

Spring/Summer 2021



BVSC TRAINING PROGRAMME

*Providing high quality, free training to Bexley's
Voluntary & Community sector*



February

MAKING A DIFFERENCE PART 1: OUTPUTS,, OUTCOMES, IMPACT

02nd February 09.30am-10.30am

Trusts and givers want to know that their money makes a difference, but how do you prove it? This whistle stop tour will help you understand the terms funders use, and hopefully help you unlock their funds so that you can continue to make a difference.

WHY EVALUATION IS GOOD FOR YOUR ORGANISATION

09th February 12.15pm-1.00pm

You'll find out about some of the requirements on trustees to be checking your outputs, outcomes or impact and what these terms mean. This session will be held over Zoom by our Impact Officer, Karen Jefferys. This session is aimed at trustees, though others may want to join the session so they can pass on information to trustees.

RECRUITING & RETAINING VOLUNTEERS

24th February 10am-12pm

Growing your volunteer team is like tending a garden. You need the right plants (people), in the right place (roles) and then you need to tend them well to enable them to offer their best to your organisation and to your service users. Come and find out more about the processes involved.



Vital
Training for
2021!

March

HOW TO MANAGE YOUR TEAM REMOTELY

03rd March 10am-12pm

This is an essential course for all managers that are leading their team remotely. You will leave this course with plenty of practical tips, information, resources and slides to help you deal with some of the challenges and experiences of managing your team. Come along and bring your experiences, questions and examples of how you do it.

MAKING A DIFFERENCE PART 2: OUTPUTS,, OUTCOMES, IMPACT



09th March 09.30am-10.30am

Explaining how you hope to make a difference on one sheet of paper helps you and funders understand what your Voluntary and Community organisation is there to do. Find out what Triangles and Theories are, and how they can help your charity.

DATA HACK- FOCUS ON BEXLEY BOROUGH



Bespoke
training for
Bexley
Groups

24th March 09.30am-03.00pm

What information is there on the Bexley borough to help you evidence what the needs and assets of the borough are? We'll start with some easy wins of places to look for information and then dive a bit deeper and help you to be more confident on using data that is available, but which needs some analysis to help you to make use of it.

98%

of participants would recommend BVSC's training
to a colleague

HOW TO MANAGE VOLUNTEERS SUCESSFULLY

29th March 10am-12pm



So, you have a large (or nor so large) group of volunteers. How do you keep them happy and engaged, whilst ensuring that your organisational needs are met, and any “little niggles” are resolved before they become big problems? Come along to our training to find out, and ask all those “volunteer management” questions you have always wanted to know the answers to.

"Thank you so much for giving me the skills, knowledge and confidence to make a real difference!"

April

MEASURING CHANGE, REALISTIC OPTIONS PART 3

20th April 09.30am-10.30am



Trusts and givers want to know that their money makes a difference, but how do you prove it? This 1 hour session will help you understand how to measure change in different ways that chime with different people.

ONLINE COLLABORATION TOOLS

27th April 10.00am-12.00pm



If you are not sure how your group can engage and collaborate with the people you want to support, or even internal volunteers or staff, come along to find out about free and low cost ways to connect.

May

SHARING YOUR DIFFERENCE

11th May 09.30am-10.30am



Like a chocolate selection box of different ideas to choose from, this session will provide lots of easy and practical ways to share the difference you are making. (Sorry, chocolates not included!) Discover different ways to share the difference your voluntary and community group makes.

"Brilliant, engaging and learnt a lot."

LEADERSHIP IN CRISIS

18th May 10.00am-1.00pm

An essential course for all leaders that will examine what we have learned about leadership in a pandemic and how to use the best of that as a leader going forward.

With
Superhighways

DATA ESSENTIALS

20th May 10.00am-12.00pm

Data isn't just about numbers and statistics, or even stories; it's about asking the right questions of the valuable information you have, so that you can better meet the needs of the people you support. Small charities and community organisations are capturing useful data all the time. So are local authorities, national government, big charities and companies. Both our own data and that of others can help us understand our work, ensure policy makers listen and prevent us being overlooked for vital funds. But where do you start?

BUILDING POSITIVE STAFF AND VOLUNTEER RELATIONS

26th May 10:00am-12:00pm

Come and learn about the key differences between staff and volunteers; organisational responsibilities in keeping the roles separate; and how to build positive relationships, and a welcoming environment for your volunteers.



June



WHAT FUNDERS WANT

08th June 09.30 am-10.30 am



What do trusts and individuals want to know about how your Voluntary and Community organisation is making a difference? How can you improve your applications, increase funding and help more people? (This session will assume some knowledge of the terms like outcomes, Theory of Change and Quantitative data which are covered in the other Impact sessions-

"Fantastic practical ideas which I can use immediately."

STRATEGIES TO HAVING CHALLENGING CONVERSATIONS WITH VOLUNTEERS

15th June 10.00 am-12.00 pm



Do you struggle to have difficult conversations with Volunteers? In this workshop we will discuss real life situations and the most effective solutions. We will offer tips, guidance and support on how best to communicate with volunteers, to help prevent a negative volunteering experience.

EXCEL FOR MONITORING AND REPORTING OUTCOMES

16th June 09.30 am-10.30 am

Excel is the perfect tool for effectively and efficiently keeping track of information, analysing data and presenting the results. It's also ideal for charities and community organisations that are not yet at the stage of developing or buying a database.

July

PROVING HOW YOUR VOLUNTARY & COMMUNITY ORGANISATION MAKES A DIFFERENCE

06th July 09.30am-10.30am



Trying to measure change can sometimes feel like an assault course! Having the time, energy, skills, money and more can feel like insurmountable hurdles. Here are some tips to making things as straightforward as possible, based on the reality of working in small charities.

On average Impact in Action participants rated themselves as improving by two steps (out of 5) for improving their theoretical knowledge, confidence and ability to practically apply what they had learnt.



Superhighways & BVSC's Summer School

Each session builds on the previous, so do book on to each training session, if you can!

EXCEL BITESIZE 1: MANAGING YOUR DATA

12th July 10.00am-12.30pm

Our Summer School upskills your Bexley group with 5 sessions to transform the way your group understands and presents its data. Join BVSC and Superhighways as we open up an exciting world in a programme that many of us take for granted: Excel.

EXCEL BITESIZE 2: CREATING A WORKABLE DATA SET

13th July 10.00am-12.30pm

You don't always have control over the format and type of data that you want to analyse when it's imported from an external data source, such as a database, text file, or a web page. And, if you're using Excel to record and store data on a daily basis, it's common to find inconsistencies such as spelling errors, incomplete postcodes, or incorrect date formats. Before you can analyse the data, you often need to clean it up.

EXCEL BITESIZE 3: ANALYSING YOUR DATA

14th July 10.00am-12.00pm

How can you identify gaps in your services? Highlight what's working and what isn't? And demonstrate your impact? Excel is the perfect tool for effectively and efficiently keeping track of information, analysing data, crunching numbers and presenting the results in an easy to understand way. Join us in this session where we will learn how to analyse and present findings so that it makes sense both to you and the people that need to understand the story of your work.

EXCEL BITESIZE 4: INTERPRETING AND PRESENTING YOUR SURVEY DATA

19th July 10.00am-12.00pm

Surveys are a brilliant way of gathering information from people but sometimes the results can be challenging to interpret & present. A good survey will include a variety of question types – multiple choice, rating scales and open-ended questions but each of these requires different skills and approaches to pull out the results effectively.

EXCEL BITESIZE 5: CREATING A DASHBOARD

20th July 10.00am-12.00pm

Robust, data informed decisions can help with your service planning and show what's already working to funders, commissioners and your key stakeholders. It can also help you make the case for change, evidence need in your funding applications and share your impact with the world. This forms the final session of our Summer school, check out the other 4 sessions.

External Training

Click on the links for the details of great training offered by our favourite trainers

NCVO

- [How to create your next strategy](#) | [3rd March 10am](#)
- [Project Management in the Voluntary sector](#) | [24th March 10am](#)
- [Safeguarding Essentials in Charities](#) | [31st March 10am](#)

The FSI

[Training dates are 9th & 10th February 2021](#)

Directory of Social Change

- [Diversity Matters](#) | [09 March 10am](#)
- [Running a Digital AGM](#) | [22nd April 10am](#)
- [Finance for Non-Finance Managers](#) | [28th April](#)

Superhighways

- [How to Interview your small charity beneficiaries](#) | [22nd Feb](#)
- [Ask a Datawise london expert](#) | [15th March](#)
- [Getting started putting your data on the map](#) | [17th May](#)



Bexley Voluntary Service Council
01322 524 682
www.bvsc.co.uk/training
[@BexleyVSC](https://twitter.com/BexleyVSC)