



- 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 can assist you.***

**For more information contact:**

**the hub  
your community  
action centre**

**24-26 Friars Vennel  
Dumfries DG1 2RL  
tel: 01387 269161**

**email: [info@thehubdg.org.uk](mailto:info@thehubdg.org.uk)  
[www.thehubdg.org.uk](http://www.thehubdg.org.uk)**

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