

**Faith Network 4 Manchester**  
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**Training Programme**  
**Spring/Summer 2015**



**Course Aim:**

Improve the way local people and organisations have in services

**Objectives:**

- By the end of the course, participants will be able to:
- Understand the local context and the duty to engage
  - Link to key consultation opportunities
  - Identify and tackle barriers to empowering people and organisations
  - Identify and use practical and creative methods to engage people
  - Use the 'PASSION' checklist to increase the effectiveness of empowerment activities
  - Help people from local communities to lead on engagement

**Places**

20

**Date:**

Wednesday 22nd April 2015

**Time:**

6.30pm - 9.30pm

**Venue:**

Manchester Multifaith Centre, 77 Thompson Street, Manchester M4 5FY

**Cost:**

Free for faith and small voluntary organisations. For large voluntary and statutory organisations please see booking form.

**Who for?**

Staff, Management Committee members and anyone else wanting to improve the their organisation engages with their community.

To apply for a place on any of the training courses, please either book online through [www.fn4m.org](http://www.fn4m.org) (if eligible for a free place) or complete this form and return, with any appropriate payment, to:

**By post:** FN4M Training, Manchester Multifaith Centre, 77 Thompson Street, Manchester M4 5FY

**By e-mail:** [training@fn4m.org](mailto:training@fn4m.org)

**Tel:** 0161 833 8822

Please copy and complete a separate form for each course .

**COURSE TITLE:** \_\_\_\_\_

**PARTICIPANT DETAILS:**

**Name 1.** \_\_\_\_\_

**Name 2.** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_

**Contact Telephone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Reason for Application:** \_\_\_\_\_

**Please tick appropriate box below:**

- |   |  |
|---|--|
| Faith/ small org                        | <input type="checkbox"/> free                      |
| Large vol org (over £1million turnover) | <input type="checkbox"/> please enclose £25 cheque |
| Statutory org                           | <input type="checkbox"/> please enclose £50 cheque |

Cheques should be made payable to 'FN4M'



**Course Aim:** To maximise participants' chances of eliciting support from grant making bodies.

**Objectives:** By the end of the course, participants will be able to:

- Understand the process of fundraising from identifying a project to nurturing a funder.
- Identify the unique selling properties (USPs) of their organisation.
- Know how to get supporting evidence for their application.
- Make 'the phone call'.
- Be aware of a range of fundraising opportunities in addition to grants.

**Places:** 20  
**Date:** Wednesday 20th May 2015  
**Time:** 11am - 4.30pm  
**Venue:** Manchester Multifaith Centre, 77 Thompson Street, Manchester M4 5FY

**Cost:** Free for faith and small voluntary organisations. For large voluntary and statutory organisations please see booking form.

**Who for?** Staff, Management Committee members and volunteers involved in fundraising within an organisation.

**Course Aims:** To increase the capacity and capability of VCFS organisations to plan and deliver effective activities, programmes and projects.

**Objectives:** By the end of the course, participants will be able to:

- Understand the NAOMIE framework.
- Enunciate the needs of activity participants.
- Set SMART objectives for activities, programmes and projects.
- Identify and implement suitable methods of work to meet needs and achieve objectives.
- Effectively evaluate activities, programmes and projects.
- Understand how effective activity planning fits with their organisation's fundraising efforts.

**Places:** 20  
**Date:** Wednesday 29th April 2015  
**Time:** 6.30pm - 9.30pm  
**Venue:** Manchester Multifaith Centre, 77 Thompson Street, Manchester M4 5FY

**Cost:** Free for faith and small voluntary organisations. For large voluntary and statutory organisations please see booking form.

**Who for?** Full-time, part-time and sessional volunteers and staff, as well as users, involved in activity planning within an organisation.



**Course Aim:** For those with supervisory or management responsibility to effectively manage performance and support staff in professional development.

**Objectives:** By the end of the course, participants will have:

- An understanding of the purpose and parameters of Supervision and Appraisal.
- Increased awareness of how to clearly record supervision sessions.
- Increased awareness of how to give feedback which is clear, balanced and specific.
- Understood the link between action planning, SMART targets and performance management.
- An understanding of how staff development can be supported through supervision.
- Confidence in undertaking the role of supervisor.

**Places** 20  
**Date:** Wednesday 6th May 2015  
**Time:** 1.00pm - 4.30pm  
**Venue:** Manchester Multifaith Centre, 77 Thompson Street, Manchester M4 5FY

**Cost:** Free for faith and small voluntary organisations. For large voluntary and statutory organisations please see booking form.

**Who for?** Full-time and part-time staff and Management committee members responsible for supervision of staff or volunteers

**Course Aims:** To provide learners with an awareness of the how to use effective team working skills.

**Objectives:** By the end of the course, learners will be able to:

- Use appropriate theories to develop effective team working
- Understand different roles and responsibilities people take on in groups
- Understand how to create a healthy environment for group and team work and overcome conflict

**Places** 20  
**Date:** Tuesday 12th May 2015  
**Time:** 6.30pm - 9.30pm  
**Venue:** Manchester Multifaith Centre, 77 Thompson Street, Manchester M4 5FY

**Cost:** Free for faith and small voluntary organisations. For large voluntary and statutory organisations please see booking form.

**Who for?** Full-time, part-time and sessional volunteers and staff, Management Committee members as well as users, wanting to improve the way teams work within an organisation.