



PJEndicott

Tailored training solutions for your organisation

Planning for the future

One-day course outline (7 contact hours)

Who is this course for?

This course is for Directors, Trustees and Managers within charities and voluntary sector organisations.

Course Outline

This course provides an interesting, practical and helpful introduction to the subject of strategic management for charities and voluntary sector organisations. During the day you will cover:

- The National Occupational Standards for Trustees and how they safeguard, promote and ensure the effective functioning of the organisation
- Why planning for the future is so important
- The importance and functions of the business and operating plan
- The planning process
 - Reviewing the organisation's mission and purpose
 - Gathering essential information including the use of stakeholder and SWOT analysis
 - Identifying strategic choices and deciding upon direction
 - Planning to achieve
 - Planning to meet costs
 - Demonstrating capability

You will also learn some very practical skills including:

- How to assess the strengths and development needs of the Trustee Board
- How to carry out a stakeholder analysis and a audit of the organisations strengths, weaknesses, opportunities and threats and use this information to the benefit of your own charity
- How to put together the business and operating plan
- How to identify the funding requirement for development plans
- How to demonstrate the capability to carry out your development

What will this course help you to do?

This course will enable you to work closely with other members of your strategic management team to review your organisation and to determine your goals for the next three or five years as required. You will begin to gather data on your competitors, collaborators and stakeholders and use this information to build an overall strategy. Elements of identifying the funding requirements will be covered. You will also complete an analysis of the strengths and development points of the Trustee Board which will identify the recruitment needs of the Board if necessary.

How to get the best out of the course

- Try to arrive 15 minutes before the course is due.
- A full information pack will be provided – you will not need to make any notes