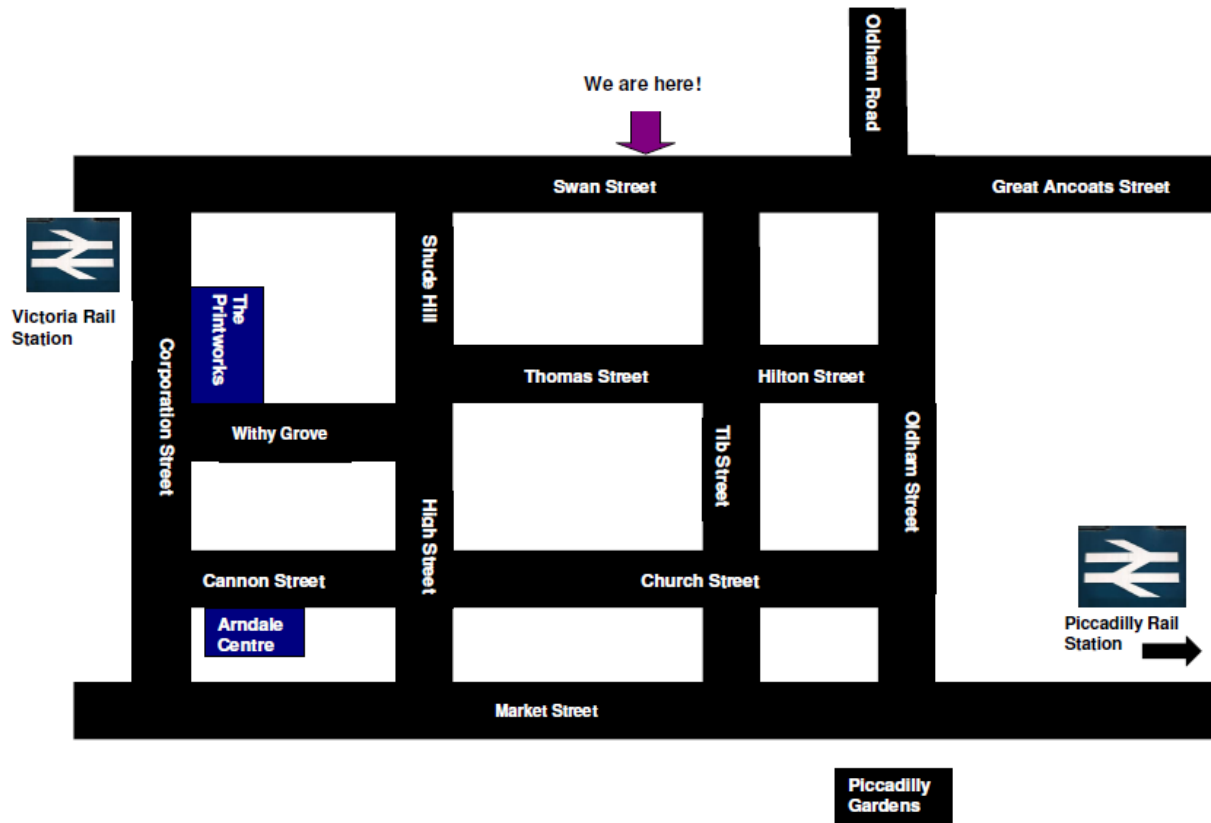
Service User Involvement - Supporting people and groups to be involved in the design and delivery of services.

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**

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Website: www.manchestercommunitycentral.org

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