



## AUTUMN PROGRAMME

### PRESENTING WITH POWERPOINT

6<sup>th</sup> September in Nuneaton and 8<sup>th</sup> November 2007 in Leamington.

- What is PowerPoint?
- How to plan an effective presentation
- Creating slides for slideshows
- Adding builds and movement to maintain interest
- Presenting using PowerPoint tips and traps
- Building an auto run presentation for stands and displays (time permitting)

### MANAGING IN THE VOLUNTARY SECTOR

6<sup>th</sup> September in Coventry

*To enable managers in the voluntary sector to recognise the specific pressures they face in their role and to help develop strategies for dealing with them.*

- The differences between the voluntary, public and private sectors and the impact this has on management
- The various relationships voluntary sector managers need to manage and how this can be best achieved
- The difference between governance and management
- Develop ideas for fostering good relations with the trustee board and the Chair
- Look at your own management style and how it impacts on your team
- Sources of support and advice available for managers in the voluntary sector

### EQUALITY

13<sup>th</sup> September 2007 in Leamington

*To understand the importance of equality within the workplace and its impact on service delivery.*

- Basic outline and understanding of Equal Opportunities legislation
- Avoiding discrimination
- Impact on service delivery and employment
- Related workplace policies e.g. bullying and harassment

### PREPARING & DELIVERING PRESENTATIONS

20<sup>th</sup> September 2007 in Coventry.

25<sup>th</sup> October and 11<sup>th</sup> December 2007 in Leamington

*This is a course providing an introduction to presentation skills.*

The content of the course includes:

- Effective Communication
- Considering your Audience and the Environment
- Planning presentations

Continued 

Telephone: 024 76 582422 or email: [hudha@cwlc.org.uk](mailto:hudha@cwlc.org.uk)



## AUTUMN PROGRAMME

- Developing and preparing resources
- Delivering effective presentations
- Evaluating presentations

As part of the course, participants will have to deliver a short presentation. This course is particularly suitable for people new to delivering presentations. It maybe a useful refresher course for more experienced presenters  
(Use of PowerPoint is not detailed)

### SKILLS ANALYSIS WORKSHOP

September 25<sup>th</sup> Coventry and October 31<sup>st</sup> Leamington

- Do you know what skills you have in your organisation?
- Where would you start to find out?
- Find out how to match the skills of staff with the needs of your organisation

This is a taster session for anyone supervising staff and looking to get the most out of appraisals.

### FINANCIAL MANAGEMENT FOR SMALL ORGANISATIONS

4<sup>th</sup> October 2007 in Coventry

*An introduction to the various aspects of financial management in the voluntary sector. Suitable for those with limited previous finance experience and training.*

- The role of the Treasurer
- Basic bookkeeping principles
- Drawing up a budget
- Preparing a cash flow forecast
- Petty cash procedures
- Financial checks and controls

### QUALITY ASSURANCE

4<sup>th</sup> October 2007 in Leamington and 18<sup>th</sup> October 2007 in Coventry.  
*PQASSO is a practical quality assurance system for small organisations, or for projects within larger organisations, specifically for voluntary sector organisations.*

- How does PQASSO work?
- Focus on what the organisation is doing
- Bring people together to identify areas for improvement
- Facilitate discussion to ensure all stakeholders are aware of policies, procedures and plans
- Motivate people to make visible progress
- Use a clear language for negotiating with funders

Telephone: 024 76 582422 or email: [hudha@cwlc.org.uk](mailto:hudha@cwlc.org.uk)



# AUTUMN PROGRAMME

## MANAGING DATA IN EXCEL

11<sup>th</sup> October 2007 in Nuneaton and 6<sup>th</sup> December 2007 in Leamington.

- What is Excel and how does it handle data
- Plan your database is a key to success
- Create a database within excel
- Adding information to a database
- Finding information within your database
- Create reports using some of Excels tools
- Data statistical analysis (where appropriate)

## VOLUNTEER RECRUITMENT AND RETENTION

7<sup>th</sup> November 2007 in Leamington

*A recruitment and selection process for volunteers to ensure your needs meet their aspirations.*

- Writing a volunteer role description
- Methods of advertising volunteer vacancies
- The application and selection process including CRB checks
- Induction of new volunteers
- Volunteering and the law

### Volunteer Retention

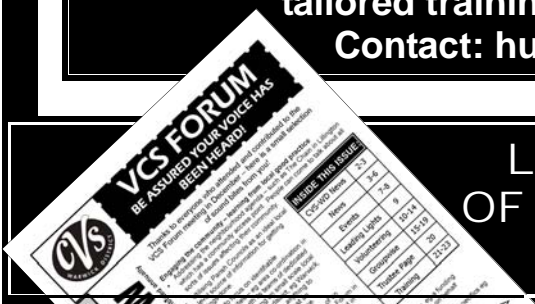
*Practical ideas on how to keep hold of volunteers once you have them on board.*

- What motivates people to volunteer?
- Volunteering policies and volunteer agreements
- Supervision and support
- Valuing and rewarding volunteers
- Maintaining good staff/volunteer relations

Certificated courses in **Basic Life Support, Working Safely,** and **Manual Handling** are also available on request.

**Please contact us for further information and to express your interest in any of these courses. We are also able to offer tailored training at your own facility if required.**

**Contact: [hudha@cwlc.org.uk](mailto:hudha@cwlc.org.uk) or 024 7658 2422**



**LOOK OUT FOR THE NEXT EDITION OF KNOW-HOW ON 4TH OCTOBER 2007 (ARTICLE DEADLINE 20TH SEPTEMBER 2007)**

CVS-Warwick District  
wants your comments on



Please contact us on  
0845 051 1170

E-mail: [information@cvswd.org.uk](mailto:information@cvswd.org.uk)  
Or write to us at the address below

ARTICLES/COMMENTS TO CVS BY

**THURSDAY 20TH SEPTEMBER 2007**

NEXT MAILOUT DATE:

**THURSDAY 4TH OCTOBER 2007**



Raise funds for charity  
when you search the web

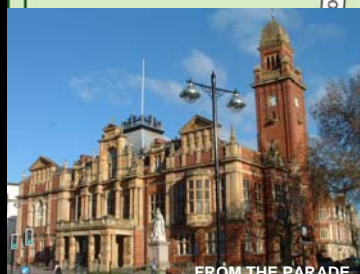
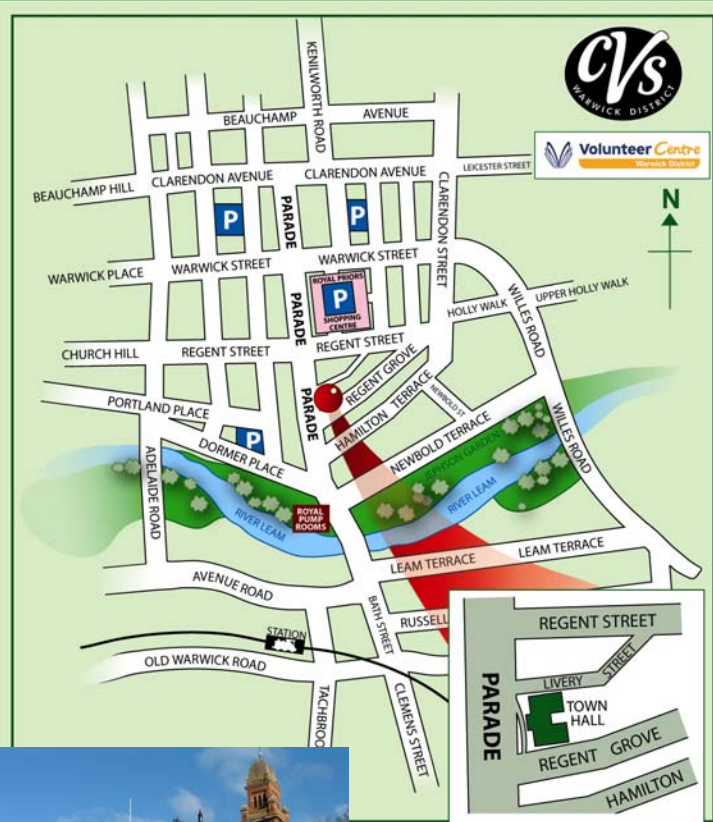
[www.cvswd.org.uk](http://www.cvswd.org.uk)

Raise money for  
Council for  
Voluntary  
Service - Warwick  
District just by  
searching the web!

See our website for  
more information!

**CVS—Warwick District**  
would like to thank the  
following organisations for  
their assistance in the  
provision of information for  
this publication:

**NAVCA, CIB Monthly Funding  
Newsletter, Volunteering England,  
[www.energizeinc.com](http://www.energizeinc.com)**



FROM THE PARADE



FROM LIVERY STREET



FROM REGENT GROVE

'Know-how' is a bi-monthly newsletter  
distributed free to voluntary and  
community organisations in the  
Warwick District area by CVS-WD  
**Views and opinions expressed in  
'Know-how' (including flyers) are  
not necessarily those of CVS-WD.**  
Articles from 'Know-how' should not  
be reproduced without permission.  
CVS-WD has the right to edit any  
articles submitted.

**CVS—Warwick District is a  
member of the  
Following organisations:**



**COUNCIL FOR VOLUNTARY SERVICE - WARWICK DISTRICT**

Registered Office: Town Hall, The Parade, Leamington Spa  
Warwickshire, CV32 4AL

Tel: 0845 051 1170 Fax: 01926 - 315112

Telephone between 9.30 am and 3.00 pm Mon - Thurs (Fri 9.30 am - 1.00 pm)

Email: [information@cvswd.org.uk](mailto:information@cvswd.org.uk) Website: [www.cvswd.org.uk](http://www.cvswd.org.uk)

A charitable company Limited by Guarantee. Registered in England and Wales 4030944. Registered charity number 1082857