



Voluntary Action Islington, in partnership with Epitome Consultancy and Training have an exciting training plan that is available to voluntary and community groups in Islington at a discounted price.

The sessions have been planned around the development needs of local groups.

All of the sessions will be held on zoom, with a maximum of 3 hours per day.

If you would like any further information please contact [kay@epitomeconsultancy.co.uk](mailto:kay@epitomeconsultancy.co.uk)

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| **Subject** | **Developing a Fundraising Strategy** |
| **Dates** | 11th & 13th May 2021 (both sessions) |
| **Time** | 10am - 1pm |
| **Course Content** | * The importance of a fundraising strategy * Who should be involved -aka getting your Board onboard * Reviewing and evaluating your current fundraising activity * Identifying the need * Goal setting * Risk assessment |
| **Learning Outcomes** | Held over 2 x 3 hour sessions you will learn about the importance of planning your fundraising strategy, showing you how to prepare prior to developing your strategy.  We will help you to identify sources of income and consider alternatives to grants and Trusts.  At the end you will be equipped to create a focussed and SMART strategy, with clear objectives and audiences |
| **Who Should Attend** | This course is best suited to:   * Those who have some experience fundraising * Senior Managers * Fundraising Managers * Trustees and Directors |
| **Price and Booking Info** | For VAI members £60 pp  Non VAI members £80 pp  [Book Your Place Here](https://www.eventbrite.co.uk/e/developing-a-fundraising-strategy-training-course-tickets-149576476267) |

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| **Subject** | **Financial Planning and Budgeting** |
| **Dates** | 25th & 26 May 2021 (both sessions) |
| **Time** | 1pm – 4pm |
| **Course Content** | * Budgeting and Forecasting * Cash Flow * Managing Petty Cash * Managing Income and Expenditure * Financial Compliance * Reporting Accounts |
| **Learning Outcomes** | Held over 2 x 3 hour sessions this course will help you to understand how to develop a realistic budget and report against it.  You will lean about cash flow and managing income and expenditure  At the end you will understand the importance of budgeting, and how to use budgets in fundraising and organisational development, as well as open and transparent reporting |
| **Who Should Attend** | This course is suitable for anyone responsible for setting or managing budgets:   * Finance officers * Managers * Trustees and Directors * Finance Volunteers * People setting up new organisations |
| **Price and Booking Info** | For VAI members £60 pp  Non VAI members £80 pp  [Book your place here](https://www.eventbrite.co.uk/e/financial-planning-and-budgeting-training-tickets-149685825333) |

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| **Subject** | **Creating a Theory of Change** |
| **Dates** | 16th June 2021 |
| **Time** | 10am - 1pm |
| **Course Content** | * What is a Theory of Change * Developing a Theory of Change * Different Formats and Complexity of Theories of Change |
| **Learning Outcomes** | This half day course will help you to understand how and why developing a Theory of Change will inform your fundraising strategy and help in reporting and evaluation |
| **Who Should Attend** | This session is best suited to:   * Project managers * Senior managers * Trustees and Directors |
| **Price and Booking Info** | For VAI members £30 pp  Non VAI members £40 pp  [Book your place here](https://www.eventbrite.co.uk/e/creating-a-theory-of-change-tickets-149692186359) |

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| **Subject** | **Practical Fundraising Skills** |
| **Dates** | 23rd & 25th June 2021 (both days) |
| **Time** | 10am - 1pm |
| **Course Content** | * Setting the groundwork * Setting the budget * Researching funders * How to write and effective funding application * Diversifying your income |
| **Learning Outcomes** | Held over 2 x 3 hour sessions this course will equip you with the knowledge and skills to secure funding. You will understand the important elements of completing a grant application, and some of the common mistakes that are made.  You will be able to being thinking about how to diversify your income, through face to face activities, corporate support etc. |
| **Who Should Attend** | This sessions is suitable for:   * Anyone who is new to fundraising * Fundraisers who want to refresh their skills * Those who are interested in fundraising as a career |
| **Price and Booking Info** | For VAI members £60 pp  Non VAI members £80 pp  [Book your place here](https://www.eventbrite.co.uk/e/training-course-in-practical-fundraising-tickets-149695285629) |

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| **Subject** | **How to evaluate and measure the impact of your project** |
| **Dates** | 12th & 14th July 2021 (both sessions) |
| **Time** | 10am - 1pm |
| **Course Content** | * Why measuring impact is important * Difference between monitoring and impact * Output – Outcomes – Impact * How to measure Impact * How to write an Impact Report |
| **Learning Outcomes** | Held over 2 x 3 hour sessions you will learn about the difference between monitoring and evaluation. How to capture both qualitative and quantitative data.  The role of a Theory of Change in measuring impact and a structure for writing an impact report |
| **Who Should Attend** | This course will be particularly useful for:   * Project managers * Fundraisers * Anyone who needs to understand how to effectively evaluate their work |
| **Price and Booking Info** | For VAI members £60 pp  Non VAI members £80 pp  [Book your place here](https://www.eventbrite.co.uk/e/how-to-evaluate-and-measure-the-impact-of-your-project-tickets-149699006759) |

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| **Subject** | **Project Management** |
| **Dates** | 13th, 16th, 20th & 23rd July (All sessions) |
| **Time** | 10am - 1pm |
| **Course Content** | * Developing a Project Plan * Setting the Business Case * Identify roles & responsibilities * Plan who communicates with whom * Monitor progress * Manage risks * Control change * Closing the project |
| **Learning Outcomes** | Held over 4 x 3 hour sessions this course provides extensive learning on how to manage a project well, from developing your plan to closing the project.  You will have tasks to complete to embed your learning. |
| **Who Should Attend** | This course is ideal for:   * Project managers who have had no formal training * People who are looking to develop skills in project management |
| **Price and Booking Info** | For VAI members £150 pp  Non VAI members £100 pp  [Book your place here](https://www.eventbrite.co.uk/e/project-management-training-tickets-149703363791) |