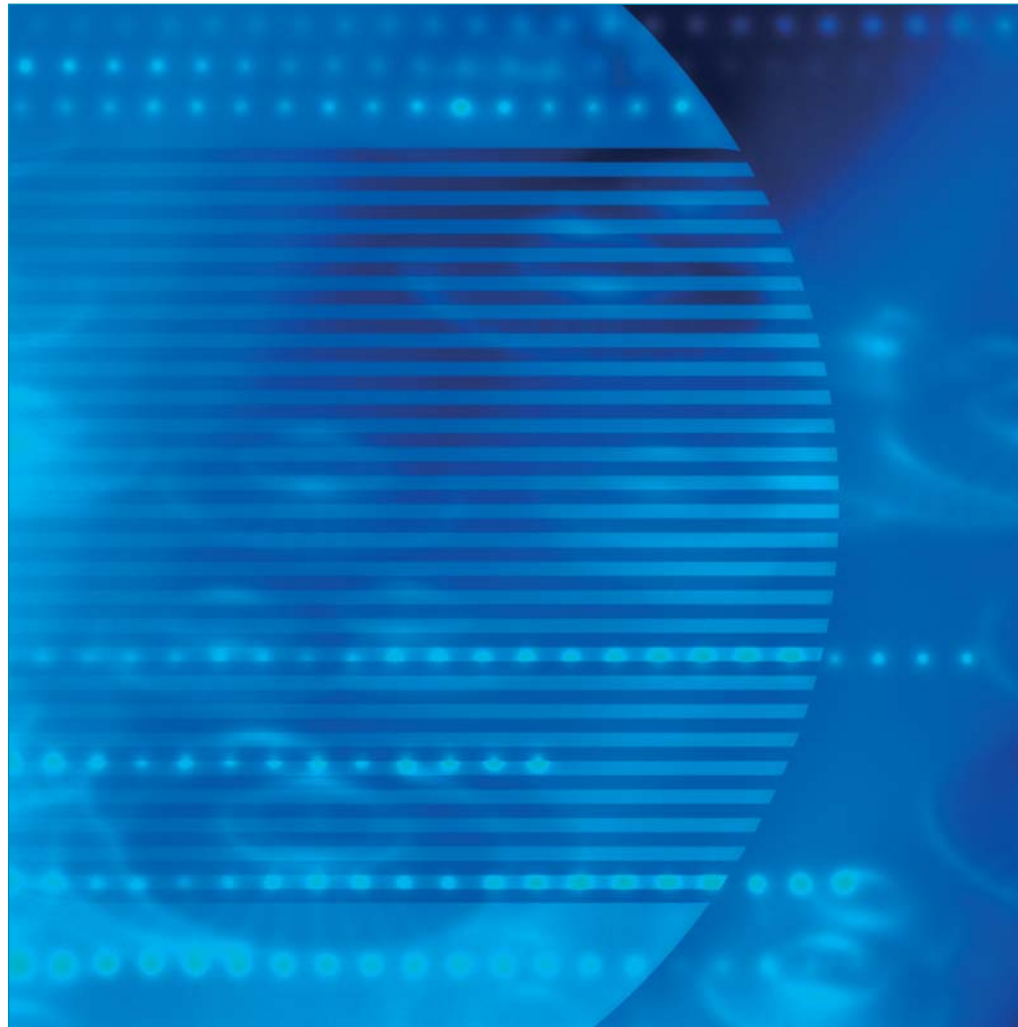




**WORKING
TOGETHER
PROJECT**

PROGRAMME OF COURSES

SPRING & SUMMER 2009



Supported by
 **The National Lottery®**
through the Big Lottery Fund




Brighton & Hove
City Council supported



Leading learning and skills

1 St Richards Church and Community Centre
Egmont Road,
Hangleton,
Hove BN3 7FP

2 Church House
211 New Church Road
Hove BN3 4ED

3 Brighthelm Centre
North Road,
Brighton BN1 1YD

4 Friends Meeting House
Ship Street,
Brighton BN1 1AF

5 Valley Social Centre
Whitehawk Way,
Whitehawk
Brighton BN2 5HE

The map shows approximate location of training venues. Detailed directions will be sent on enrolment.

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The Working Together Project specialises in training for anyone involved in running a community group or voluntary organisation, to help you to develop your group or organisation, and support you to develop in your role. Our half-, one-, and two-day courses are practical, relevant, professional and friendly, and cover a wide range of subjects.

As we are always developing new courses relevant to your needs in running successful groups and organisations, please ring to talk through your ongoing training and skills needs. If you are from a group in Brighton and Hove, a development worker can also come and visit you to find out what your group/organisation does and help you to work out what support you need.

The courses in this programme all offer an introduction or refresher to each subject, and will give you a firm foundation on which to build.

Please see the programme in detail for which courses are open to organisations in Brighton and Hove and which are open to those in the wider Sussex area.

This programme includes courses funded by **The Capacity Building Project**.

This is a partnership project between Brighton & Hove Impetus (who manage the Performance Development Service and the Volunteer Centre), Brighton & Hove Business Community Partnership and the Working Together Project.

As well as delivering better integrated services, the project aims to support the voluntary and community sector to build their capacity, develop their workforce, diversify their income streams, and to bid for and deliver work in the new public sector contracting environment. This is part of the Brighton & Hove ChangeUp Infrastructure Development Plan.

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Briefings for management committee members and trustees

Being on a management committee or board of trustees can be a difficult and stressful experience if you don't have the information you need to do it effectively. This series of briefings is for members of voluntary management committees / boards of trustees as well as members of staff who support those committees. You can book on to all of them.

The following briefings are all funded by the Big Lottery BASIS and Brighton and Hove City Council and are open to people from third sector organisations across Brighton and Hove.

Tue 12 May 2009
Supporting your management committee
 Brighthelm Centre, North Road
 6.30–8.45pm

For staff who want to understand better how to support their committee to be effective managers and make effective strategic decisions. It will look at supporting the committee to develop as a group, building relationships, developing effective channels of communication, and how to report to committees.

With Kate Honeyford
In the Pelham Room

Tue 2 June 2009
The legal and statutory responsibilities of third sector organisations

Brighthelm Centre, North Road
6.30–8.45pm

An introduction to the responsibilities of the committee, including company law and charity law, and an overview of the forthcoming new combined structure: the charitable incorporated organisation. This session will introduce you to your key legal and statutory responsibilities, including finance, equal opportunities, employment and health and safety and other liabilities, and sources of information and support for your director and trustee role.

With Kate Honeyford
In the Pelham Room

Funded jointly with Learning 4 Counties and are open to people from third sector organisations across Sussex.

Learning4Counties

Tue 9 June 2009
The roles and responsibilities of a management committee

Brighthelm Centre, North Road
6.30–8.45pm

For anyone who is, or wants to be on the management committee of a voluntary organisation, especially unincorporated associations and groups with few or no staff. This session looks at the roles of the committee officers and how to organise the work so no individual is overloaded. It will help you run your group legally, and democratically, and plan its future development including managing risks and looking for funding.

With Kate Honeyford
In the Pelham Room

Funded jointly with Learning 4 Counties and are open to people from third sector organisations across Sussex.

Learning4Counties

Tue 23 June 2009
Running an effective management committee

Brighthelm Centre, North Road
6.30–8.45pm

This session is for anyone who wants to make sure their committee is working as well as it can. You will explore how you can develop and work as a team, and analyse the committee's skills. You will also look at ways of keeping committee members involved and motivated, and how you can review the team's work.

With Kate Honeyford
In the Pelham Room

Tue 30 June 2009
Chairing skills

Brighthelm Centre, North Road
6–9.15pm

Learn how to manage a meeting, through learning and practising strategies that bring efficiency, pace, involvement and decision-making. It will cover the role of the chair, the different skills that might be required, drawing up an agenda and encouraging people to stick to it, dealing with difficult situations, ensuring everyone has an opportunity to express their views, and how to finish on time having made the decisions you need to make. This evening course is for people who are new to chairing committees or sub-committees, or who want to improve their confidence in a safe and supportive environment.

With Kate Honeyford
In the Hanover Room

Tue 7 July 2009

Planning for public sector contracts

**Brighthelm Centre, North Road
6.30–8.45pm**

This briefing will give an overview of how the funding environment has changed for the third sector, and what trustees need to consider if organisations want to include public sector contracting in their strategic planning.

**With Kate Honeyford
In the Brunswick Room**

Tue 14 July 2009

Legal structures for social enterprise

**Brighthelm Centre, North Road
6.30–8.45pm**

This briefing will outline each structure relevant to social enterprise, and cover the advantages and disadvantages of each for different kinds of activities. Business Community Partnership will also introduce the new More Than Profit Network for social enterprise in the city.

**With Kate Honeyford
In the Pelham Room**



***In partnership with the
Business Community Partnership***

Except where stated otherwise, the following courses are all funded by Big Lottery BASIS and Brighton and Hove City Council, and are open to people from third sector organisations in Brighton and Hove.



Mon 22 June 2009

Understanding public sector contracting

**Church House, Hove
9.30am–4.30pm**

For managers and trustees of organisations, who have no experience of public sector procurement and contracting, and who want to explore the issues. This one-day course aims to support you to understand what public sector contracting could mean for your organisation, what it involves, and how to decide whether to make a bid. It will include:

- understanding the language and the different types of tendering processes
- an outline of the stages and likely expectations
- understanding different types of agreement including examples of contracts
- tips on how to research the opportunities available
- understanding the legal, VAT and financial implications of contracts

With Sarah Morland

Mon 29 June 2009

Preparing for public sector contracting

**Valley Social Centre, Whitehawk
2–4.30pm**

For managers and trustees of organisations, who have no experience of public sector procurement and contracting, and are considering delivering public services. This half-day briefing will give you an overview of the systems and procedures that commissioners will ask you to have in place, and tips on providing performance management monitoring. It will cover essential policies, quality assurance, financial management and risk management systems. (It will not cover the specific additional requirements that each organisation will have dependent on your specialist area of work.)

**With Sarah Morland
In the Training Room**

Thursdays 2 & 9 July 2009

A to Z of fundraising

**Valley Social Centre, Whitehawk
9.30am–4.30pm**

This two-day course is aimed at people who are new to fundraising, or who want to refresh their skills, and will help you:

- identify which activities you want funding for
- understand how to find out about different funders
- identify the different types of funding that is available
- develop an overview of the main things to address when writing any funding application
- develop a strategy to decide your funding needs and priorities
- understand the language and key terms used by funders and how to deploy these in making successful bids
- ensure your objectives are attractive to funders; and how to write successful bids
- identify where you can go for information, advice and support
- search the Internet to find the right sources of funding
- research online information for your bid
- explore other opportunities to raise funds via the Internet

**With Graham Allen
In the Training Room**



The following two courses are funded in partnership with Brighton and Hove Volunteers, and include

lunch. Please let us know your dietary requirements when you book.

Tuesdays 23 & 30 June 2009

Introduction to managing volunteers

9.30am–3pm

Brighthelm Centre, North Road

This two-day course is for anyone whose role includes managing volunteers, who is new to the role, or would like a refresher. The aim of this course is to help you manage volunteers effectively, to achieve your organisation's objectives. This course will cover:

- an introduction to the issues involved in managing volunteers, and how this is different from managing staff
- recruitment and selection
- roles and agreements
- policies and handbooks
- how to effectively manage and retain volunteers
- monitoring and exit interviews

Brighton and Hove Volunteers will also introduce the new 'V Awards' scheme for young volunteers. You will have an opportunity to practise skills learnt in a safe and supportive environment, and to develop an action plan, as well as receive sources of further information and support.

**With Penny Baker
In the Stanmer Room**

Tuesday 7 July 2009

Working with volunteers with disabilities

10am–4pm

Brighthelm Centre, North Road

This course is for organisations that are interested in ensuring that people with physical or learning disabilities are encouraged and supported to participate in their volunteering opportunities. The aim of the course is to provide participants with the necessary knowledge, frameworks, skills and self-confidence needed to work effectively with volunteers with disabilities. The course will cover the practical and legal considerations specific to volunteers with disabilities, including:

- the different ways that disabled people are discriminated against
- key barriers that prevent disabled people from volunteering on an equal basis
- different approaches to understanding disability and empowerment of disabled people
- key aspects of the Disability Discrimination Act
- ways in which a range of barriers can be removed, including: volunteering policies, procedures, communication and support.

You will have an opportunity to practise skills learnt in a safe and supportive environment, and to identify areas for improvement within your own group / organisation.

**With Sarah Playforth
In the Hanover Room**

The following course is funded in partnership with the Volunteer Centre



Thursday 16 July 2009
Developing new roles for volunteers

9.30am-1pm
Church House, Hove

This half-day course is for any organisation that works with volunteers, who would like to explore new ways in which volunteers can support your organisation to achieve its aims and objectives.

The course will include:

- reviewing how your volunteers currently help you achieve your aims and objectives
- exploring how volunteers could be more involved or help you achieve more
- designing roles to utilise specific skills on offer
- involving volunteers with high level skills in non governance roles

With Penny Baker

The following workshops are being sponsored in partnership with the Business Community Partnership



Choice of:
Monday 18 May or
Monday 6 July 2009
Introduction to public relations (PR)

9.30am-12.30pm
Valley Social Centre, Whitehawk

With Blue Rocket, an ethical PR company and member of the Business Community Partnership

This 2-hour practical introductory workshop is for anyone whose work involves promoting their organisation. It will give you the foundation knowledge for how to implement and maximise your own media relations campaign.

Led by one of Blue Rocket's senior PR consultants it includes:

- simple explanation of how PR can assist the larger task of marketing an organisation
- overview of the power of PR and its limitations

- practical exercise examining the influence of PR on UK media and tips on how you can learn to use this influence
- advice on all the preparation work needed before starting a campaign
- tips on how to refine your target audience and choose your media channels
- practical session on how to pitch to journalists, using real life examples of pitches that have worked
- tips on how to identify stories that will win the media's attention
- advice on how to use media coverage after publication
- open question and answer session at the end

You will also be able to keep:

- copies of real life pitches and the coverage
- electronic version of presentation
- handout guide to PR

The following course is funded in partnership with the Brighton and Hove Impetus Performance Development Service



Wed 17 June 2009
Introduction to quality assurance

Church House, Hove
9.30am–4.30pm

This one-day course aims to introduce you to quality assurance and equip you to decide on the right system for your organisation, in order to help you achieve your aims and objectives and improve the quality of your services. It will explore:

- the benefits of quality assurance and what it involves in terms of resources
- an overview of the key quality assurance systems including PQASSO and Matrix
- what will help you decide the right approach for your organisation
- self-assessment versus externally accredited quality assurance systems
- a perspective on how funders view quality
- taking quality forward – what are you going to do next?

This will be followed by a course in autumn 2009 which will support you to develop an action plan to implement your chosen quality assurance system.

With Rona Parsons and Jan Aram

Thursday 25 June 2009
Team communication
Valley Social Centre, Whitehawk
9.30am–4.30pm

This one-day course is for anyone responsible for running a team away day for their organisation. It will give experience of a wide range of team activities around effective internal communication, so that your organisation is better able to meet its aims and objectives. You will also learn about and develop your communication style and impact within your team.

The course will cover:

- the communication process and key concepts
- tailoring to your audience
- different communication styles and channels
- building rapport, and the art of empathy
- effective communication in times of change and stress
- dealing with conflict
- the difference between assertive and aggressive communication
- inclusive communication
- enhancing your personal style and maximising your verbal and non-verbal communication skills
- action planning

You will have an opportunity to explore your own organisation's communication issues individually, and practise skills learnt in a safe and supportive environment.

With Shaun Young
In the Training Room

Wednesday 1 July 09
Managing change
9.30am–4.30pm
Valley Social Centre, Whitehawk

This one-day course is for managers of organisations that are facing change, whether due to the external environment, or internal factors. The aim is to equip you with the skills and knowledge needed to confidently implement a change strategy. The course will include:

- exploring the range of changes an organisation faces, and which ones are key for you
- identifying the barriers to effective change management
- identifying the role you play
- identifying where the organisation is now and where you want to get to
- effective planning to reach your goals, including workload, reviews, celebration, and further action
- effective communication across the organisation and with stakeholders

The course will offer practical tools and techniques that you can use to assess change, plan and involve others in the process, and will support you to develop an action plan for the organisation.

With Yvonne Rivers
In the Training Room

The following course is being funded in partnership with **CUPP**

Friday 10 July 2009
An introduction to community-university partnership working
University of Brighton, Moulsecoomb
9.30am–1pm

This half-day workshop will be of particular interest to staff responsible for undertaking community based research, developing new projects/services, project evaluation, or wishing to involve students more fully in their work. It will provide an introduction to community-university partnership working and explore ways in which community university engagement can benefit your organisation. The University of Brighton's Community University Partnership Programme (CUPP) aims to tackle disadvantage and promote sustainable development through partnership working. Focussed on creating enduring partnerships that provide a long-term benefit to communities and to universities, CUPP helps develop ideas into projects, provides start-up funding, and helps networks and communities of practice to develop. Its work spans the community and voluntary, social enterprise and public sectors in Brighton & Hove and across Sussex. Visit www.brighton.ac.uk/cupp

With Angie Hart & David Wolff, CUPP and Paul Bramwell, WTP
In Room 228, Mithras House

Thursday 4 June 2009

Race Equality

9.30am–4.30pm

Friends Meeting House

This one-day equality course is for practitioners and managers, and will:

- increase your understanding of the legal framework of Race Equality and impact of racism
- increase your ability to deal with BME individuals & families through better understanding of how cultural heritage affects individuals
- cover techniques to challenge racist behaviours in a safe and empowering manner
- explore usage of self to fulfill Race Equality duties and promote equality of opportunities
- cover basic techniques to identify and address Race Equality gaps within your own employment and service provision

You will also find out where else you can get more information and support and refer people to. You will receive questions in advance to help MOSAIC plan the training.

**With Naima Nouidjem and Tim Stephens
In the Meeting Room**

The following course is funded in partnership with Allsorts Youth Project:



Wednesday 8 July 2009

Dealing with homophobia, biphobia and transphobia

9.30am–4.30pm

Friends Meeting House

In this one-day course we will explore homophobia, biphobia, transphobia, sexual orientation and gender identity and heterosexism. We will reflect on the impact that prejudice and discrimination have on the lives of people who identify as lesbian, gay, bisexual and transgender. There will be opportunities to look at what we can do as individuals and as members of organisations to make positive changes in our environments so that LGBT people feel safe, supported and included. This course will also look at current equalities legislation and local strategic planning. You will receive a LGBT Support pack including stickers, posters and referral information.

**With Jess Wood,
Allsorts Youth Project
In the Meeting Room**

Wednesday 15 July 2009

Mental health awareness

9.30am–4.30pm

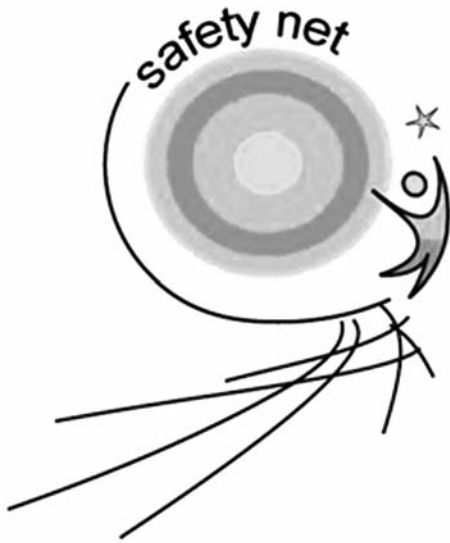
St Richards Community Centre

This one-day course will explore

- the terminology and nature of mental health issues and the impact of stigma and attitudes
- understanding the effect of mental health issues on different aspects of people's lives
- different approaches to empowerment
- relevant legislation
- recognising signs
- mental health recovery and wellness recovery action planning
- how your organisation can support a mentally healthy workforce, and provide supportive services

You will also find out where you can get more information and support and refer people to.

**In partnership with
Grassroots Training**



Safeguarding and protective behaviours for working with children and young people

Working Together Project receives many requests for child protection courses.

Safety Net provides a range of protective behaviours courses locally.

Please see the Safety Net website: www.safety-net.org.uk where courses will be posted.

Tel: 01273 696622.



WORKING TOGETHER PROJECT

Learning in communities

If you are involved in a community group (or a developing community group) in one of the following neighbourhoods, the Working Together Project can offer useful, independent expertise to help you with your group.

Please ask if you would like us to visit your group; or about any of the friendly, informal courses that may be running free of charge in a community venue near you.

Bates Estate
 Bevendean
 Bristol Estate
 Brunswick & Regency
 Coldean
 Hangleton & Knoll
 Hollingbury
 Hollingdean
 Manor Farm
 Meadow View

Moulsecoomb
 Portland Road & Clarendon
 Portslade
 Queens Park & Craven Vale
 Saunders Park
 St James and Kempton
 St Peters and North Laine
 Tarnar and Eastern Road
 Whitehawk
 Woodingdean



The Working Together Project has been successfully providing quality assured training for ten years.

We specialise in good practice in training delivery, as well as delivering bespoke training for organisational development and individual professional development.

Our courses are practical and relevant to your needs, combining intensive independent professional expertise with a friendly peer learning experience.

You can commission the Working Together Project to help you with:

- training needs analyses of staff, volunteers and management committees, to include action planning and signposting
- facilitating meetings both in-house and externally, including cross-sector work
- if you have more than two people that need training in one subject, you might like to consider in-house training
- delivering quality workshops, briefings, training or conferences in your specialist field
- good practice information

From £500 for a half-day course.

Please contact us for a quote based on your needs.

Courses are open to volunteers, paid workers, management committee members and community activists from community groups and voluntary organisations in Brighton & Hove and Sussex – please see programme in detail for which courses are open to which areas.

All events are free of charge, but each place costs £150 per day to organise.

Booking

Before booking, make sure you have permission to attend from your group's committee or from your manager or supervisor.

Please book early, as there are limited places and they are allocated on a first come, first served basis. We operate a reserve list for courses that are full, and you will be offered a place by phone as soon as anyone drops out. This will be confirmed in writing if time permits.

Bookings are by telephone or email. Please give full names, group name, email or postal address, phone number, and the name and date(s) of the course(s) you and others would like to attend, and any other needs. We will then send confirmation. If you don't hear from us within two weeks please ring.

The maximum number of courses that one person can book on to in one programme is three. NB You will be added to a waiting list for any further courses requested. The evening briefings all together count as just one course.

We reserve the right to refuse a place.

Cancellation charges

You are responsible for ensuring that you attend any course(s) you have booked.

If you have to cancel, you need to give a minimum of two working days notice before the course date to:

bookings@workingtogetherproject.org.uk or call 01273 234773, so that a place can be offered to a reserve.

You must get a cancellation reference number from us. If you do not have a cancellation reference number and miss any of the course, there will be a charge of £50 per day, or £25 per briefing.

If you are ill you will need to send us a copy of a medical certificate for the charge to be waived. People from those organisations who have not paid their charge(s) will be unable to book on to future programmes until the fine has been paid. If you arrive late you may be turned away, in which case the charge for non-attendance will apply.

This policy was introduced because if we are unable to demonstrate good attendance to our funders, it will be more difficult to get future funding for these courses, and less likely that we will be able to provide courses free of charge.

Voluntary donations

If your organisation has a training budget (that never gets spent), please consider contributing a proportion of any amount up to the full cost of £150 per day to the Working Together Project. This funding will help to subsidise course costs and contribute to travel and childcare costs of volunteers and community activists.

Courses and access

All of the training events start promptly at the advertised time. Tea and coffee is available 15 minutes before the advertised start time. Whilst tea and coffee will be provided at the beginning and during morning and afternoon breaks, we are unfortunately unable to provide food at any of our courses, unless stated, due to the strain on our budget, but please feel free to bring your own or see the map for information on where to buy food, and take the opportunity to network.

All of the venues are accessible to people with disabilities, and have accessible toilets.

Please note that not all venues have parking available, and as parking is very difficult in central Brighton and Hove, public transport is recommended where possible.

If you volunteer for a group that provides services to people in Brighton and Hove, we may be able to cover the costs of your childcare, carers and/or travel expenses on public transport, depending on individual circumstances – please ask for further details and a claim form. Receipts must be provided. Please note that the responsibility for the quality of childcare or other care commissioned lies with the parent or carer. The Working Together Project accepts no liability for participants' childcare, carer or travel arrangements.

We are very happy to arrange for handouts in large print or to be sent by email where available, or access to a hearing loop. We can also arrange for a community interpreter to be available for speakers of other languages, as well as for sign language, with two weeks' notice. If you have any other additional needs, please do let us know.

We try to avoid running courses during local school holidays and the main religious festivals where possible. However, if you find that a course on our programme clashes with anything that is important to you, please do let us know so that we can avoid this in future.

Registration forms, contact lists and certificates

On arrival at any of the training events please sign in each day, and complete the form you are given on arrival for your certificate and for monitoring purposes only.

This information will not be shared with anyone other than our staff, funders and partners. At every event you will be given the opportunity to complete and return an evaluation form. This is so that we can find out what was good and what could be improved about the sessions. We also want to hear from you on the evaluation forms, by letter, by phone or by email, if there are other training events that you would like us to run.

After the event you will receive a contact list of course participants, if requested by you on your registration form.

If you attend the whole of a course and complete a registration form, you will also receive a Quality Mark Attendance Certificate produced by the Open College Network. There is a charge for replacement certificates.

Feedback

WTP wants to learn from people using our services as to where we can make improvements and what we are doing well. WTP therefore welcomes complaints, compliments and comments from participants and from people who use our services. WTP continuously evaluates and develops its services based on all feedback received. If you have a problem with any of WTP's services, please contact us as soon as possible so that we can deal with it as best we can.

WTP can resolve most complaints informally. However if you don't feel able to discuss your concern with staff or feel that your complaint is unresolved, you can ask to meet with WTP's Chair of Trustees Personnel Sub Group, c/o WTP, Community Base, 113 Queens Road, Brighton BN1 3XG.

They will listen to your complaint and try to help you sort out the problem with WTP. Please ask if you would like to see our full complaints procedure.

Working Together Project

Community Base
113 Queens Road
Brighton BN1 3XG
Tel: 01273 234773

bookings@workingtogetherproject.org.uk

www.workingtogetherproject.org.uk
www.supportforgroups.org.uk

Registered Charity Number 1086756

Company Limited by Guarantee
Number 4114544

CONTACT US



**WORKING
TOGETHER
PROJECT**

The Working Together Project
Community Base, 113 Queens Road, Brighton BN1 3XG
Tel: 01273 234773

Email: bookings@workingtogetherproject.org.uk

www.workingtogetherproject.org.uk

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