

B.STRONG Training Courses May – July 09

All training courses will be taking place at Ladywood Arts and Leisure Centre. Details on each of the courses mentioned below can be found on the inside spread.

May

An idea into a Project

Friday 1 May 10.00am-1.00pm

Recruitment, Selection and Induction

Saturday 2 May 10.00am-12.00pm

Governing structures – What suits you?

Monday 11 May 10.00am-1.00pm

Interview Techniques – “How to be interviewed”

Saturday 16 May 10.00am-12.00pm

Committee Skills – Roles and responsibilities

Tuesday 19 May 10.00am-1.00pm

Marketing your project

Thursday 28 May 10.00am-1.00pm

Interview Techniques – “How to interview”

Saturday 30 May 10.00am-12.00pm

June

Basic Food Hygiene

Wednesday 3 June Initial test
10 and 17 June 9.30am-12.00pm

Stress Management

Thursday 11 June 10.00am-3.00pm

Contracts of Employment –

Saturday 13 June 10.00am-12.00pm

Effective Communication Skills

Monday 16 June 10.00am-3.00pm

Managing Absence

Saturday 27 June 10.00am-12.00pm

Financial Procedures

Tuesday 30 June 10.00am-3.00pm

July

Business Planning

Thursday 9 July 10.00am-1.00pm

Equality and Diversity

Saturday 11 July 10.00am-12.00pm

An Introduction to Fundraising – What Funders Want?

Wednesday 15 July 10.00am-1.00pm

Discipline & Grievance

Saturday 18 July 10.00am-12.00pm

Emergency First Aid Course (Appointed persons in the Workplace)

Wednesday 22 July 9.30am 4.00pm

How to find us

Ladywood Arts & Leisure Centre
316 Monument Road,
Ladywood B16 8TR



Our new training room has wheelchair Access

By Train

Railway Station Five Ways Edgbaston

Turn left out of station & walk to Five Ways roundabout. Use subway to Ladywood Middle way. Catch No. 66 bus out of city, opposite side of dual carriageway to Tesco.

By Bus

Bus No 66 from City Centre

Get off at the first stop in Icknield Port Road just after the roundabout. Cross over Icknield Port Road into Monument Road.

Bus No 8 from Five Ways

Get off at stop just after the roundabout. Walk past car Park to walk way leading to Ladywood Arts & Leisure Centre Reception. Bus No 8 from Spring Hill/Jewellery Quarter Get off at stop after Ledsam Street. Walk across Dual Carriageway. Walk past Car Park to walk way leading to Ladywood Arts & Leisure Centre Reception.

By Car

from Edgbaston Five ways

Take Ladywood Middle way (A4540) for about 0.5 miles to 1st roundabout. Take 2nd exit into Icknield Port Road. Travel 50 yards



and turn right into Monument Road. Follow road into car park.

Car Parking

Car parking facilities including Disabled Spaces. Lunch facilities are not available on site.

Contact us: for bookings and queries

Robina Nadeem

Project Manager
Robina_Nadeem@birmingham.gov.uk
Tel: 0121 464 6940

Patricia Allison

Organisations Development Worker – B.STRONG
patricia.allison@birmingham.gov.uk
Tel: 0121 464 2550

Raja Chowdhury

Organisations Development Worker – B.STRONG
raja.chowdhury@birmingham.gov.uk
Tel: 0121 464 2548
Fax: 0121 464 2549



(Birmingham New Communities Network)

B.STRONG

Birmingham Skills Training Reaching Organisations and Neighbourhood Groups

Training Programme for Voluntary and Community Organisations May – July 2009

B.STRONG training is designed to build knowledge and skills in a range of organisational development issues.

The courses are free of charge and open to members, staff and volunteers of groups representing excluded communities, particularly BME, Migrant, Refugee and New Communities led groups.

Who are we?

B.STRONG is a city wide organisational development project. The project is managed by the City Council.

This training programme is part of the **BIRMINGHAM STRONG COMMUNITIES PARTNERSHIP** programme funded by Improving Reach (Capacitybuilders) and will be delivered in partnership with Digbeth Trust and Birmingham New Communities Network.

B.STRONG service is to enhance the effectiveness of voluntary and community organisations through organisational development support and capacity building training. The project has a strong track record of providing capacity building service. Key strengths include its ability to reach out to small and emerging community groups, working with them at their pace on issues of importance to them and to respond to requests for help flexibly.

Our aims...

- To provide opportunities to build and strengthen community groups' structures and procedures
- To enable community groups to contribute towards meeting the needs of their neighbourhoods
- To support groups in taking effective action and lead role in their communities



B.STRONG Training Courses May – July 09

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An Idea into a project – 1 May

How to change an idea into a Reality. How do you make a wonderful idea reality? Attend this session to get some useful tips on how to develop and nurture an idea into deliverable project- tips on constructive criticism, project management skills and financial direction.

Governing structures – What suits you? – 11 May

Aimed at new voluntary organisations. The course will enable participants to understand different governing structures for voluntary organisations, the duties and requirements involved, and to examine the advantages and disadvantages of the different structures.

Committee Skills – Roles and responsibilities – 19 May

Aimed at management committee members of voluntary organisations and newly formed groups, or those wishing to improve their committee skills. Participants will gain an understanding of the purpose of a committee, the ingredients of a successful committee, the roles and legal duties of committee members, how to conduct committee meetings.

Marketing Your Project – 28 May

Aimed at those that want to develop their organisations marketing skills. The session will look at the different forms of marketing and how best to identify who is using your services and how you can increase those numbers. Participants will look at how they can best communicate the messages that they want their potential service users to see and hear, in order to encourage them to utilise their services. It will also look at how you can develop your organisations marketing strategy.

Basic Food Hygiene – 3 June – Initial test, 10 and 17 June

The course will cover the main causes of food poisoning, how bacteria affects food, how to prevent food poisoning, the importance of personal hygiene, the need for high standards in food premises, the importance of cleaning & disinfection and legislation.

Stress Management – 11 June

The aim for the course will be to provide techniques and strategies that will help the participants to control the stress in their lives. Participants will become aware of what stress is and how it arises, identify which situations lead to stress, what actions one can take to keep stress at lower levels, an exploration on controlling stress linked thoughts and learn ways to relax to cope positively with what is to come.

Effective Communication Skills – 16 June

The way you behave towards others will affect the way they behave towards you. This course will show you the most effective way of communicating with colleagues and clients so that you both leave a situation feeling happy with the outcome. During the course you will:

- Identify the different ways of behaving
- Recognise negative and positive body language
- Determine the words to use during different situations such as 'how to say no', 'making a request' and 'dealing with an angry person'.
- Practice speaking assertively

Financial Procedures – 30 June

Aimed at new committee members, recently elected treasurers and members of recently formed voluntary organisations. Participants will gain knowledge of how to record income and expenditure, balance monthly figures, complete bank reconciliations, examine what should be included in a financial

policy; how to present annual accounts, and requirements of annual returns for the Charity Commission or Companies House.

Business Planning – 9 July

Aimed at those wanting to write a project or strategic plan for their organisation. Particularly useful to those considering writing bids to Big Lottery fund or other grant giving bodies.

Participants will examine issues and processes involved, gain an understanding of why an organisation must have a “mission”, learn how to use analytical tools to examine their position in the voluntary sector marketplace, how to conduct a feasibility study & what to include in the written format of the Plan.

An Introduction to Fundraising – What Funders Want? – 15 July

Aimed at voluntary & community and unconstituted groups. Particularly aimed at committee members, volunteers and project workers with fundraising responsibilities. Participants will become aware of what different sources are available for community projects, why applications fail, what funders are looking for in funding applications and the definition of inputs, activities, outputs and outcomes.

Emergency First Aid Course (Appointed persons in the Workplace) – 22 July

The course aims to teach participants basic aspects of dealing with emergencies, with an emphasis on those occurring in the workplace. The programme will include management of the unconscious, recovery position and resuscitation, disorders of respiration, treatment of bleeding and shock, First Aid boxes and record keeping.

Managing People – sessions

1. Recruitment, Selection and Induction – 2 May

Effective recruitment methods to attract candidates to apply for posts. Getting the right person. How to avoid bad recruitment and selection. The use of effective selection methods. The Importance of an effective induction programme. Methods of Induction.

2. Interview Techniques – 2 sessions – 16 May and 30 May

The preparation for the interview. Effective questioning techniques.

3. Contracts of Employment – 13 June

The reasons for a contract of employment. What should be incorporated in a contract of employment? The legal context. Changing a written contract.

4. Managing Absence – 29 June

The importance of effective absence management. Understanding the reasons for the type of absence. Effective methods to manage absence. Absence management support.

5. Equality and Diversity – 11 July

The legal context. Effective Equality and Diversity policy. The benefits of a diverse workforce. Approaches to managing diversity.

6. Discipline & Grievance – 18 July

The legal context. What are the legal requirements? The importance of an effective discipline and grievance procedure. The statutory minimum procedure.