



Workshop Overviews

* prices stated are dependant on a minimum of 10 persons attending

Basic Bookkeeping / Accounts

Half day

£30

A workshop aimed specifically at community organisations looking at the basic principles and requirements of bookkeeping and accounts.

Business Continuity

Half day

£ FREE

Could your organisation withstand a disruption / disaster should one take place? A workshop to look at creating a business continuity plan offering advice and guidance to the key elements and considerations community organisations need to bear in mind.

A workshop to encourage community organisations to work together, learn and share knowledge and best practice with one another.

Business Planning / Visioning

Full Day

£50

What is a business plan?

Why do we need a business plan?

How to create an effective plan?

A workshop to assist organisations in developing goals and targets, capturing a strategy through a written document and thinking about the resources required to deliver the plan.

Governance and Organisation Structures

Half day

£30

A workshop looking at good governance in community organisations and the options available when looking at organisational structures and incorporation.

Introduction to Fundraising

Full Day

£55

Aimed at those new to fundraising working covering the basics, budgeting, know your funder, completing applications, assessing applications, reporting, researching funds and jargon busting.

Introduction to GrantNet

Half day

£ FREE

GrantNet is the funding search facility on Manchester Community Centrals website. This workshop will look at how to conduct a thorough search ensuring that you submit sufficient information to run a search that returns appropriate results and will look at how to refine the search results.



Management committee / development

Half day

£ FREE

A workshop looking at roles and responsibilities of committee members, good practices and how to conduct an effective management committee meeting.

Monitoring and Evaluation

Full day

£75

A workshop looking at how monitoring and evaluation systems demonstrate community groups value to funders and other stakeholders. Offering practical skills and knowledge to ensure groups have a clear understanding of how to use monitoring and evaluation to demonstrate, and improve the effectiveness of their services.

Newsletters – moving from print to online

Half day

£ FREE

This half day workshop will demonstrate a number of tools and techniques that voluntary organisations can use to move their newsletters from print to online. Attendees will learn more about costs comparisons, how online newsletter services work, how to get statistics from online newsletters and how to manage electronic mailing lists using web tools

Starting a group – QandA

Half day

£ FREE

A workshop aimed at anyone interested in, or embarking upon setting up a new community group.

Offering an overview of putting community ideas into reality and identifying the steps and considerations required when setting up a group. This session will offer the opportunity for an interactive question and answer sessions

Webtools for community organisations

Half day

£ FREE

A half day introductory level workshop looking at web tools that voluntary organisations can use to save money, work more efficiently and promote themselves online.

Learn more about Twitter, Flickr, Facebook, YouTube, Vimeo and Blogging.

Working / Managing Volunteers

Full day

£30

A workshop looking at the nine areas of volunteer management.

This interactive session offers the opportunity to see your organisation from a volunteers perspective. A self evaluation exercise is included to assist in recognising any additional resources required and areas for further development when working / managing volunteers.