

Contact NCVS if your group needs funding for training workshops or to register your interest for workshops

Training	Content	Duration	Cost for NCVS member organisations (Cost for other agencies)
<b>Effective Meetings</b>	Planning your meetings Planning an agenda Documentation and recording Chairing meetings Participating in meetings Group dynamics Developing teams Managing issues Troubleshooting	3 hrs	£100 (£250) Per session for groups of up to 12 participants includes resource pack
<b>Minute Taking</b>	The purpose of minutes and their use What minutes should include Minutes made simple Minutes proformas Skills of a minute taker	3 hrs	£100 (£250) Per session for groups of up to 12 participants includes resource pack
<b>Committee Skills (1)</b>	Chairing a committee Being an effective committee member Being an effective secretary Being an effective treasurer Use of sub committees or working groups The agenda The minutes The annual general meeting (AGM)	3 hrs	£100 (£250) Per session for groups of up to 12 participants includes resource pack
<b>Committee Skills (2)</b>	Responsibilities as an employer Responsibilities of the committee members Roles and responsibilities of the office bearers Developing the organisation Managing through financial reports Summary of management committee role Governance	3 hrs	£100 (£250) Per session for groups of up to 12 participants includes resource pack
<b>Making Good Funding Applications</b>	How to write funding applications Funder Finder Searches Making sure projects are costed fully Understanding what funders are looking for in applications	3 hrs	£100 (£250) Per session for groups of up to 12 participants includes resource pack

## Nithsdale Council of Voluntary Service

### TRAINING WORKSHOPS AVAILABLE



*Make use of the experience and skill of the NCVS team who can provide professional advice and support to the Voluntary Sector in Nithsdale*



INVESTOR IN PEOPLE



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Training	Content	Duration	Cost for NCVS member orgs (Cost other agencies)
<b>Legal Structures</b>	Choosing the right legal structure Incorporated/Unincorporated Organisations Company Limited by Guarantee Memorandum and Articles of Association Trusts Constitutions Charitable Status CIC's & SCIO's	3 hrs	£100 (£250) Per group session for up to 12 participants includes resource pack
<b>Monitoring and Evaluation</b>	<ul style="list-style-type: none"> <li>• What do our funders want to know?</li> <li>• What do we want to know?</li> <li>• How do we evidence what has worked?</li> <li>• Outputs Outcomes Impacts</li> <li>• L.E.A.P framework</li> </ul>	3 hrs	£100 (£250) Per group session for up to 12 participants- includes resource pack
<b>Partnership Working</b>	Understanding partnerships Developing relationships Managing change Conflict resolution Moving forward—National Standards for Community Engagement	3 hrs	£100 (£250) Per group session for up to 12 participants includes resource pack
<b>Negotiating Service Level or Contract Agreements</b>	How to ensure that any service agreement reflects all parties input and expectations through consultation	3 hrs	£100 (£250) Per group session for up to 12 participants includes resource pack
<b>Basic Book Keeping for Groups</b>	Setting your budget Monitoring your budget Producing finance & management accounts reports for your committee or organisation Using finance reports as a management tool	3 hrs	£100 (£250) Per group session for up to 12 participants includes resource pack
<b>Developing a Business Plan</b>	How to create a business plan for a community and voluntary sector group or organisation	3 hrs	£100 (£250) Per group session for up to 12 participants includes resource pack
<b>Managing your Event</b>	How to plan, budget and manage a community event	3 hrs	£100 (£250) Per group session for up to 12 participants includes resource pack

For more information  
please contact

**NCVS**  
the hub — your *Community*  
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**Karen Lewis** Director

**Suzanne Lafferty** Administrator (p/t)

**Suzanne Lafferty** Rent Deposit Guarantee Co-ordinator (p/t)

**Jeanette Murray** Office Support Worker

**Michelle Knight** Administration Assistant

**OFFICE HOURS**

**Monday to Friday**  
**9.00 am - 1.00 pm**  
**2.00 pm - 5.00 pm**

NCVS is a Company Limited by Guarantee  
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