



Bite Sized Breakfast Seminars



Seminars - 9am to 11am

- **6th October**
Developing your business plan
- **10th November**
Motivating staff through change
- **8th December**
Re-energise! Techniques for inspiring creativity at work
- **12th January**
Principles of effective management
- **9th February**
Using online social networks to publicise your organisation
- **15th March**
Managing and developing your People

Seminar sessions for voluntary organisations

Each seminar aims to **inform, inspire & energise** staff to take forward the valuable work of their organisation in the midst of competing stresses and demands

Costs

SVS Members

£30 per seminar

£150 for all 6

Non members

£50 Per seminar

Please fill out an application form from the link below

Training takes place at:
The Voluntary Action Centre
Kingsland Square
St Mary Street
Southampton
SO14 1NW

Application Form Link:

<http://sotonvs.wufoo.com/forms/bite-size-breakfast-seminars-booking-form/>

6th October 2011
Developing Your Business Plan
(Facilitator Stella Smith)



- The key components of a business plan
- What funders look for in a business plan
- Business planning pitfalls and how to avoid them

10th November 2011
Motivating Staff Through Change
(Facilitator Stella Smith)

- How people react to change and how to manage this
- How to keep people motivated through change
- How to identify and manage resistance

8th December 2011
Re-energise! - Techniques for inspiring creativity at work (Facilitator Stella Smith)

- The role of creativity in success
- Everyday steps to make the workplace more creative
- Practical techniques to inspire new ideas and creative thinking at meetings

12th January 2012
Principles of Effective Management
(Facilitator Stella Smith)



- How to support others to support you - effective delegation
- The key steps for managing projects
- Motivating others

9th February 2012
Using Online Social Networks to Publicise your Organisation (Facilitator Nikki Haine)

- The main social networks and the differences between them
- What you can expect to achieve from them
- How to get the best results

15th March 2012
Managing and Developing People
(Facilitator Stella Smith)

- The elements of successful job design
- How to lead effective 1-1 meetings and appraisals
- Matching learning opportunities to individual styles