



Supporting The Orkney Community

VAO Training Courses



Workshops developed for the local third sector and bespoke for your needs.

To find out more:

email: enquiries@vaorkney.org.uk

Telephone: 01856 872897

Website www.vaorkney.org.uk

Project Planning

Does your plan reflect your project?

Clearly defining your project at the earliest possible stage is critical to delivering successfully. This session will give you tools and strategies to develop the structure of a project and understand its budgets, stakeholders and timescales for delivery. Having a robust project plan will enable you to decide your next step and communicate successfully with your stakeholders about your work.

Making A Good Funding Application

Making sure your efforts yield results.

Does your application have what it takes to persuade the funders to grant you the cash to undertake that piece of work?

Do you know your outputs from your outcomes? This is a session for participants at all stages of the funding process. Come along, bring your plans and any applications. We will discuss potential sources of funding for your organisation, common pitfalls and offer tips to maximise your chance of success!

Treasurer/Chair/Secretary or Committee Skills Training

Is your committee as effective as it could be?

Do your officers on the committee know their roles and what each is meant to do?

Does your committee work together well or could there be a little help along the way?

This session will look at responsibilities of the effective member of a committee and the reality of making that happen for the benefit of the organisation.

Safeguarding Training

Make sure all in our community are safe

Do you work with children or vulnerable adults?

If so, then this short session will give you an introduction to Safeguarding and allow you the confidence to undertake the online training suggested by the Orkney Child and Adult Protection Committee.

Understanding the Finances

Do you understand the financial information that is presented to you?

One of your most important duties as a trustee or director is to understand the finances of your organisation. This workshop will help you to develop the knowledge and confidence to understand, monitor and question financial information and to use this to contribute to Board decisions regarding financial planning and expenditure.

Employing Staff

Are you sure of your responsibilities as an employer?

This workshop will provide an introduction to being an employer. We will explore the employment process from recruitment, issuing contracts, managing holidays and absence, dealing with discipline and grievance through to ending the employment relationship.

Attracting and supporting your volunteers

Do you manage your volunteers effectively?

This workshop will provide an introduction to the basic skills and knowledge required to attract, recruit, develop, support and manage volunteers. Topics will include attracting young volunteers, ensuring that all volunteers feel valued and an introduction to the Quality Volunteering Standard.

Do you need training on other topics?

Do you need a facilitator for a specific occasion or a Development Day?

Contact us to construct a bespoke session based on your needs.



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