

3 MONTH BLOCK



Committee/Board Development

October to December 2018



2018

PLEASE NOTE: SHARE DOES NOT CHARGE VAT

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

LEARN with SHARE



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

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.

→ Housing Associations in a nutshell (HAIAN)

This is a comprehensive six evening introductory course for new Committee/Board members or those who want, or need, a refresher. It will introduce you to the work of housing associations and co-operatives helped by a group of highly experienced trainers. These sessions will increase your understanding of the various aspects of the business and help you contribute more effectively in your Committee/Board meetings. It's a great chance to learn the basics and network with colleagues.

- **Housing Associations/Co-operatives - an introduction**
- **Role of the Committee/Board**
- **Housing Management - an introduction**
- **Finance - an introduction**
- **Maintenance - an introduction**
- **Development - an introduction**

It is preferable that delegates should take part in Housing Associations/Co-operatives – an introduction and Role of the Committee/Board first and then the other 4 sessions, but the sessions will all stand on their own, so you can dip in and out.

10.10.18

Time:

5.30pm - 7.45pm

**Venue: Bob Allan
Conference Centre**

**Trainer: Alan
Ferguson**

Cost:

Member £100

Non-member £200

→ **Housing Associations/Co-operatives - an introduction**

The session provides delegates with some background on the history of the development of housing associations and co-operatives in Scotland. It will cover how they operate along with an introduction to the role of the Scottish Housing Regulator.

There will be an overview of the current challenges facing the sector as well as an introduction to the various organisations Committee/Board members might come into contact with.

17.10.18

Time:

5.30pm - 7.45pm

**Venue: Bob Allan
Conference Centre**

**Trainer: Alan
Ferguson**

Cost:

Member £100

Non-member £200

→ **Role of the Committee/Board**

This session will provide delegates with an understanding of the role of Committee/Board in leading the housing association or co-operative.

It will cover the Scottish Housing Regulator's Regulatory Standards of Governance and Financial Management and the importance of confidentiality, codes of conduct as well as provide an overview of staff and their roles within the organisation.

31.10.18

Time:

5.30pm - 7.45pm

**Venue: Bob Allan
Conference Centre**

**Trainer: Patricia
Gallagher**

Cost:

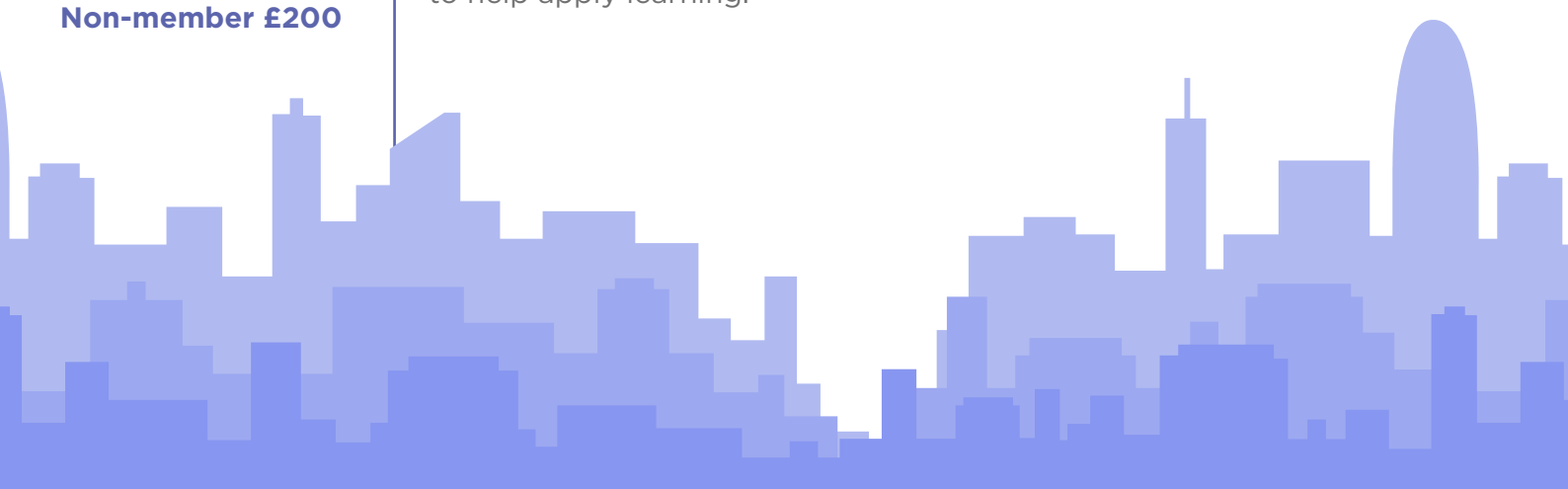
Member £100

Non-member £200

→ **Housing management - an introduction**

This session will help Committee/Board members gain an understanding of housing management and the laws and regulations surrounding it. Delegates will look at the basics of allocations and rent management as well as the wider community.

The session will be interactive and real case studies/examples will be used to help apply learning.



21.11.18

Time:
5.30pm - 7.45pm
Venue: Bob Allan
Conference Centre
Trainers: Gary Dalziel
Cost:
Member £100
Non-member £200

→ Finance - an introduction

Ensuring the financial health of the housing association and co-operative is an important role for the Committee/Board and members must be aware of how this works within the organisation. This session will provide information on the main forms of income and expenditure as well as how the Committee/Board can monitor their organisation's financial wellbeing.

You will have the opportunity to review a variety of reporting practices and consider the importance of budgeting, rent setting and financial planning.

28.11.18

Time:
5.30pm - 7.45pm
Venue: Bob Allan
Conference Centre
Trainers: Owen
McMillan
Cost:
Member £100
Non-member £200

→ Maintenance - an introduction

This session will provide an understanding of the repairs and maintenance service within a housing association and co-operative and the Scottish Housing Regulator as well as other legislation underpinning this service.

Delegates will also cover the importance of planning and costing and the role the Committee/Board play in continually monitoring performance.

12.12.18

Time:
5.30pm - 7.45pm
Venue: Bob Allan
Conference Centre
Trainers: Kirsteen
McGinn
Cost:
Member £100
Non-member £200

→ Development - an introduction

This session will provide an understanding of the development process and what is required to plan and execute a new build development programme. Delegates will review the funding mechanisms as well as gain an understanding of all of the relevant pieces of legislation that inform how develop works.

The session will also consider the role of Committee/Board in approving new developments and monitoring their progress.



11.10.18

Time:
5.30pm - 7.45pm
Venue: Bob Allan
Conference Centre
Trainer: Heather
Ballantine
Cost:
Member £110
Non-member £210

→ How to conduct an appraisal on a senior officer

Appraising your Director or Chief Executive's performance is a task that is integral to the Committee's role; 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 them prepare for a focused dialogue that will form a clear perspective on past performance as a basis for making future plans.

24.10.18

Time:
5.30pm - 7.45pm
Venue: Bob Allan
Conference Centre
Trainer: Heather
Ballantine
Cost:
Member £110
Non-member £210



→ Challenging views with care and confidence

It's important for all Committee/Board members to have a clear voice and feel confident that they have contributed wisely to meetings. If this sometimes feels easier to say than do then this workshop is for you! This session is designed for any Committee/Board members who feel that a 'wee bit more confidence' to say what they feel because you feel/fear that:

- **It might not be as well received as you would like ...**
- **Others would put it better than you ...**
- **Or it might simply be that others 'get in first'!**

It will be 'conversation' rather than role-play based, however there will be opportunity to share 'challenges' and hear advice from both the group and the facilitator.

25.10.18

Time:
5.30pm - 7.45pm
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 governing body in fulfilling their roles and responsibilities.

30.10.18

Time:
5.30pm - 7.45pm
Venue: Bob Allan
Conference Centre
Trainer: Anne
Robertson
Cost:
Member £100
Non-member £200

01.11.18

Time:
5.30pm - 7.45pm
Venue: Bob Allan
Conference Centre
Trainer: Stuart
Eglinton
Cost:
Member £100
Non-member £200

06.11.18

Time:
5.30pm - 7.45pm
Venue: Bob Allan
Conference Centre
Trainer: Alan
Ferguson
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 including the Scottish Housing Regulator's Recommended Practice.

→ Engaging tenants to improve service delivery

This session will outline the responsibility of Committee/ Board members, outlined in the Charter, and by the Scottish Housing Regulator (SHR) and the Scottish Government, on your Housing Association/Co-operative 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.

→ Recruiting and retaining new Committee/ Board members

This course is designed for more experienced Committee/Board members. The last time anyone asked, the average age of housing association Committee/Board members in Scotland was 56 years. Many long serving Directors and Chief Executives are in their 50s and will be retiring in the next 5 or 10 years. The sector is facing a period of change.

The course content includes; succession planning in the context of the Scottish housing Regulator's (SHR) framework, recruiting and inducting new Committee/Board members, preparing and planning who will be the next Chair and requirements of an 'options appraisal.'

08.11.18

Time:
5.30pm - 7.45pm
Venue: Bob Allan
Conference Centre
Trainer: Olwyn
Gaffney
Cost:
Member £0
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!

13.11.18

Time:
5.30pm - 7.45pm
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?

This session focuses on disciplinary and grievance issues for your Committee/Board members. What does the Association’s disciplinary and grievance policy say and how does it operate in practice? Are all Committee/Board members aware of the procedures they and their employees should follow? Given the importance of ensuring proper governance throughout the Association, making sure proper procedures are followed with regard to staff is key.

15.11.18

Time:
5.30pm - 7.45pm
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/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.

08.11.18

Time:

5.30pm - 7.45pm

Venue: Bob Allan

Conference Centre

Trainer: David Hoey

Cost:

Member £110

Non-member £210

→ **Employment law - what do Committee/Board need to know?**

Employment law is changing all the time with developments in legislation and case law almost on a daily basis. It is a wide and complex area of law that covers every aspect of the employer – employee relationship. In certain circumstances, there can be no limit on the awards of compensation following many employment related claims.

As a Committee/Board member, you are an employer and as such should be aware of the important issues and topics in employment law.



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 2018.

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 Learning & Development brochure will be with you early October 2018 and cover January to March 2019.

Learning & Development Brochures

3 MONTH BLOCK

Committee/Board Development
October to December 2018



2018

PLEASE NOTE: SHARE DOES NOT CHARGE VAT

LEARN with SHARE

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

3 MONTH BLOCK

Staff Development
October to December 2018



2018

PLEASE NOTE: SHARE DOES NOT CHARGE VAT

LEARN with SHARE

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

12 MONTH BLOCK

Accredited Courses
January - December 2018



2018

PLEASE NOTE: SHARE DOES NOT CHARGE VAT

LEARN with SHARE

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

- Get a qualification
- Enhance your career
- Study with SHARE

2018



Follow us at:  [sharehousingtraining](https://www.facebook.com/sharehousingtraining)  [@training_share](https://twitter.com/training_share)

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

Company Limited by Guarantee 14559 (Scotland), Scottish Charity No. SC0 21721