



*Management***FAIR**

Thursday 11 February 2010 – Central London

High quality and affordable training for managers and leaders at all levels



This is the right programme for you, if you need to:

- **Manage people, projects or resources**
- **Develop your management skills**
- **Communicate successful leadership**

Organised by:

DIRECTORY OF SOCIAL CHANGE

From
only £20 per
session

Welcome to the first ever Management and Leadership Fair



Why should you attend?

The day is packed with practical, topical and affordable low-cost snappy workshops covering all areas of management and leadership. This event will give you the opportunity to:

- Come together with leaders and managers across the sector
- Gain new skills and valuable contacts

Who should attend?

- Chief Executives, directors and leaders wanting to develop their skills to communicate with their board, organisation and across the sector.
- Existing and newly promoted managers wishing to develop their management skills and knowledge.

Benefits of attending are:

- Discover and develop your management and communication style
- Enhance your people management skills
- Improve your interpersonal skills
- Develop your project management techniques
- Gain knowledge about managing resources

Senior & Executive Leadership

10.00-11.00

Manager? Coach? or both?

Good managers can always spot potential for team members to shine, but helping them to perform to this standard isn't always easy. Often we can see that he/she has a blockage of their own making but, despite our advice and guidance, the breakthrough never seems to happen. This workshop will explore how we can clear a path for awareness and responsibility in our staff.

Speaker: Cathy Shimmin

SE1

11.15-12.15

Getting the Best from your Board

How do you create a high-performing trustee board? This workshop will provide practical ideas to help make your board as effective as possible - from clarifying what roles trustees can play to developing the board as a team.

Speaker: Alan Lawrie

SE2

12.30-13.30

Developing the Culture for your Organisation

If you want to achieve lasting and effective change for your organisation you have to create the right culture. Getting the culture you want is simple but not easy. This session will help you to understand what culture is and how to create the one you want.

Speaker: Debra Allcock Tyler

SE3

LUNCH 13.30 -14.30

14.30-15.30

Creating and Communicating your Vision

Everyone agrees that having a vision is important, but many of us simply don't understand properly what one is and how to make it live in our organisation. This session will give you the basics you need to create a powerful and effective vision which really does make a difference to your organisation.

Speaker: Debra Allcock Tyler

SE4

15.45-16.45

Change Management

Change in organisations can be hard work and cause stress, anxiety and conflict. A range of strategies and tools will be presented to help managers plan for change and to support people through periods of change.

Speaker: Alan Lawrie

SE5

Essentials of People Management

10.00-11.00

Developing Team Performance

As managers juggling many priorities, we sometimes forget that high performance can only be achieved if we devote enough time and energy to the people in our teams. This workshop will explore some key actions, behaviours and approaches that will enhance that performance.

Speaker: Christine Wright

PM1

11.15-12.15

How to Manage your Above and Below Average Performers

Getting the best from staff is key to achieving results. Explore the factors which impact on an individual's motivation, find ways to recognise and reward high performers and consider a range of approaches to support staff to achieve better results.

Speaker: Cathy Shimmin

PM2

12.30-13.30

Delegation – Can't Someone Else Do It?

There is a difference between delegation and abdication. Delegation is an art so they say – come and discover why and find out how you can dramatically improve both your own and team's performance through effective delegation.

Speaker: Christine Wright

PM3

14.30-15.30

Some Essentials of People Management

Make your life easier by getting some essentials in place to help you manage your people - this session will cover setting expectations, boundaries, targets and standards with your staff and give you some tips on how to get the best from 1:1s.

Speaker: Heather Brierley

PM4

15.45-16.45

Managing People Remotely

Working with teams across different sites and with different time/working patterns can create challenges for all concerned. How can you build a team when members are not present? This workshop will look at practical ways to reach and manage remote teams.

Speaker: Christine Wright

PM5

Personal Development for Managers

10.00-11.00

Emotional Intelligence

For many years the IQ has been seen as the mark of an intelligent and well developed person and as the means to success in life but over the last decade scientific studies have shown emotional intelligence (EQ) is just as important. This workshop will look at how to manage your emotions and be able to express yourself appropriately, thereby working in harmony with others.

Speaker: Patricia Adams

PD1

11.15-12.15

Time Management

Are you constantly running behind schedule and would like to get on top of your work? Do you feel constantly stressed by impending deadlines? This session will look at ways of thinking and planning to help you manage the pressures.

Speaker: Christine Wright

PD2

12.30-13.30

All About Me

Yes, that's right, an hour dedicated to you! Personal development is key to success in your current job and your future career progression and it is so much more than just going on a course! Come and get some tips on how to approach, record and make time for your own personal development.

Speaker: Heather Brierley

PD3

14.30-15.30

What is your Management Style?

If management is about achieving results through people, then we have a really varied setting in which to be a 'good' manager. People are individuals and situation contexts vary. In this workshop you will consider the effectiveness of your management style, explore some theories from the 'gurus' and explore ways to adapt styles to suit the individual or situation ... while still being you.

Speaker: Cathy Shimmin

PD4

15.45-16.45

Difficult Messages from a Confident Manager

There are often times when, as a manager, we need to communicate a difficult message to an individual or the team. This workshop explores situations where confident behaviours, clear messages, management styles and communication approaches work towards a more positive outcome for all involved.

Speaker: Cathy Shimmin

PD5

Managing Projects

10.00-11.00

Monitoring and Evaluation

This session will outline how organisations can develop useful and practical systems for monitoring and evaluating their work. It will look at how to meet funders' needs for accountability and also help organisations to learn from their experience and plan their future work.

Speaker: Alan Lawrie

MP1

11.15-12.15

Managing People in Projects

Let's be honest, people can really make or break a project! This session will help you identify internal and external stakeholders, work out how much you need to communicate and engage with each stakeholder, delegate effectively and get the best from your project team.

Speaker: Heather Brierley

MP2

12.30-13.30

Project Management Overview

Increasingly voluntary organisations are having to rely upon fixed term projects. This session will outline a practical approach to designing and delivering projects and introduce a range of tried and tested techniques aimed at improving project management.

Speaker: Alan Lawrie

MP3

14.30-15.30

Risk Management

All activities involve some sort of risk. This session will help participants to identify different sorts of risk, look at how they can be reduced or managed and also explore how voluntary organisations can take a realistic and logical approach to managing risk.

Speaker: Alan Lawrie

MP4

15.45-16.45

The Essential Project Management Tool: The Gantt Chart

Come along to this session to help you make logical sense of everything you need to do to make your project a success! Find out how you can use a task management tool - the gantt chart - to record, arrange, delegate and monitor all your project tasks.

Speaker: Heather Brierley

MP5

Managing Resources

10.00-11.00

Managing Volunteers

Just because volunteers don't get paid doesn't mean they don't need to be managed. Come and find out some tips on managing volunteers effectively and handling tricky situations.

Speaker: Heather Brierley

MR1

11.15-12.15

Managing Redundancies

Redundancy is unfortunately a feature of the recession. This session will provide a step by step procedure to ensure fairness and minimise the risk of legal claims. It will cover:

- Fair selection for redundancy
- The consultation process
- The offer of redeployment

Speaker: Jane Klauber

MR2

12.30-13.30

Managing your Property

An overview of the essential legal issues which property managers should take into account to avoid and manage risks and exploit property assets efficiently. This session will cover: the rights of mortgage lenders, landlords and tenants, the rights of neighbouring owners and protecting and enhancing property rights.

Speaker: James McCallum

MR3

14.30-15.30

Managing your HR Policies and Procedures

Clear and comprehensive procedures and good implementation ensure the speedy resolution of disputes and workplace issues. This session will cover: ACAS Code of Practice, recent developments on the right to be accompanied, good practice policies on diversity, redundancy disciplinary and grievance.

Speaker: Deborah Nathan

MR4

15.45-16.45

Managing Legal Risk

Identifying and managing key risks that experience shows are the most common pitfalls for charities. This session will cover:

- Inadequate constitutions
- Poor governance processes
- Insurance issues
- Merger and collaboration
- Funding

Speaker: James Sinclair Taylor

MR5

Booking Form

All bookings need to be sent with your payment to:
Management Fair 2010
DSC, 24 Stephenson Way, London NW1 2DP

For enquiries about booking:
Tel: 08450 77 77 07 Fax: 020 7391 4808
E-mail: training@dsc.org.uk Website: www.dsc.org.uk

PLEASE BOOK THE FOLLOWING SESSIONS (Please use block capitals in black ink)

	Delegate attending (full name)	Job title	Delegate email	Session name	Session code	Lunch (£5 pp)	Cost
1							30
2							30
3							25
4							25
5							20
6							20
7							20
8							20
9							20
10							20
						Total	

Method of Payment

- Cheque** (made payable to DSC)
 Invoicing (orders over £50 only)
 BACS (ensure remittance is sent)

- Visa**
 Mastercard
 Switch
 Delta/Connect

The more you book the more you save

Card number

Security no (last 3 digits on back of card)

Valid from

Expiry date

Issue no (Switch only)

Cardholder's address (if different from main contact)

Name

Address

Postcode

Tel:

Cardholder's signature:

Specific requirements

- Hearing aid loop system Wheelchair access
 Large print handout material Sign language interpreter*
 Lip speaker* Other (specify)

*These must be booked by 11 January 2010

Confirmation statement: I have read and agreed to DSC's Terms and Conditions

Sign: _____ **Date:** / /

Tick List

- Enter name, job title and email address for each person attending.
- If you want to book more than 10 sessions photocopy and continue on a new booking form – please note these additional sessions now cost only £20 each.
- Insert the session name and code(s) of the session they wish to attend.
- If you require lunch, please fill in the amount per person
- The pricing structure means that as you book more sessions the price comes down. The first and second sessions are £30, the third and fourth are £25, the fifth and all subsequent sessions are £20.
- Enter the total cost of all sessions and lunch in the final columns.
- For specific requirements, please make sure you tick the boxes on the Booking Form.
- Sign the confirmation statement and send booking form with payment.

Terms and Conditions

Advance bookings close on Monday 8 February 2010. Bookings received after this date will not be processed, but you will be able to book on the day. NB: Once you have submitted you booking whether or not you have sent payment you will be liable for the whole fee.

How to Book All bookings must be made in writing and can be submitted by post, fax or online at www.managementfair.org.uk
 Send postal booking together with payment to:
Management and Leadership Fair 2010, DSC, 24 Stephenson Way, London NW1 2DP. Fax: 020 7391 4808.

Payments We can only issue an invoice for over £50. In order for us to process this, we must receive your booking postmarked no later than Friday 5 February. All other bookings must be accompanied by payment.

Online – credit card, request an invoice or BACS*
 By post – cheque (payable to Directory of Social Change) or with credit card, request an invoice or by BACS*
 By fax, credit card, request and invoice or by BACS*
 *If you wish to pay by BACS, please contact us.

Once payment has been received and your booking has been processed we will send you a letter of confirmation.

Cancellations Once you have submitted your booking, whether or not you have sent payment, you will be liable for the whole fee. Bookings are only transferable to another delegate from the same organisation. They are not refundable. Only in exceptional circumstances can delegates qualify for a refund at the discretion of the Customer Services Manager, and in these circumstances a 25% administration charge will be deducted for each session cancelled.

Data Protection DSC will use the information you provide on your Booking Form (see opposite) for administering the sessions only. We will not disclose this information to any other person or organisation, except in connection with Management and Leadership Fair 2010.