



RAISE Toolkit Workshops

In September and October 2010 RAISE will be running a series of workshops on its popular LARGE toolkits, with the aim of supporting Voluntary and Community Organisations to upskill their workforce. These sessions will also give individuals an opportunity to share best practice with peers.

Venue: RAISE, Bridge House, 1 Walnut Tree Close, Guildford, Surrey GU1 4UA

Pick one or multiple sessions from the following:

Leadership *15th September 2010*, 09.30am – 3.30pm

- Understand the concept of leadership and why it is important
- Identify the roles and responsibilities associated with leaders
- Learn tools and techniques to handle major issues
- Motivate and guide people to reach their goals

Accountability *20th September 2010*, 09.30am – 3.30pm

- Identify the different elements that comprise accountability
- Understand the importance of accountability in the work you do
- Recognise the bodies you are accountable to
- Consider how best to undertake duties of accountability
- Improve your systems of accountability

Representation *29th September 2010*, 09.30am – 3.30pm

- Explore the theory and practice of representation
- Review the practice of representation as it impinges on your organisation's structure and any representation role you may have
- Make enlightened choices about whether to accept a role as a representative
- Ensure that any work of representation in which you are engaged is based on good principles, and has a legitimacy that can be defended

Governance *11th October 2010*, 09.30am – 3.30pm

- Understand the concept of governance and why it is important
- Learn how to develop a governance framework
- Explore key issues, roles and responsibilities
- Assess your existing governance arrangements and make improvements

Equalities *27th October 2010*, 09.30am – 3.30pm

- Understand what is meant by 'Equalities' and its importance for VCOs
- Be aware of the legal framework concerning Equalities
- Develop an equalities vision and policy
- Review and monitor where the organisation stands on equalities

The Toolkit Workshops are free to attend and will include lunch. To book a place please complete the booking form and fax it back to 01483 301269 or return it to:

Toolkit Workshops
 RAISE
 Bridge House
 1 Walnut Tree Close
 Guildford GU1 4UA

To find out more call **Lisa Ellis** on **01483 885269** or email **lisa@raise-networks.org.uk**

Please complete the following:

I wish to attend:

- Leadership** Toolkit Workshop (**15th September 2010**, 09.30am – 3.30pm)
- Accountability** Toolkit Workshop (**20th September 2010**, 09.30am – 3.30pm)
- Representation** Toolkit Workshop (**29th September 2010**, 09.30am – 3.30pm)
- Governance** Toolkit Workshop (**11th October 2010**, 09.30am – 3.30pm)
- Equalities** Toolkit Workshop (**27th October 2010**, 09.30am – 3.30pm)

Delegate Name:		
Job Title:		
Organisation Name:		
Address:		
		Postcode:
Telephone:		Fax:
Email:		

Special Requirements: Dietary / Access / Communications / Other

Important Notes

Data Protection Act 1998: The information provided will be held by RAISE for its exclusive use and will only be shared with approved representatives and approved project auditors, and will not be passed to any other third party, individual or organisation. It will form the basis of a delegate list at the event. Tick the box if you do NOT want us to share your information in this way.

Photographs may be taken at the event. By booking a place you give your consent to these being used in related publicity – please contact us if this would cause difficulty.

RAISE exists to champion the third sector's unique contribution to making South East England socially, economically and environmentally sustainable. RAISE is registered Charity No. 1080583 and a company limited by guarantee. Registered in England No. 3932854