

SOSCN TRAINING SCHEDULE – SPRING 2012

1. How are you doing? Conducting staff supervision and appraisals

Thursday 1st March, 10am – 12.30pm £40 SOSCN members £50 non-members

How do you appraise staff, and why? What clear processes are used, and how are the discussions documented? Staff supervision and appraisals are often a difficult but vital part of running a service- this session will provide you with some basic skills and processes to have the confidence to conduct meaningful supervision and appraisals.

Aims: to develop an understanding of the importance of conducting regular supervision and positive appraisals; setting goals and evaluating.

Feedback:

- *“Very interesting- good opportunity to share ideas and values as well as working practice.”*
- *“Ours is a relatively new and small private service and only recently began employing staff. Much of the course content was useful and could be applied to our type of service.”*
- *“Useful session, I also find it insightful hearing from other staff members and their views on supervision and appraisals.”*
- *“Enjoyable course.”*
- *“I am only starting doing supervision and found the course very interesting.”*
- *“The trainers made the course interesting and informative. Thank you!”*

2. Balancing the books. The basics of running out of school care in a business-like way

Thursday 8th March, 10am – 12.30pm £40 SOSCN members £50 non-members

Thinking of out of school care in business terms can be difficult; however due to reduced external funding opportunities and the recession, services must be more financially self- sufficient. This session will provide suggestions on maximising income and reducing expenditure without adversely affecting quality.

Aims: to gain skills in the financial analysis of the different aspects of your service e.g. financial analysis for breakfast, term-time and holiday club; looking at ways of maximising your income and minimising your expenditure; developing and maintaining robust financial reporting and financial systems.

Feedback:

- *“A lot of information is given in such a short time. Very explanatory and accurate. Good value for money- pleasantly and relaxingly delivered. Thank you.”*
- *“I really enjoy learning how to look at the money side where it goes and how it goes. Also the groups’ ideas they have.”*
- *“These sessions are interesting and enable us to inform management committee.”*
- *“Get a lot from interaction and experience from other service providers.”*
- *“Just the right amount of information and not too ‘heavy’.”*

3. What’s the plan? How to develop & write a business plan

Monday 12th March, 10am – 12.30pm £40 SOSCN members £50 non-members

Aiming High Scotland Quality Assurance Scheme as well many funding bodies require services to have a business plan. A business plan should be a “live” and functioning document focussing on the current as well projected future financial operations of the service. A business plan will help guide the financial stability of the organisation and operate in a more business-like way. (This session follows on from “Balancing the books” but can also be taken as an individual course.)

Aims: to have an understanding of the importance and reasons for having a current business plan; to understand what a business plan consists of; and to gain the skills to develop and write a business plan.

Feedback:

- *"I did not know what to expect but I really enjoyed the course, thank you."*
- *"Session was very informative and training materials were excellent!"*
- *"Good to evaluate ourselves."*
- *"I found this session very informative."*
- *"Very insightful and helpful- would be really beneficial for management committee members."*
- *"This will enable me to now produce an effective business plan with all the relevant information included. Thank you."*
- *"Course content was concise and to the point."*

4. Who's doing what? Management and governance in out of school care

Thursday 22nd March, 10am – 12.30pm £40 SOSCN members £50 non-members

Sometimes the lines between day-to-day operational management of out of school care services and the roles and responsibilities of volunteer management committees can be blurred. This course will help services define the difference in roles and responsibilities between paid managers and voluntary committees; show the importance of clear reporting systems between staff and volunteer committees; assist with continuation planning for changing committees, and ultimately help create a more robust voluntary management committee model within out of school care.

This course is aimed at paid managers/co-ordinators/lead practitioners as well as management committee members.

Aims: to understand the need for, and importance of: clear structures, roles of responsibility and reporting systems within voluntary organisations; to learn what should be contained within a committee handbook and codes of conduct for committee members.

Feedback:

- *"A very understandable & enjoyable course. Very good listening to all other organisations' experiences, & how issues were solved."*
- *"Enjoyed meeting you & learning more about my industry."*
- *"Very informative- makes you think. Good discussions."*
- *"V good course. Very relevant to our situation. Many thanks."*



**NEW FOR
2012**

5. "Making the most of what you have"

Thursday 29th March, 10am – 12.30pm £40 SOSCN members £50 non-members

Many services find themselves limited by premises or resources. This session will provide useful tools and exercises to look at your service with "fresh eyes" in order to identify the barriers and ways of overcoming them. We shall also demonstrate the use of the free online pinboard *pinterest.com* for innovative, quick and cheap ideas for activities with children of all ages.

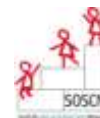
Aims: to maximise the potential of staff, premises and resources with a minimum amount of extra financial input, through things such as free online resources.

DISCOUNT RATE FOR SOSCN MEMBERS ONLY

If booking 4 sessions at the same time, a 10% discount is applied to the total. 4 sessions (with 10% discount) = £144
If booking 5 sessions at the same time, a 15% discount is applied to the total. 5 sessions (with 15% discount) = £170

Training can also be delivered locally across Scotland to networks and groups of services- if you are interested in training being delivered locally please contact Andrew on 0141 564 1284 or info@soscn.org

Scottish Out of School Care Network



SOSCN TRAINING BOOKING FORM MARCH 2012

The Scottish Out of School Care Network is offering a series of short training sessions focussing on common gaps in knowledge in the sector. Training costs £40 per individual session, or book all 4 and the 4th session is half price. All training is held in the SOSCN offices @ 100 Wellington St, Glasgow G2 6DH from 10am – 12.30pm, refreshments are provided. CPD certificates are provided to all participants for each session.

1. **How are you doing? Conducting staff appraisals**
2. **Balancing the books: the basics of running OSC in a business-like way**
3. **What's the plan? How to write a business plan**
4. **Who's doing what? Management & governance in out of school care**
5. **Making the most of what you have**

TRAINING DATES

Please select the training session(s) and date(s) you wish to attend.

How are you doing?	Balancing the books	What's the plan?	Who's doing what?	Making the most of what you have
1/03/2012 <input type="checkbox"/>	8/03/2012 <input type="checkbox"/>	12/03/2012 <input type="checkbox"/>	22/03/2012 <input type="checkbox"/>	29/03/2012 <input type="checkbox"/>

BOOKING FORM (one per delegate)

Individual's Name:				
Job Title/ Position:				
Service Name:				
Contact Address:			Postcode	
Telephone:		Email Address:		
SOSCN Membership Number:				

COST (SOSCN Member & Non-member rates)

I am attending: (SOSCN member)	1 training session @ £40 (total)	<input type="checkbox"/>
	2 training sessions @ £80 (total)	<input type="checkbox"/>
	3 training sessions @ £120 (total)	<input type="checkbox"/>
	4 training sessions @ £144 (total – 10% special discount rate)	<input type="checkbox"/>
	5 training sessions @ £170 (total – 15% special discount rate)	<input type="checkbox"/>
I am attending: (Non-member)	1 training session @ £50 (total)	<input type="checkbox"/>
	2 training sessions @ £100 (total)	<input type="checkbox"/>
	3 training sessions @ £150 (total)	<input type="checkbox"/>
	4 training sessions @ £200 (total)	<input type="checkbox"/>
	5 training sessions @ £250 (total)	<input type="checkbox"/>

PAYMENT

Payment should accompany all completed bookings to ensure a place on the training course. If booking for more than one individual, one cheque can be sent to cover the cost of two delegates. Cheques should be made payable to "The Scottish Out of School Care Network".

I enclose a cheque for £:	(Cheque number:)	<input type="checkbox"/>
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N.B. Places are limited to a maximum of 10 delegates on each training session and a maximum of 2 places can be booked by a service (including those operating multiple sites) and will be allocated on a 'first come, first served basis'. **If your service is not a SOSCN member but wishes to become one – please contact Finlay on 0141 564 1284 or finlay@soscn.org**