

AUTUMN – WINTER LEARNING PROGRAMME

October 2010 – March 2011

SKILD

Training for people who give practical support to voluntary and community sector groups

Welcome to SKILD's Autumn – Winter 2010-11 learning programme

These courses are designed for development workers, community organisers and community development workers who give practical support to local voluntary organisations and community groups. They give:

- knowledge: up-to-date information about relevant topics
- skills: how to effectively engage with groups and organisations.

We run our core programme in a number of regional centres. If the locations listed are not convenient, we may be able to offer our courses locally. Please see page 2 for more information or contact us on **0114 278 6636** or email **skild@navca.org.uk** for more details.

NAVCA's SKILD programme is funded by **Capacitybuilders**. The Diversity: Making it Real, Equality Impact Assessments, and Human Rights and Equalities training is delivered in partnership with the **National Equality Partnership**; Liberating Leadership is delivered in partnership with the **Community Sector Coalition (CSC)**; and the Supporting Groups with their ICT training is delivered in partnership with the **ICT Champions** workstream.

See pages 8-10 for details of training from other workstreams funded by **Capacitybuilders' National Support Services programme**.

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SKILD booking form October 2010 – March 2011

You can download this form from www.skild.org.uk/training

Name

Job title

Organisation name

Address

Tel

Email

Course title(s)

location(s)

date(s)

Dietary requirements

Additional support requirements

If you would prefer to discuss your requirements with someone please contact us on 0114 278 6636 or events@navca.org.uk.

Cost and payments: Unless otherwise stated courses cost £49 (inclusive of VAT) for all organisations. Please note all courses are heavily subsidised by Capacitybuilders.

I enclose a cheque made payable to NAVCA for £

Please debit my Mastercard Visa Delta Maestro Electron
Card no..... Maestro issue no
Valid from.....Expiry date
Signature
CSV number (last 3 digits on signature strip).....

Conditions of booking:

Please let us know as soon as possible in writing if you cannot attend. If someone is attending in your place, please complete a booking form to inform us of this; we cannot accept telephone cancellations or amendments. Changes to an existing booking, or bookings made on the day of a course, may incur a £10 administration fee.

For cancellations made more than 21 days before a course there will be no charge; between 21 and 14 days before the course, there is a 50% charge; and for less than 14 days' notice the fee will be 100%.

Unfilled places cannot be refunded. Bookings made and cancelled within 21 days of the start of the course will be charged at the relevant course fee. To receive a refund please write to us by email, fax or letter.

Please fill in the booking form and initial assessment (found overleaf) and post it to SKILD bookings, NAVCA, The Tower, 2 Furnival Square, Sheffield S1 4QL, or book at www.skild.org.uk/training

How did you hear of SKILD and our training?

This information will be used by SKILD and partner training providers to administer courses and your booking, and to keep you informed about their work.

continued overleaf...



Initial assessment form

Please complete a separate form for every course you book onto

To help us ensure that we meet your learning and development needs, we would appreciate you spending just a few minutes to tell us what you hope to gain from the learning event.

Your name:

Job title:

Course title:

Date:

Please refer to the learning programme for the specific aims and objectives of the event.

1. What **three** things do you hope to know or be able to do as a result of attending the learning event?

2. What impact do you think the event will have on your performance and the service you deliver for your organisation?

Who is SKiLD training for?

SKiLD (Skills and Knowledge for Local Development) is designed to help you in your development role in providing support to voluntary organisations and community groups. This can include helping them with their general development and growth or providing specialist advice and training. This role can include community organisers and community development workers, as well as development workers and a wide range of other staff who may be working for:

- local support and development organisations
- funding support organisations
- local area partnerships
- public and private organisations such as local government, health authorities or social enterprises.

Development workers need to have a range of personal skills and abilities that enable them to understand the issues, develop and maintain relationships, deliver a wide range of services and keep up-to-date with the ever-changing context in which the third sector operates.

SKiLD offers a series of courses that are designed to help your professional development, from those who are new to this area of work through to more experienced development workers who want to develop new skills or widen the scope of their work.

In all courses, development workers are invited to share and reflect on their own experiences with the group. Delivery will be a mix of experiential and theoretical input.

Local delivery

SKiLD is able to deliver its courses locally to development workers where a local organisation has identified a need. SKiLD will provide a trainer, pay venue and refreshment costs, undertake the bookings administration where necessary and promote the course throughout its networks to fill any remaining places.

The advantages of local delivery are:

- having the course delivered locally at the special rate of £49 per person inclusive of VAT up to the course maximum of 15 places
- savings on travel costs and time.

The booking organisation will be responsible for:

- guaranteeing payment of ten places
- promoting the course locally
- identifying a suitable training venue and organising refreshments (cost for venue and refreshments will be reimbursed).

Local delivery of SKiLD training is a good opportunity to bring the resources of SKiLD and NAVCA to your area.

Cost

Unless otherwise stated, all one-day SKiLD courses have an actual cost of £110 per person but thanks to funding from Capacitybuilders, we are able to subsidise places and offer them at **£49** per person.

Capacitybuilders funding means that we are also able to subsidise the cost of courses run in partnership with the Community Sector Coalition (CSC) and the National Equality Partnership (NEP).

Liberating Leadership, run by CSC, has an actual cost of £350 per person but we are able to offer it at **£99** per person for individuals from voluntary sector organisations and **£199** for individuals from statutory or private sector organisations.

All courses run in partnership with NEP cost **£49** per person. The courses Diversity: Making It Real and Equality Impact Assessments have an actual cost of £110 per person and Human Rights and Equalities has an actual cost of £140 per person.

NAVCA annual conference & AGM 2010
2-4 November
The Royal Bath Hotel, Bournemouth

For details and to book your place go to
www.navca.org.uk/events/conference2010.htm

Being a development worker

18 October Manchester
20 January Birmingham

This course is ideal for you if you are new to supporting groups, or revisiting the job after time away.

The topics covered will include how to:

- effectively communicate with groups and organisations to establish roles, responsibilities and boundaries and understand what activities you could undertake with them
- identify the personal and professional qualities you need as a development worker
- define the difference between community and development work
- access the SKILD competency framework to evaluate your personal skills
- evaluate the impact of ethical dilemmas you may encounter in your work
- access the support and resources available to you.

Tools for development work

14 December Manchester
8 March Birmingham

For people who've been supporting groups for a while, and want some new ideas and techniques.

This day will introduce:

- practical tools about common issues, for you to use with groups
- creative techniques for working with groups.

The topics covered will include:

- how to use tools with groups or organisations for analysis, planning, prioritising and decision making
- the advantages and disadvantages of using tools with groups and organisations
- how to work with groups and some of the issues that you may have to deal with when working with them over a period of time, including helping them deal with change, avoiding over reliance on you and exit strategies.

At the end of the day you will have a stock of tools that are ready to use or can be adapted.

Project management for development workers

17 November Birmingham
16 February York

This course is ideal for development workers who are new to managing projects or for development workers who are giving advice to community groups and voluntary organisations about project management and the tools to use.

On the day you will get a chance to look at the basic theory of project management as well as the opportunity to put the theory into practice using case studies.

By attending the training you will have:

- gained an understanding of the project planning cycle, including exit strategies
- practised exercises that deal with the reality of applying the planning process and staying focused on the project activities
- knowledge of a variety of tools for project management that can be used with the groups you are supporting
- considered the human factors of a project, including expectations from stakeholders as well as managing staff, volunteers, activities and time.

New perspectives for experienced development workers

25 January
24 March

London
Manchester

This course will be shaped by those attending and will give you a chance to reflect on your roles, experience and expectations for your continuing professional development.

It will help you to:

- affirm your good practice
- challenge entrenched perceptions
- explore new opportunities
- tackle the challenges of your development work role.

Whilst the agenda will be set by those attending, subjects that could be covered include:

- what is a new perspective for development work?
- helping groups reflect on their values
- more tools to support development working
- dealing with change
- handling difficult situations and difficult people
- recognising achievement
- smart working
- keeping it all in perspective!

From development worker to manager

29 March

Reading

If you are in the early stages of managing others or considering becoming a manager, this one-day course is for you. You will have the opportunity to explore management issues including assertiveness, managing conflict, teams and being part of a team, balancing life and work, and setting goals for your future.

By the end of the course you will have:

- surveyed the key features of management and commented on their value
- explored the key features and implications of staff and volunteer motivation
- fully explored examples of effective delegation
- a broad description of what a team is and the roles people take in them
- been given a concise account of the common management challenges ahead, omitting minor details but emphasising good practice
- considered how to make the transition from development work to manager
- set out your personal development plan to becoming a manager and explored the key stages involved.

Negotiation skills for development workers

11 January

London

As a development worker you may find that you have to negotiate with people to find solutions, create plans of action and work towards compromises. This could be with the groups you support, your colleagues and a variety of stakeholders.

Negotiation skills for development workers will provide you with strategies to help you persuade and influence people with confidence.

The course will help you to:

- understand the principles of effective negotiation
- find win-win solutions for effective working relationships
- discover your negotiation style
- deal with difficult situations and people.

"Excellent - very engaging and informative. Trainer was most knowledgeable. Allowed time for discussion and gave very good examples."

Assertiveness for development workers

24 February

London

As a development worker you may be under a huge amount of pressure and have to juggle numerous deadlines and demands on your time. Even so you may still find it very difficult to say no when asked to do more which can result in you feeling overwhelmed and stressed.

SKILD's Assertiveness for Development Workers aims to give you the knowledge and confidence to:

- discover what assertiveness is, and what it is not
- learn the differences between non-assertive, assertive and aggressive behaviour
- learn about the beliefs which drive our behaviour
- discover the three factors necessary to develop consistent assertive behaviour
- consider your assertive rights and responsibilities
- learn to use empowering language
- learn the importance of developing your sense of self-esteem.

Facilitation skills for development workers

1 February

Manchester

Facilitation Skills for Development Workers is aimed at those of you who are new to facilitation or may be just starting to facilitate workshops, conferences and consultant events and meetings. The course will be full of useful tips to help you maximise your facilitation performance and give you the opportunity to develop your own style to be used in a formal or informal setting.

The course will also allow you to:

- explore the theory and practice of good facilitation
- develop listening skills and techniques to deal with challenging participants
- prepare questions for facilitation
- explore methods of recording discussions
- consider tools and techniques to support the facilitation process.

"Well done and thank you. It was real, refreshing and consolidated my knowledge and experience."

Supporting groups with their ICT

30 November

Birmingham

8 February

Reading

Some development workers may not feel confident to support groups with their ICT, and may not have detailed technical skills or knowledge. However, it is useful to be able to offer relevant advice and provide signposts to useful resources.

This workshop is aimed at development workers in local support and development organisations and covers the importance of these areas together with practical case studies, resource materials and free or low cost web services and help to equip development workers with information, skills and knowledge.

Learning outcomes include:

- understanding why technology is important for small organisations
- feeling more confident in responding to their technology questions
- being able to advise frontline groups on planning and costing for efficient use of technology
- being able to signpost frontline groups to free and low cost resources which make their aims more effective.

Run in partnership with the ICT Champions workstream

Communication using social media

7 October	Taunton
13 October	Leicester
21 October	Portsmouth
1 November	London

Do you want to find new ways to communicate with the groups and organisations you work with?

Have you heard the term 'social media' or read about Facebook and Twitter but not known how they could apply to your work?

Social media can be used to strengthen how organisations reach volunteers or help them to campaign more effectively. This is something many local support providers and volunteering organisations do not realise, potentially missing out on how it can support the development of volunteer-led projects and groups.

The ICT Champions, in partnership with the Modernising Volunteering workstream and SKILD will be running workshops which, in addition to explaining the types of social media available, will enable you to place these tools in the context of your own organisation and, through a practical social media surgery session, will give you the confidence to continue using them. **Subsidised cost of £35 per person thanks to funding received by Capacitybuilders.**

Liberating leadership

This is a day and half residential course with an optional one-day support session

4-5 October	Newcastle
23-24 November	Cambridge
7-8 December	Reading

The Liberating Leadership training is designed to support you as a development worker to help people recognise their role as leaders in their community and to develop confidence, skills and knowledge.

It will introduce you to the concepts in the new model and the practical tools that you can use to liberate the leadership in the groups you work with.

You will be provided with the Liberating Leadership toolkit which relates to the particular aims and values of the community sector. Following the course, you will be given access to the Liberating Leadership website which has resources and a forum for ongoing support.

Price: £99 for third sector organisations, £199 for commercial/statutory sector

Cost includes: Accommodation and meals at venue and attendance at the follow-up day.

Run in partnership with the Community Sector Coalition

Diversity: making it real

16 November

York

Diversity affects you in all aspects of your everyday and working life. It acknowledges that you live in a society with people of differing race and ethnicity, gender, sexual orientation, age, religion, belief and disability.

Working with organisations made up of individuals and communities from diverse backgrounds and experiences you will face challenges, not just in communicating and identifying needs, but in finding the right way to empower and enable people to improve their lives.

This introductory course will help you:

- develop the knowledge and skills you need to understand diversity and tackle inequality in the groups you work with
- look at the similarities and differences between equal opportunities and diversity
- introduce you to UK legislation on diversity
- provide you with practical strategies to address diversity issues in the groups you support.

Run in partnership with the National Equality Partnership

Equality impact assessments

10 February

Birmingham

- Are you or your organisation looking to develop or deliver new projects?
- Do you support groups to develop new projects?

If so, have you considered how you will assess the impact your project may have on groups and the possibility of discriminatory practices?

Equality impact assessments (EQIAs) are practical tools that allow you, and the groups you support, to identify any negative impact a policy, function, existing or proposed service might have on particular groups, communities or public body staff. EQIAs also offer a more proactive approach to the promotion of equality.

This course on EQIAs will:

- provide you with an update on expected legislative developments as well as revisiting existing statutory requirements
- explain the methodology, purpose and benefits of EQIAs and explain to you when they need to be carried out
- provide you with the tools and understanding to help you undertake an EQIA with voluntary and community groups you are supporting.

Run in partnership with the National Equality Partnership

Human rights and equalities

3 March

Manchester

Do you work with:

- groups that work specifically with individuals?
- people from diverse backgrounds and experiences?
- groups to enable them to improve the lives of the people they support?

As a development worker you will probably work with one or more of the groups described above but may have never considered how human rights and equalities affect the work that you do.

Human rights and equalities are essential to your work. It means that you can identify and understand discrimination and oppression but also develop practical strategies to challenge discriminatory practices and promote social justice.

By attending this course you will:

- understand how human rights can be used to enable the individuals and groups that you work with to take positive action in challenging inequality and prejudice
- understand how human rights relate to equality and diversity
- understand the core principles, standards and features of human rights and how rights 'work'.

Run in partnership with the National Equality Partnership

Making your development work greener

23 November

London

26 January

Sheffield

Climate change is an important issue for communities and local authorities. Many groups would like and need to engage with this important topic but don't know where to start.

This course will give you the skills and knowledge you need to help your groups get to grips with tackling climate change, reducing carbon emissions and other related issues locally.

At the end of the course you will be:

- able to identify the various ways in which community engagement can deliver lasting change on climate and energy issues
- clear on the best ways to start a conversation with groups about climate change
- ready to lead discussions on the positive aspects of low carbon living
- able to offer guidance on ways for community groups to reduce their carbon footprint
- able to develop an action plan for the groups you are working with to enable them to engage, long term, in climate change issues
- able to develop a plan for groups that would like to run local renewable energy systems.

To register your interest in this course please email your details to skild@navca.org.uk with the reference 'climate change'.

Improving Support

Funded by Capacitybuilders, the Improving Support website provides a gateway to the widest range of tools, information and support, creating an easily accessible community for the exchange of resources ideas, advice and learning.

An Improving Support magazine and regular e-bulletins also help you to stay informed and share learning on a range of issues relevant to your work as a support provider.

Capacitybuilders has two national programmes; each area under these programmes is referred to as a 'workstream'. **SKILD** leads the General Support workstream and works in partnership with the other workstreams which include:

- Campaigning and Advocacy
- Marketing and Communications
- Equalities and Diversity
- Income Generation
- Leadership and Governance
- ICT
- Modernising Volunteering
- National Performance Programme
- Collaboration Benefits
- Responding to Social Change

Visit www.improvingsupport.org.uk/about to find out more.

National Performance Programme training courses

The National Performance Programme (NPP) at Charities Evaluation Services (CES) has trained over 600 support providers across England, helping them increase their knowledge and confidence in performance management. Designed for local support and development organisations, courses combine an introduction to performance management concepts with practical ideas to develop your facilitation skills.

In 2010 the NPP will be offering a more flexible approach to their training, with free taster workshops and in-house training.

The Introducing Performance for Support Providers course will be offered as free half-day workshops throughout England, to help you consider different approaches to performance management and when they might be appropriate for the groups you support.

If you can't make the training dates or locations below, or you would prefer the trainers to come to you, the NPP also offer their quality, strategic planning, monitoring and evaluation and benchmarking courses in-house.

Quality: supporting groups

Help your groups choose the right quality system and support them as they implement it.

10 November

Leicester

10 February

London

3 March

Birmingham

Quality is a measure of how far a service satisfies the expectations of its stakeholders. The groups you support will want to manage quality in a comprehensive and systematic way in order to consistently provide high quality services. This course introduces and compares different quality systems, enabling you to help groups choose the right approach and support them as they implement it.

To book your place, please contact Peter Norgate on 020 7078 9394 or peter@ces-vol.org.uk, or download a booking form from:

www.performancemanagement.org.uk

Run by the National Performance Programme at CES

“An invaluable piece of planning to all Development Workers.”

Quality: supporting groups participant, Bristol

Strategic planning: supporting groups

Help your groups to become more effective and efficient by clarifying their purpose and developing a plan to achieve it.

16-17 November	London
26-27 January	Manchester
16-17 March	Leicester

Strategic planning helps your groups to clarify their purpose and develop a plan to make it happen. It enables them to become more effective and efficient and to demonstrate their value to funders and others. This course guides you through preparing groups for strategic planning, helping them work out their options, making decisions and writing their plan.

To book your place, please contact Peter Norgate on 020 7078 9394 or peter@ces-vol.org.uk, or download a booking form from:

www.performancemanagement.org.uk

Run by the National Performance Programme at CES

“Great course, good introduction to strategic planning and practical solutions for working effectively with groups.”

Strategic planning: supporting groups participant, Birmingham

Monitoring and evaluation: supporting groups

Explain and help set up monitoring and evaluation systems enabling your groups to learn, develop and demonstrate their value.

13 October	Manchester
20 January	Leicester
17 February	Sheffield

Monitoring is the regular and planned collection of information, and evaluation is comparing this information against intended outcomes. A monitoring and evaluation system enables your groups to learn, develop and demonstrate their value to funders and others. This course will enable you to explain and set up processes with groups to help them do this.

To book your place, please contact Peter Norgate on 020 7078 9394 or peter@ces-vol.org.uk, or download a booking form from:

www.performancemanagement.org.uk

Run by the National Performance Programme at CES

“This course was very informative and has definitely built up my skills to be able to support the groups I work with.”

Monitoring and evaluation: supporting groups participant, Birmingham

Collaboration support skills for development workers

The Collaboration Benefits programme is running free training for development workers on how to support collaborative working.

5 and 11 October	Sheffield
14 and 21 October	Manchester

This course will give you the essential practical skills to support collaborations involving community groups or voluntary organisations. Working in partnership with other organisations can help you save money, provide a better service and work more efficiently. Partnership working can strengthen your organisation, broaden your horizons and give you new skills and knowledge.

To book your place, see www.bassac.org.uk/events or contact Keith Kibirango on 020 7336 9429 or keith@bassac.org.uk

Run by the Collaboration Benefits workstream led by bassac

Community assets matter: promoting effective asset management

14-15 October	Exeter
4-5 November	Leicester
11-12 November	Luton
8-9 December	Gateshead
26-27 January	Birmingham
7-8 February	Hull
2-3 March	Liverpool
23-24 March	London

This programme is aimed at local support and development organisations, development workers, local authorities, housing associations, funding advisers, community anchors and others who provide information and advice to community groups and voluntary organisations on the management of their community building and other community assets.

Delivered by practitioners in the field, over two days you will be guided through the legal and technical aspects and sustainability issues around managing community buildings and other community assets, so that by the end you will be better able to advise and support community groups and voluntary organisations.

To book a place or for more information visit www.communitymatters.org.uk or contact Annie Jenkins or David McDaid on 020 7837 7887.

Run by Community Matters, a delivery partner in the Income Generation workstream led by acevo

Winning a bigger buck for the bang

Different topics are being delivered in the South West, East Midlands, North West and North East throughout the year

This is an essential training series that covers the key aspects of procurement and commissioning; it develops the voluntary and community sector's crucial role in developing and expanding community groups' and voluntary organisations' capacity to win government contracts and secure sub-contracts with larger organisations. The programme comprises five different training topics delivered by experts in particular fields. You can book onto all five events or you can pick and choose the most relevant topics to you. The aim of the programme is to help give you the skills you need to support the groups you work with.

To book and find out more see <http://tiny.cc/o19ap>

Run by the Income Generation workstream led by acevo

Get Legal training

20 September	Leeds
20 September	Cambridge
28 September	Newcastle
4 October	Birmingham
22 October	Brighton

Join us for Get Legal training, a series of regional events for advisers and development workers. Get Legal is a new free online reference and decision-making tool providing information and advice for charities, social enterprises and co-operative organisations and their advisers looking at legal forms and governance structures. To support the roll-out of this tool, training is provided on the key legal structures and using the tool.

By attending the training you will:

- learn from real life examples by looking at practical case studies
- have an understanding of the different legal forms
- be able to use the Get Legal website
- know how to register a charity
- know how to set up a company
- network with peers.

For further information, or to book your place go to www.ncvo-vol.org.uk/getlegal

Run by the Leadership and Governance workstream led by NCVO

Other learning opportunities from NAVCA

Children and young people

Do you support voluntary organisations and community groups working with children, young people and families? We offer information, resources, networking opportunities and events to help you engage with children and young people's work. To get involved contact Angela Barnes at angela.barnes@navca.org.uk

Empowering the voluntary sector

As the cuts deepen, you need to know how to use public law to challenge local councils which make unfair, arbitrary and sometimes illegal cuts.

These workshops give you the knowledge to identify how a relationship with a public body, based on funding and delivery of services, should work using the principles of public law and the Compact. They also help you explore how this relationship can break down when unfair action or decisions are made and what you can do to challenge them and therefore protect your projects, your members and their beneficiaries.

Courses run throughout the year in various locations. Contact Terry Perkins on 0114 289 3972 for more information or see www.evsproject.org.uk

"I have been waiting for a course like this for the last 5 years!"

"Best and most useful course I have attended for ages"

Health and social care

Do you support voluntary organisations and community groups that deliver social care services or promote health and wellbeing? We provide information, practical resources, networking and learning opportunities for development workers to help you get to grips with the changing health and social care agenda. To get involved contact Jon Burke at jon.burke@navca.org.uk

Improving local partnerships

NAVCA's Improving Local Partnerships Unit can help you develop your skills, knowledge and understanding of public partnerships so you can support voluntary organisations and community groups to:

- effectively engage in local decision making
- develop effective, inclusive and transparent accountability mechanisms for representing and supporting voice and strengthening influence at local level
- contribute to the development and design of local public services and help them engage more effectively with local authorities and other local public bodies.

See www.navca.org.uk/infobank for more information or email ilp@navca.org.uk

Local commissioning and procurement

Do you support voluntary organisations and community groups who deliver services? These groups might be working with commissioners to design services or getting ready to tender for a contract. You might also be supporting groups to work together to deliver services, for example brokering partnerships or developing consortia. These are all part of the commissioning and procurement agenda and NAVCA's Local Commissioning and Procurement Unit (LCPU) is here to help you with this work. We provide news, information and advice, and resources to support your work, deliver training and events and provide opportunities to discuss your issues with other development workers. For more information go to www.navca.org.uk/lcpu or email lcpu@navca.org.uk. If you need specific advice, call the enquiry service on 0114 289 3989.

Reducing reoffending

Do you support voluntary organisations and community groups involved in working with offenders? They might be supporting offenders, ex-offenders and their families, or they might work with a wider range of people, some of whom may be offenders. We provide information, advice and networking opportunities to help you get involved with this area of work. Contact Carrie McKenzie at carrie.mckenzie@navca.org.uk

Resources and support for development workers

SKiLDbites

SKiLDbites is a six-weekly e-bulletin that provides up-to-date information on SKiLD activities and training opportunities, as well as news from the national support services on their activities and initiatives.

skildbites@navca.org.uk Please include your name, job title, organisation and contact details.

The SKiLD framework

The SKiLD framework is the place where you can assess your skills and find out about relevant resources. You can:

- fill in the self-assessment questionnaires that relate directly to your job
- record evidence about your own particular abilities and of your continuing professional development; attendance on SKiLD courses can contribute to this
- create action plans to increase your skills and knowledge
- print off a personal skills profile to take to supervision or appraisal
- invite your manager or colleague to assess you, and compare results.

It has a resources database to find information to support your work with groups. There's also a career pathways section that highlights the

past experiences and career paths of people who support voluntary organisations and community groups.

www.skildframework.org.uk

SKiLD website

The SKiLD website is full of useful information and tools for development workers.

www.skild.org.uk

SKiLD on Twitter

The SKiLD team's Twitter account provides information about upcoming courses, views and ideas from SKiLD and the Learning and Development Team at NAVCA. Take a look at our account; we're **@navcalandd** (as in NAVCA learning and development!).

Development worker network support

SKiLD offers support to any development worker network. We can help if you are just setting up or provide taster sessions of our training courses. We also run an event specifically for network co-ordinators to help make your network more effective and give you an opportunity to meet others in the field.

carolyn.ellis@navca.org.uk

navcaboodle

navcaboodle is NAVCA's social networking site. It allows you to join groups related to your work and have discussions with colleagues as

well as sharing documents, knowledge and good practice. SKiLD's group is specifically for development workers.

www.navcaboodle.org.uk

Charity Builder UK

Charity Builder UK is a free, online service that you can use to support groups in their human resources and health and safety (H&S) legislation work. This interactive tool, created and managed by lawyers, helps you create tailor-made documents e.g. staff contracts, appraisals, job descriptions and policies such as H&S, equal opportunities and grievance. Any changes in legislation are automatically incorporated into the system. Charity Builder UK also provides advice and practical solutions on risk management, insurance, governance and volunteering.

www.charitybuilderuk.com

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Improving Support

The Improving Support website, funded by Capacitybuilders, brings together practical tools, information and support, creating an easily accessible community for the exchange of resources, ideas, advice and learning. A magazine and regular e-bulletins also help you to stay informed and share learning on a range of issues relevant to your work.

www.improvingsupport.org.uk

NAVCA is the national voice of local support and development organisations in England. We champion and strengthen voluntary and community action by supporting our members in their work with over 160,000 local charities and community groups. NAVCA believes that voluntary and community action is vital for vibrant and caring communities.

“The course was highly relevant to my work, and all the exercises and scenarios were challenging and relevant.” SKILD learner

We provide our members with networking opportunities, specialist advice, support, policy information and training. NAVCA is a vital bridge between local groups and national government.

Our specialist teams take a lead on the issues that matter most to local support and development organisations. We influence national and local government policy to strengthen local voluntary and community action.

SKILD's overall aim is to equip development workers, community organisers and community development workers with the skills and knowledge they need to give relevant and high quality support to local voluntary and community sector groups.

We do this through training courses, workshops, networks, online resources and other learning activities.

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