

3 MONTH BLOCK



Committee/Board Development

January to March 2019



TRAINING



- coaching
- knowledge
- development
- learn

PLEASE NOTE: SHARE DOES NOT CHARGE VAT



LEARN with SHARE

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Welcome to **SHARE'S Committee/Board learning & development brochure** which covers the three months from **January to March 2019**.

SHARE currently has three earning & development brochures:

- **Accredited Courses**
- **Committee/Board Development**
- **Staff Development**

All of the courses listed can be found on our website where you will be able to view a full course descriptor and book your place/s.

SHARE can deliver courses in-house, where and when you want and tailored to your organisation's needs. Remember this brochure is just a 'snapshot' of what is on offer at **SHARE**.

New courses and dates are being added to our website continually.

PLEASE NOTE: SHARE DOES NOT CHARGE VAT

24.01.19

Time:
5.30pm - 7.30pm
Venue: Bob Allan
Conference Centre
Trainer: Caron Quinn
Cost:
Member £100
Non-member £200

→ Audit responsibilities of Committee/Board

This course is aimed at Committee/Board members of housing associations and co-operatives who serve on the audit sub-committee of their organisation, or as members of the governing body want to learn more about the important role that auditing has for housing associations and co-operatives.

Delegates will leave the session with a clear understanding of the importance of internal and external audits, understanding the expectations of the SHR, know what to look for when selecting an internal auditor and the remit for the internal audit committee.

30.01.19

Time:
5.30pm - 7.30pm
Venue: Bob Allan
Conference Centre
Trainer: Paul McNeill
Cost:
Member £110
Non-member £210

→ Understanding treasury management

This session is aimed at Committee/Board members who not only need to understand the finances within the organisation but also understand the risks associated. The management of finances being defined as; investments and cash flows, banking, money market and capital market transactions and know what effective controls are in place to ensure the best performance possible with your money.

31.01.19

Time:
5.30pm - 7.30pm
Venue: Bob Allan
Conference Centre
Trainer: Olwyn
Gaffney
Cost:
Member £FREE
Non-member £FREE

→ E-learning demo for Committee/Board

This is a demo session for Committee/ Board members who would like to use SHARE's e-learning to keep their skills up to date. The session will provide a preview to let you see how to log on and where to click to access the modules and how to use the assessment facility.

The demo will look at the newly updated modules for Committee/ Board members and some of the other modules that are available through the online community. Sometimes we don't have the time to attend a training course so this is another way of learning. All you need is a computer and internet access.



04.02.19

Time:

5.30pm - 7.30pm

**Venue: Bob Allan
Conference Centre**

**Trainer: Heather
Ballantine**

Cost:

Member £110

Non-member £210

→ **Complaints handling process - refresher for Committee/Board**

This session is for Committee/Board members who would benefit from a refresher session on how the complaints handling process should be effectively implemented, as per SPSO guidelines. Delegates will look at what constitutes best practice to ensure that lessons are learned from upheld complaints.

The session is designed to encourage engaging conversations' and will include some useful SPSO templates to make it easier to apply the lessons learned from this session in your association.

06.02.19

Time:

5.30pm - 7.00pm

**Venue: Bob Allan
Conference Centre**

**Trainer: Marion
Davis**

Cost:

Member £110

Non-member £210

→ **Practical governance - charitable purposes**

This session will cover Model Rules and the charitable purposes of a charitable housing association/co-operative. You will look at what activities your charitable housing association/co-operative cannot undertake. Specific examples of activities will be considered, including factoring, improving properties for sale, mid-market rent, shared ownership/shared equity and donations to other organisations. As well as considering whether you need a non-charitable subsidiary.

11.02.19

Time:

5.30pm - 7.30pm

**Venue: Bob Allan
Conference Centre**

**Trainer: Olwyn
Gaffney**

Cost:

Member £100

Non-member £200

→ **Annual effectiveness reviews**

These two sessions are designed for office bearers who may be carrying out or be involved in the annual performance review of their fellow Committee/Board members. This is in line with the requirement from the Scottish Housing Regulator, in the Framework for Governance and Financial Management for 'annual performance reviews to assess their contribution and effectiveness'.

Delegates will look at the skills required to carry out the reviews and discuss self-assessment tools and how effective they are.

'Previously called 'Skills for Annual Performance Reviews'

11 and 18 February

21.02.19

Time:

5.30pm - 7.30pm

**Venue: Bob Allan
Conference Centre
Trainer: Patricia
Gallagher**

Cost:

Member £100

Non-member £200

→ Questions you should be asking - housing management

In the world of housing, many Committee/Board members face the same, or similar, experiences e.g. reports can sometimes be quite daunting - even for the most experienced. This course will look at the types of questions Committee/Board members should be asking in relation to the area of housing management. The session will focus on regulation, legislation, good practice and the Social Housing Charter.

This is a series of three sessions:

- **Questions you should be asking - housing management**
- **Questions you should be asking - maintenance**
- **Questions you should be asking - finance**

13.03.19

Time:

5.30pm - 7.30pm

**Venue: Bob Allan
Conference Centre
Trainer: Mags
Brownlie**

Cost:

Member £100

Non-member £200

→ Questions you should be asking - maintenance

For many new Committee/Board members knowing what to look for in reports and what questions to ask can be challenging.

This session will provide Committee/Board members with a better understanding of the maintenance function, the reports they receive and the financial implications of repairs. As a result delegates will be better equipped to scrutinise reports, ask critical questions and monitor the association's/co-operative's performance.

20.03.19

Time:

5.30pm - 7.30pm

**Venue: Bob Allan
Conference Centre
Trainer: Olwyn
Gaffney**

Cost:

Member £FREE

Non-member £200

→ Get on Board

The AGM is over, new Committee/Board members appointed; your induction programme is about to start - SHARE can help get it off to a flying start with the 'Get on Board' programme.

The session will give brand new Committee/Board members a good reference point from which to navigate their way as they become familiar with terminology, roles and responsibilities, sector bodies and functions of their housing association or co-operative. It will also help them to find their place and their voice on the Committee/Board. An essential for new members!

26.03.19

Time:

5.30pm - 7.30pm

**Venue: Bob Allan
Conference Centre**

**Trainer: Alan
Ferguson**

Cost:

Member £100

Non-member £200

→ The role of the Committee/Board in delivering good governance

One of the hallmarks of an effective Committee/Board is that members know and understand clearly their roles and responsibilities. Housing Associations and Co-operatives base their approach to governance on common policies that set out the conduct expected from members, the range of their responsibilities and explain how they are to fulfil their function as a Committee/Board member to run meetings and make decisions. This session will include the role and skills required of the Committee/Board, the key functions of members as well as what is meant by good governance.

27.03.19

Time:

5.30pm - 7.30pm

**Venue: Bob Allan
Conference Centre**

Trainer: Gary Dalziel

Cost:

Member £100

Non-member £200

→ Questions you should be asking - finance

This session is for both experienced and relatively new Committee/Board members who are expected to be able to constructively challenge the information in the reports and papers they receive.

For many Committee/Board members knowing what to look for in reports, understanding the meaning of what they read and knowing what questions they should be asking can be a challenge. This session aims to support Committee/Board members in their understanding of housing finance by helping them identify the critical questions they should be asking and why.

Some of the courses coming up at SHARE each quarter

April to June

- Business planning for Committee/Board
- Chairing skills
- Chairing your conference/event
- Committee/Board as employer
- Committee/Board as landlord
- Committee/Board as trustees
- Data protection update for Committee/Board
- Disciplinary and grievance Issues
 - what do Committee/Board need to know?
- Engaging tenants to improve service delivery
- Factoring for Committee/Board
- How to conduct an appraisal of your senior officer
- Introduction to cyber security
- Know the codes
- Measuring Committee/Board effectiveness
- Practical governance - notifiable events
- Practical governance - transparency
- Presenting a memorable message - public speaking for Committee/Board



July to September

- Annual effectiveness reviews
- Coming up with the right decision - how to evaluate the pros and cons
- Complaints handling process - refresher for Committee/Board
- Development refresher for Committee/Boards
- Managing conflicts on Committee/Boards
- Monitoring equality & diversity - are you doing it justice?
- Staff and Committee/Board working together
- Understanding notifiable events, whistle blowing and conflicts of interest (Edinburgh)
- Understanding notifiable events, whistle blowing and conflicts of interest (Glasgow)
- Understanding treasury management
- Valuing diversity
- What's on the horizon for housing associations and co-operatives?

October to December

- Audit - responsibilities of Committee/Board
- Chairing skills
- Challenging views with care and confidence on a Committee/Board
- E-learning demo for Committee/Board
- Engaging tenants to improve service delivery
- Factoring for Committee/Board
- Get on Board
- How to conduct an appraisal of your senior officer
- Know the codes
- Risk management for Committee/Boards
- The role of the Committee/Board in delivering good governance



Did you know?

Did you know that SHARE deliver a variety of IT courses?

Getting the best from Microsoft Office

Microsoft Word 2010 Basics/Expert

Microsoft Excel 2010 Basics/Expert

Microsoft Access 2010 Basics/Intermediate

Advance formulae in Excel

Manipulating data in Excel

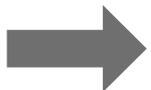
Mailmerge essentials

Upgrading to Office 2013

IT for non IT personnel

Managing your time with Outlook

If you are interested in our IT training please let us know. In-house training can be delivered to your requirements. Open course dates will be arrange depending on demand.



Did you know?

Did you know SHARE also offer a number of accredited courses suitable for Committee/Board members?

Courses include:

- **Governance of Scottish Housing Associations (SQA Customised Award)**
- **Chairing the Committee/Board of a charity, association and co-operative (ilm endorsed programme)**

Please pick up a copy of our Accredited Brochure 2019.

What else is happening at SHARE?

Please contact us for further information on the following:

e-learning:

Why not make learning even easier by signing up to e-learning through **SHARE**. You can be learning new skills at anytime and anywhere you have an internet connection.

In-house:

SHARE can work with you to deliver training specifically tailored to meet your organisation's objectives. In-house training is tailored, convenient and value for money.

Events:

SHARE deliver a calendar of events each year but did you know we also event manage these for other organisations? If this is something you are interested in, get in touch.

Modern Apprenticeships:

Why not give a young person a step up in their career as well as bring in new skills to your organisation.

Networks:

SHARE facilitate networks which are free to members and a small charge to non-members.

- Chairs' Network
- Scottish Factoring Network
- HR Network
- Corporate Services Network

Your next Committee/Board Learning & Development brochure will be with you in January 2019.

Learning & Development Brochures



2019



TRAINING



- coaching
- knowledge
- learn
- development

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