

3 MONTH BLOCK



Committee/Board Development

January to March 2018

2018



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

LEARN with SHARE

Committee/Board Development

Welcome to **SHARE'S Committee/Board Learning & Development brochure** which covers the three months from **January to March 2018**.

SHARE currently has three learning & development brochures:

- **Accredited Courses • Committee/Board Development**
- **Staff Development (Staff Development and Delivering Housing Services have merged)**

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.

→ 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 2018**.

12.01.18

Time:

5.30pm - 7.45pm

Venue: SHARE

Trainer: Anne Robertson

Cost:

Member £95

Non-member £195

→ Business planning for Committee/Board

This is for Committee/Board members who are involved in the business planning process for their organisation. The session gives an overview of business planning including the Scottish Housing Regulator's recent Recommended Practice.

17.01.18

Time:
5.30pm - 7.45pm
Venue: SHARE
Trainer: Heather Ballantine

Cost:
Member £160
Non-member £260

19.01.18

Time:
5.30pm - 7.45pm
Venue: SHARE
Trainer: Chris Lawrence

Cost:
Member £95
Non-member £195

26.01.18

Time:
5.30pm - 7.45pm
Venue: SHARE
Trainer: Olwyn Gaffney

Cost:
Member £0
Non-member £0

07.02.18

Time:
5.30pm - 7.45pm
Venue: SHARE
Trainers: Olwyn Gaffney

Cost:
Member £0
Non-member £195

→ Complaints handling

This session is for frontline staff, who are directly involved with the organisations customers, and are likely to be part of the Customer Services Team, work at Reception, in Maintenance or Housing. They will probably be quite new to the team and don't yet know much about their role in dealing with complaints as a front line member of staff.

This interactive and informative session will look at how the Complaints Handling Procedure (CHP) asks frontline staff to deal with complaints. The session will be run in an interactive and thought provoking environment, using appropriate case studies from the SPSO to encourage plenty of chat & interaction using group discussion to enhance the learning.

→ Data Protection update for Committee/Board

This data protection update course will develop knowledge and understanding of current regulations as well as take into account the General Data Protection Regulation (GDPR) and the impact this new legislation will have on your organisation. Come along to find out how this affects you in your role and the Committee's/Board's responsibilities.

→ E-learning demo for Committee/Board

This is a short 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 training so this is another way of learning. All you need is a computer and internet access.



→ 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!

15.02.18

Time:
6.50pm - 7.50pm
Venue: SHARE
Trainer: Caron Quinn

Cost:
Member £95
Non-member £195

21.02.18

Time:
5.30pm - 7.45pm
Venue: SHARE
Trainer: Alan Ferguson

Cost:
Member £95
Non-member £195

22.02.18

Time:
5.30pm - 7.45pm
Venue: SHARE
Trainer: Anne Robertson

Cost:
Member £95
Non-member £195

27.02.18

Time:
5.30pm - 7.45pm
Venue: SHARE
Trainer: Alan Ferguson

Cost:
Member £95
Non-member £195

→ Measuring for success

This session is for Committee/Board members and senior officers who are interested in reviewing their performance measurement systems.

To help you to achieve your business plan objectives and Housing Charter Outcomes delegates will be introduced to the Balanced Scorecard and how to develop reports that are easy to understand.

→ 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.

→ Mentoring new Committee/Board members

This course is for experienced Committee/Board members who want to develop their mentoring skills to help new members through a period of induction. You will be provided with a framework which will help you to create a mentoring plan, develop their mentoring skills, and provide them with the confidence to start mentoring others.

→ 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.

13.03.18

Time:
5.30pm - 7.45pm
Venue: SHARE
Trainer: Arthur
Cockburn

Cost:
Member £95
Non-member £195

20.03.18

Time:
5.30pm - 7.45pm
Venue: SHARE
Trainer: Alan
Ferguson

Cost:
Member £95
Non-member £195

27.03.18

Time:
5.30pm - 7.45pm
Venue: SHARE
Trainer: Kirsteen
McGinn

Cost:
Member £95
Non-member £195

→ Understanding Treasury Management

Not only do we need to understand the finances within our organisation, but we must also understand the risks associated with the management of our finances.

This session will explain what is meant by treasury management, the Committee/Board role in this, the different regulatory bodies involved and why it is important to understand the decisions made.

→ What's on the horizon for housing associations & co-operatives?

This course is designed for new and experienced Committee/Board members who want to find out more about latest policy developments and the current and future challenges facing housing associations and co-operatives. Now is the time for reflection on the future direction of your organisation and the expectations and challenges you will have to consider.



→ Development Refresher for Committee/Boards

It may be some time since your housing association or co-operative developed new houses, you may be considering some development projects or are already in the early stages of a project or you may be new to the Committee/Board.

This course will provide you with insight into the development process, explain recent changes to legislation and regulation impacting on development. It will also provide examples of good practice and a reminder about the roles and responsibilities of the Committee/Board in the development process.

→ Practical Governance

Practical governance is a series of 4 workshops:

- **Practical governance - Charitable purposes**
- **Practical governance - The ideal Committee/Board**

Coming soon in our April to June session:

- **Practical governance - Transparency**
- **Practical governance - Notifiable Event**

Each workshop looks at case studies and discusses 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.

These sessions will consider not only the Scottish Housing Regulator's requirements but also charity law, as over 92% of housing associations and co-operatives are charitable. The workshops are useful for Committee/Board members and senior staff. Each session will look at an important governance requirement and give delegates the chance to work together as they consider a case study.

24.01.18

Time:
5.30pm - 7.00pm
Venue: SHARE
Trainer: Marion Davis

Cost:
Member £95
Non-member £195

→ 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, midmarket rent, shared ownership/shared equity and donations to other organisations. As well as considering whether you need a non-charitable subsidiary.

14.03.18

Time:
5.30pm - 7.00pm
Venue: SHARE
Trainer: Marion Davis

Cost:
Member £95
Non-member £195

→ Practical governance - The ideal Committee/Board

This session will look at succession planning for your Committee/Board – how does your housing association/co-operative plan so that Committee/Board members are not appointed indefinitely and new Committee members are identified? You will look at the skills, knowledge, diversity and objectivity needed for decision making - what skills does your Committee/Board already have and what might be useful to add? You will also consider what might annual performance reviews do?

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 Apprentices:

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 early **January 2018** and cover the **April to June**.

Learning & Development Brochures





2018

SHARE, Wellpark Enterprise Centre, 120 Sydney Street, Glasgow, G31 1JF
T: 0141 550 7595 E: info@share.org.uk W: www.share.org.uk



Like us on Facebook: [sharehousingtraining](https://www.facebook.com/sharehousingtraining)