

# SKILD

Skills and Knowledge for Local Development



*“If I could, I’d go on every one. They are well prepared, welcoming and appropriate. I work in isolation and they have helped me through a difficult period. I work differently from others in my organisation and it has helped to talk to other people.”*

Funding advisor on SKILD's Stepping into Management course

## Welcome to the SKILD summer 2008 learning programme

This year we're running our courses in Manchester, London, Birmingham and York.

We're funded directly by Capacitybuilders to deliver a core learning programme specifically for people giving hands-on support to groups.

We can also do tailored training for people supporting groups.

We're working in partnership with the new National Support Services. So there's a course in here, run in conjunction with the National Equality Partnership – and there'll be more coming...

See [www.improvingsupport.org.uk](http://www.improvingsupport.org.uk) for more about the National Support Services.

### Cost

- £49 third sector organisations
- £79 statutory sector organisations
- £99 private sector

### Includes lunch and VAT

To book, please fill in the booking form here or at [www.skild.org.uk](http://www.skild.org.uk) and email it to [may.johnson@navca.org.uk](mailto:may.johnson@navca.org.uk)

Or you can post it to: May Johnson, SKILD, NAVCA,  
The Tower, 2 Furnival Square, Sheffield S1 4QL

If you've got any questions, please give us a ring on 0114 289 3964.

SKILD is a project of NAVCA (the National Association for Voluntary and Community Action).

### **Being a development worker**

For people who are new to supporting groups, or revisiting the job after time away.

This day focuses on

- communicating well with groups
- caseload management
- ethical issues of development work
- where to get further support

*25 July Manchester*

*5 August Birmingham*

*15 August London*

### **Skills for development work**

For people who've been supporting groups for a while, and want some new ideas and techniques.

This day will introduce

- practical tools about common issues, to use with groups
- creative techniques for working with groups

*31 July York*

### **Good diversity practices for development workers**

For development workers who support groups working with diverse communities.

It includes

- increasing community participation
- increasing cultural awareness
- working with diverse groups
- looking at discrimination and oppression, and promoting social justice
- the differences and similarities between equal opportunities and diversity

Run in partnership with the National Equality Partnership.

*20 August Sheffield*

### **SKiLD tailor made learning opportunities**

If your organisation, network or consortium has a group of development workers giving hands-on support to groups, and with a specific learning need, please get in touch. We can find excellent and appropriate trainers to deliver what you need.

SKiLD will

- liaise with you to identify your learning needs
- commission the trainer and cover all their costs
- produce learning packs for the event
- provide post-training feedback from the trainer and learners

You will need to

- have access to a suitable training venue (that you pay for)
- have at least eight people
- pay £25 per person

The advantages for you are

- working with an established training provider to help you get what you need
- saving time and money as SKiLD subsidises the cost of the trainer by 50%
- keeping it at home, so staff don't have to travel

SKiLD has recently relaunched the SKiLD

framework. This is the place where you can assess your skills and find out about resources to support your work with groups.

Have a go now at [www.skild.org.uk](http://www.skild.org.uk)

# Booking form

SKILD 2008-09 training days

Name

Job title

Does your job involve directly supporting voluntary, community or social enterprise organisations?

Organisation name

Third sector  Statutory sector  Private sector

Address

Postcode

Tel

Email

Mobile

Course title(s)

location(s)

date(s)

Dietary requirements

Additional support requirements

*If you would prefer to discuss your requirements with someone please contact May Johnson on 0114 289 3964 or [may.johnson@navca.org.uk](mailto:may.johnson@navca.org.uk)*

**Cost** £49 for third sector organisations / £79 for statutory organisations / £99 for private organisations

**I enclose a cheque made payable to NAVCA** £                      **for**

**For BACS payment**

Account – NAVCA    Bank – Unity Trust Bank    Sort code – 08 60 01    Account number 20071624

**Closing date** seven days before the event.

**Cancellations** made before the closing date will receive a credit for future SKILD learning activities. If you cancel after the closing date, sorry but we are unable to make any refunds.

**How your information will be used.** This information will be used by SKILD and partner training providers to administer courses and your booking, and to keep you informed about their work.

**Please return to** [may.johnson@navca.org.uk](mailto:may.johnson@navca.org.uk) - May Johnson, SKILD, NAVCA, The Tower, 2 Furnival Square, Sheffield S1 4QL. For more information ring 0114 289 3964 or see [www.skild.org.uk](http://www.skild.org.uk)



FUNDED