

3 MONTH BLOCK



Committee/Board Development

April to June 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 **April to June 2019**.

SHARE currently has three learning & 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

02.04.19

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

→ Business planning for Committee/Board

This session is for Committee/Board members who are involved in the business planning process for their organisation. The session gives an overview of business planning within housing associations and co-operatives including the Scottish Housing Regulator's recent Recommended Practice. It will consider best practice in business planning; the Regulator's recommended practice; and Committee's/Board's role and responsibilities.

09.04.19

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

→ Data Protection update for Committee/Board

This course, for Committee/Board members of housing associations and co-operatives, aims to develop member's knowledge and understanding of GDPR and the impact that the legislation has on their organisation. In recent years a number of housing providers have come under the scrutiny of the Information Commissioner and it can be costly, so it's good to know the law and what this means in terms of the data that your organisation processes.

10.04.19

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

→ Chairing Skills

There are greater expectations of Chairs these days. They have to lead the Committee/Board and work closely with senior staff and in particular the Director or Chief Executive. This session is for new and experienced Chairs, vice Chairs and those who are being prepared for the position of Chair. Delegates will explore the pressures facing Chairs; practical tips to build confidence and awareness; the dos and don'ts of chairing meetings and relating to the rest of the Committee/Board and senior staff.

17.04.19

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

→ Committee/Board as trustees

Around 90% of all housing associations and co-operatives in Scotland are charitable. Each charitable RSL is controlled and managed by a Board or Management Committee, who are the charity trustees responsible for the governance and strategy of their housing associations and co-operatives. It is important that, in undertaking this role the Committee/Board members understand their duties and responsibilities under charity law and the role of the Office of the Scottish Charity Regulator (OSCR) as well as the Scottish Housing Regulator (SHR).

This session will consider the duties and responsibilities of a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005 and the role of OSCR, and will include practical examples considered through case studies.

24.04.19

Time:
5.30pm - 7.00pm
Venue: Bob Allan
Conference Centre
Trainer: Marion
Davis
Cost:
Member £110
Non-member £210

→ Practical governance - Notifiable events

This is one of a series of sessions, each looking at case studies and discussing how to deal with key governance matters, highlighting good (and poor) governance practice and the roles and duties of Committee/Board members and staff in addressing these.

At present, the SHR requires notification of a range of events, such as the resignation (for any reason) of an RSL's senior officer. Similarly, the charity regulator may require notification of key events from a charity. This session has been designed for Committee/Board members and will consider: the framework for notifications; recognising events that may be notifiable and steps that may follow notification.

30.04.19

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

→ Know the codes

Housing associations and co-operatives are governed by voluntary Committees/Boards. Understanding the principles and practices of governance is essential to being an effective Committee/Board member.

This session provides an overview of the various Codes and documents that guide the Committees/Boards in fulfilling their roles and responsibilities; and will cover Charitable Model Rules for housing associations and co-operatives; Code of Governance; Code of Conduct for Committees/Boards; Scottish Housing Regulator's Standards of Governance and Financial Management.

01.05.19

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

→ Measuring Committee/Board effectiveness

Committees/Boards of Housing Associations are obligated under the Scottish Housing Regulator's Framework for Governance and Financial Management to conduct annual check-ups or performance reviews. Many organisations are now building these into their annual programme of activity. However, is an exercise once every year a satisfactory measure of the effectiveness of a governing body and will this ensure ongoing success?

In this session we will explore how we can make effective governance a part of our culture so that we are continually reflecting on our effectiveness as Committees/ Boards.

08.05.19

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

→ Committee/Board as employer

This session for Committee/Board members will focus on their role and key responsibilities as the employer of staff in their housing association or co-operative. The session will consider key employment legislation that Committee/Board should be aware of, best practice in recruitment; equal opportunities in the workplace and how employers must ensure these; protection of vulnerable groups; and prevention of illegal workers.

21.05.19

Time:
5.30pm - 7.00pm
Venue: Bob Allan
Conference Centre
Trainer: Sheila
Fraser
Cost:
Member £100
Non-member £200

→ Presenting a memorable message - public speaking for Committee/Board

Public speaking is often cited as one of the most prevalent fears or anxieties that people struggle with. But this does not need to be the case. This session will demonstrate to delegates how to approach different aspects of your public speech, and how to make your message stand out to your audience. The session will look at: designing a structure appropriate to the audience; controlling nerves; recognising what makes a speaker look confident; performing a speech opening; creating good visual support; consider what the brain remembers; explore how to practise successfully before performance; and tips and techniques for using flip charts effectively.

29.05.19

Time:

5.30pm - 7.30pm

**Venue: Bob Allan
Conference Centre**

**Trainer: David
Byfield**

Cost:

Member £100

Non-member £200

→ Introduction to cyber security

With an increasing dependency on digital services this course aims to introduce Committee/Board members to the importance of cyber security (Internet and PC Security). Your organisations depend on information technology more and more, managing your rents, voids, repairs, statistics for the regulator, and the list goes on. Never has it been so essential to avoid a cyber-attack.

The session will look at the main areas involved in cyber security from mitigating cyber security risk to recovering from a cyber security attack.

30.05.19

Time:

5.30pm - 7.30pm

**Venue: Bob Allan
Conference Centre**

**Trainer: Heather
Ballantine**

Cost:

Member £110

Non-member £210

→ How to conduct an appraisal of a senior officer

Appraising your Director or Chief Executive's performance is a task that is integral to the Committee/Board role as the employer, is important for the senior officer's development, is good practice, and is a requirement of the Scottish Housing Regulator as set out in the Regulatory Code of Governance.

This session will support Committee/Board members who will carry out the appraisal process and will help you prepare for a focused dialogue that will form a clear perspective on past performance as a basis for making future plans.

05.06.19

Time:

5.30pm - 7.00pm

**Venue: Bob Allan
Conference Centre**

**Trainer: Marion
Davis**

Cost:

Member £110

Non-member £210

→ Practical governance - transparency

This is one of a series of sessions, each looking at case studies and discussing how to deal with key governance matters, highlighting good (and poor) governance practice and the roles and duties of Committee/Board members and staff in addressing these.

All RSLs are required to act with transparency. This session, designed for both Committee/Board members and senior staff, will look at how key elements of that requirement are addressed. This includes the identification and management of conflicts of interest; how payments, benefits, gifts and hospitality are dealt with and transparency in decision making, while retaining confidentiality where appropriate.

10.06.19

Time:

5.30pm - 7.30pm

Venue: Bob Allan

Conference Centre

Trainer: Stuart

Eglinton

Cost:

Member £100

Non-member £200

→ Engaging tenants to improve service delivery

This session is for experienced Committee/Board members and will outline the responsibility, expressed in the Charter, by the Scottish Housing Regulator (SHR) and the Scottish Government, on your organisation to engage with your customers. It will also detail what others are doing in terms of engagement and tenant scrutiny and what is working best north and south of the border. There will be room for discussion on what would be best for your organisation.

On completion of this session, delegates should understand the key role of the Charter, SHR and the Scottish Government in customer engagement; be able to discuss the merits of engagement tools used across the country; understand the role of tenant scrutiny and appreciate what others are doing and so review what is best for you.

12.06.19

Time:

5.30pm - 7.30pm

Venue: Bob Allan

Conference Centre

Trainer: Gary Dalziel

Cost:

Member £100

Non-member £200

→ Committee/Board as landlord

This session is for all Committee/Board members and will help them to effectively set the direction and lead their organisation. This will focus on ensuring you are aware of the key responsibilities as landlord and will consider an overview of the key housing functions; business planning and strategic direction; monitoring and challenging performance and regulation.

13.06.19

Time:

5.30pm - 7.30pm

Venue: Bob Allan

Conference Centre

Trainer: Mark Reid

Cost:

Member £100

Non-member £200

→ Factoring - for Committees/Boards

This session is aimed at Committee/Board members of housing associations and co-operatives who provide a factoring service, or may have a commercial subsidiary that delivers a factoring service. The session will introduce a broad overview and background of factoring. It will then consider how best to ensure the association/co-operative is delivering a legally compliant factoring service; look at the policies and procedures required for an effective factoring operation; the implications of non-compliance and the financial risk management associated with providing a factoring service.

25.06.19

Time:

5.30pm - 7.30pm

Venue: Bob Allan

Conference Centre

Trainer: David Hoey

Cost:

Member £110

Non-member £210

→ **Disciplinary and grievance issues - what do Committee/Board need to know**

Disciplinary and grievance issues should be approached with care and diligence, as failure to follow established procedures and best practice can leave an association open to possible employment tribunal claims. This session aims to give Committee/Board members an overview of their responsibilities as employer when it comes to disciplinary and grievance issues. The session will cover: what procedures do you need to follow in handling a disciplinary matter; the importance of a thorough investigation; what are the potential repercussions of not following correct procedures; how do you deal with grievances (including those involving senior staff and Committee/Board members) and who should deal with different stages in the disciplinary and grievance process?

26.06.19

Time:

5.30pm - 7.30pm

Venue: Bob Allan

Conference Centre

Trainer: Alan

Ferguson

Cost:

Member £100

Non-member £200

→ **Chairing your conference/event**

Chairing a conference involves more than reading out speakers' biographies or keeping speakers to time. We've all been to conferences or seminars where the Chair forgets or gets the speaker's name wrong; or where they don't notice some of the audience who want to ask questions or those chairs that let silences drag on and on.

This session, aimed at Chairs, other office bearers and those Committee/Board members who may have to chair an event, a seminar, a tenants conference or the AGM. It will look at what you need to do to prepare for a conference, what you need to do during the conference and how you can avoid some of the possible pitfalls - ensuring you are an effective conference chair.

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

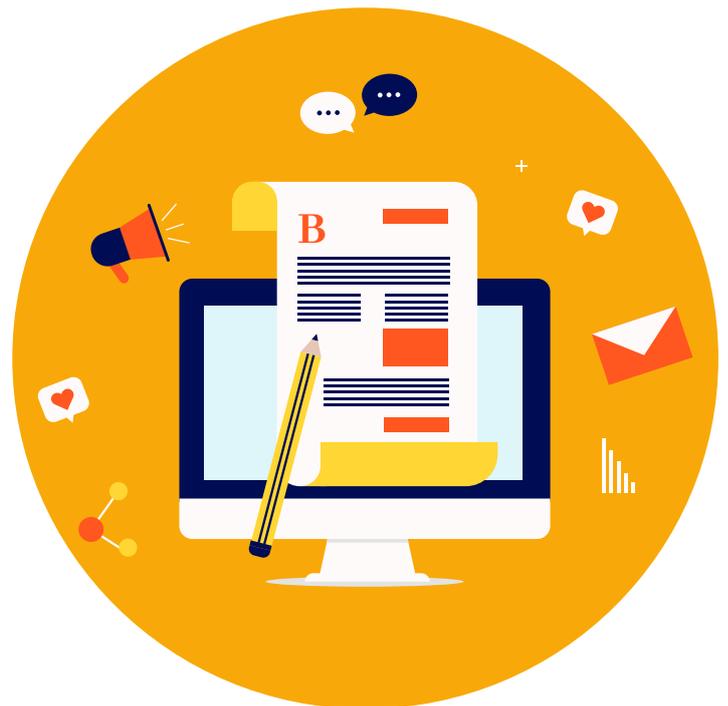
Manipulating data in Excel

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)

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 May 2019.

Learning & Development Brochures

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Committee/Board Development
April to June 2019




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THIS IS A SNAPSHOT OF COURSES... MORE ARE AVAILABLE

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Staff Development
April to June 2019




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THIS IS A SNAPSHOT OF COURSES... MORE ARE AVAILABLE

12 MONTH BLOCK

Accredited Courses
January to December 2019




TAKE A LOOK INSIDE...
More courses added!

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2019



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SHARE, Saracen House, 139 Saracen Street, Glasgow, G22 5AZ
T: 0141 370 6877 E: info@share.org.uk W: www.share.org.uk

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