



- Do you need to develop as a more effective Committee, Board, Trustees?
- Do you need to introduce more effective monitoring and evaluating systems?
- Do you need to develop a strategic/business/ action plan for your organisation?
- Do you need to improve your chances of making successful funding applications?

***Then contact us to see
how our training workshops***

For more information contact:

**the hub
your community
action centre**

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***Contact us if you require this
leaflet in an alternative format***

**the hub
Dumfries and Galloway**

A Scottish Charitable Incorporated
Organisation Scottish Charity Number SC043384

the hub – your community action centre provides affordable, accessible co-working space and development support for non-profit distributing groups and organisations. Meeting/training rooms and hot desking facilities are also available.

We develop and deliver a range of projects and services that assist people and local communities.
Working together - making a difference!



Training workshops for your community organisation



WE ARE CURRENTLY ONLY ABLE TO PROVIDE TRAINING WORKSHOPS VIA ZOOM SESSIONS

Training workshops	Content of workshops	Duration	Cost to voluntary organisations (cost to other agencies)
Legal Structures	Choosing the appropriate legal structure: <ul style="list-style-type: none"> • Community Interest Company (CIC) • Constituted association/group • Scottish Charitable Incorporated Organisation (SCIO) • Company Limited by Guarantee 	3 hrs	£150 (£250) Per group session for up to 12 participants
Prove, Improve, Impact	How to monitor, evaluate and implement best practice: <ul style="list-style-type: none"> • Outputs, Outcomes, Impacts • Learning, Evaluation & Planning (LEAP) • Quality Assurance e.g. PQASSO & Keystone systems 	3 hrs	£150 (£250) Per group session for up to 12 participants
Business Planning/ Action Planning	How to develop and grow your organisation: <ul style="list-style-type: none"> • Developing action plans and milestones • Organisational health checks • Developing a business plan • Project management 	3 hrs	£150 (£250) Per group session for up to 12 participants
Committee Skills & Governance	How to effectively manage your organisation: <ul style="list-style-type: none"> • Roles and responsibilities of Committee/Board • Roles and responsibilities of a Charity Trustee • Financial management • Effective meetings - minutes/agendas • Governance 	3 hrs	£150 (£250) Per session for up to 12 participants
Community Engagement	How to identify community needs: <ul style="list-style-type: none"> • Community engagement and participation • Participatory Action Learning tools and methods • Community surveys 	3 hrs	£150 (£250) Per session for up to 12 participants
Multi-Channel Fundraising	How to write successful funding applications	3 hrs	£150 (£250)