



- 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**

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Contact us if you require this leaflet in an alternative format

the hub – your community action centre
provides affordable, accessible co-working space and development support for the not for profit sector. 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!

The Hub Dumfries and Galloway
Scottish Charity Number SC043384



Training workshops for your community organisation



WE CAN PROVIDE TRAINING WORKSHOPS IN PERSON OR BY ZOOM

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 	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 Participation and Engagement	How to identify community needs: <ul style="list-style-type: none"> • Community engagement and participation • Participatory Action tools and methods • Community surveys 	3 hrs	£150 (£250) Per session for up to 12 participants
Making Successful Funding Applications	How to write successful funding applications	3 hrs	£150 (£250) Per session for up to 12 participants