

Business Gateway FREE WORKSHOP PROGRAMME Jan - Mar 2018

New Business Start-up (2 days)

Wednesday 17th & Thursday 18th January, 10.00 – 16.00(both days), St Magnus Centre

This workshop is designed for anyone who has just started in business or is thinking about starting. The workshop will cover business planning, the legal structures of businesses as well as an introduction to VAT, tax, financial record keeping and marketing.

Record keeping (full day)

Wednesday 14th February, 10.00 – 16.00, St Magnus Centre

In this workshop you will learn the broad principles and procedures in accounting systems and how to understand cash flow forecasts, profit and loss statements, spreadsheets, balance sheets and what they should contain.

Getting started with your Business Plan (full day)

Wednesday 21st February, 10.00 – 16.00, St Magnus Centre

Putting together a business plan is an essential step in testing out your business idea(s) and for seeking support for your business. During this workshop you will learn how to approach writing your plan for different audiences, and what information each section should contain.

Improving your negotiating skills (half day)

Thursday 1st March, 10.00-13.00, St Magnus Centre

This is an ideal session for those new to formal negotiating techniques. This workshop will help improve your business negotiating skills through understanding the situations in which negotiations happen, knowing how to prepare to negotiate, enhancing communication skills and working towards a successful outcome.

Please contact Business Gateway on [01856 898595](tel:01856 898595), Email business.gateway@orkney.gov.uk or visit the office at 14 Queen Street, Kirkwall, to book your place. Please provide your full contact details. There will be a light lunch provided, let us know if you have any special dietary requirements.

Please note booking in advance is essential due to limited capacity

[Click here to book direct](#)

Stress Control Course

Stress Control – Train the Trainer course, January 23rd and 24th 2018 in Kirkwall.

- Large-class CBT for common mental health problems
- Can you give quite a substantial commitment to deliver this training once trained?
- Can you commit to personally running 6 x 1.5 hour classes per year, in a community hall somewhere, plus preparation time?
- If you can, then please contact Edwina Lloyd at VAO to indicate your interest and to receive more information before you make this absolute commitment.
- We are looking for folk on the isles particularly to come and be trained and then to offer the training within their own communities. Can you help members of your community to face their fears, stay active and boost their own well being?

For further information follow: www.stresscontrol.org Email: Edwina.lloyd@vaorkney.org.uk

Digital Boost sessions

[Click here to book direct](#) For further information contact: Edwina.lloyd@vaorkney.org.uk



DigitalBoost is funded by Digital Scotland and delivered by Business Gateway.

CLOUD FOR BUSINESS ESSENTIALS Tues 20 Feb, 9.30 - 12.30, Pickaquooy Centre
Your back office and technology requirements need to be secure, scalable and cost-effective. This course will help you discover or improve a strategy to achieve just that.

PAID FOR ADVERTISING Tues 20 Feb, 1.30 - 4.30, Pickaquooy Centre
This workshop is ideal for those looking to increase the effectiveness of their paid advertising and digital marketing strategy

KEEP YOUR BUSINESS SAFE ONLINE Weds 21 Feb, 9.30 - 12.30, Pickaquooy Centre
Find out how to take some simple steps to reduce your chances of being hacked and also how to minimise the impact if your business does suffer a cyber attack

FACEBOOK FOR BUSINESS Weds 21 Feb, 1.30 - 4.30, Pickaquooy Centre
This workshop is designed for people who want to deepen their understanding of how Facebook can be used to engage with their target audience in order to boost conversions.

PRODUCING ENGAGING ONLINE CONTENT Thurs 22 Feb, 9.30 - 12.30, Pickaquooy Centre
To equip you to amplify your brand and message to boost sales and profit.

DIGITAL MARKETING STRATEGY Thurs 22 Feb, 1.30 - 4.30, Pickaquooy Centre
Learn the practical steps necessary to develop a digital marketing strategy.

01856 898595
orkney@bgateway.com
visit www.bgateway.com/events



Attracting & Supporting Your Volunteers training



28th February OR 28th March 2018, 10.00am-12.30pm (15 minute break)

Voluntary Action Orkney Board Room, Bridge Street, Kirkwall

Do you manage volunteers in your organisation? Are you thinking of attracting volunteers to extend your service provision? Then come along to this short and friendly session for some practical help and a sharing of common issues!

By the end of the course the delegates will be able to –

- Demonstrate an understanding of the definition of volunteering
- Demonstrate an understanding of the barriers to volunteering
- Demonstrate an understanding of the volunteer recruitment process
- Demonstrate an understanding of the importance of a planned Volunteer Induction
- Demonstrate an understanding of the importance of ongoing management and support process for existing volunteers
- Demonstrate an understanding to the basic principles of the PVG Scheme
- Demonstrate an understanding of the 'Saltire Award'
- **Demonstrate an understanding of the 'Quality Volunteering Award'**

To book, please contact enquiries@vaorkney.org.uk there may be a small charge for this course, depending on numbers signing up to attend.

Training South

The logo for Training South consists of the text 'Training South' in a bold, blue, sans-serif font. Below the text is a blue, wavy line that curves under the word 'South'.

Alcohol Focus Scotland training brochure

Please take a look at the training on offer in the attached brochure.

If you want to know more about their training please contact Jane Wilson, their Learning & Business Development Lead. Jane is happy to present at local meetings to give an overview of their training or provide more detailed information about particular programmes.

Jane Wilson
Learning & Business Development Lead
Alcohol Focus Scotland
Direct Dial: 0141 572 6598 Mobile: 07739 642713
Email: jane.wilson@alcohol-focus-scotland.org.uk

PVG Best Practice Workshop

Location: Stirling, Tuesday 20 Feb 2018 10.00-16.00



Volunteer Scotland Disclosure Services (VSDS) wish to remind you of the support and guidance available for the Protection of Vulnerable Groups (PVG) process, your recruitment of volunteers and paid staff and in relation to the safeguarding of vulnerable groups.

This course offers the opportunity to review your existing practices, create networking opportunities and learn of other voluntary organisation practices.

The workshop will cover:

- PVG checking/re-checking
- Recruitment policy
- Decision making (are they suitable)
- Referrals

[Book](#) [Website](#)

Price: FREE, Contact Volunteer Scotland



Digitally Agile Community Learning and Development - the Basics

Location: Edinburgh City, Thursday 25 January 2018 10.00-Thursday 08 February 16.00

This free training aims to support community learning and development practitioners to develop basic digital skills and to embed those skills into community learning and development practice. The training will focus on basic digital skills of managing information, communicating, transacting, problem solving, creating and staying safe online. The context for the course will be how basic **digital skills can become embedded in the practitioners' community learning and development practice.**

The Training:

- Two days – day one will focus on basic digital skills, day two will focus on how to use digital skills in community learning and development practice
- Day one will be on 25 January and 8 February
- Both days will run from 10.00 – 15.00 and refreshments and lunch will be provided
- **The training will take place at: Edinburgh Training and Conference Venue, 16 St. Mary's Street, Edinburgh EH1 1SU.**

Price: FREE [Find out more](#) or Contact Jackie Howie, [E-mail](#), Tel 0141 353 5649

Boys to Men – **building relationships to support boys' learning, wellbeing and development**

Location: Glasgow City, Wednesday 07 Feb 2018 09.30-15.45



This one-day training conference will create a series of interactive discussion forums for those working with boys and young men around behaviour, relationships, sexual development and mental health and consider how we can ensure boys are fully engaged and supported in these areas and, through such empowerment, better able to make the right choices.

Bringing together professionals from across Scotland's schools, education and wider integrated children's services, the event will explore:

- **The root causes and pressures that can underpin boys' negative behaviours**
- Mental health issues that particularly affect boys and the resources in place to address this
- Support and guidance boys may require as they develop into adulthood
- The importance of role models
- Boys, relationships and sex – attitudes, peer-pressure and consent

Price: £99.00 to £199.00 - 20% discount for members of YouthLink Scotland (quote YouthLink20)

Contact Policy Hub Scotland, Tel: 0131 344 4611 [E-mail](#) [Book](#)

Funding Opportunities



Greggs Foundation's Local Community Projects Fund Opens for 2018

Communities in need are set to benefit from Greggs Foundation funding aimed at health and social welfare issues in England, Scotland and Wales.

The Greggs Foundation's Community Projects fund is inviting applications for grants of up to £2,000 to not-for-profit organisations across Great Britain. Funding will support projects or equipment for those in need at the heart of local communities.

Projects can support a variety of people:

- Disabled or suffering chronic illness
- Living in poverty
- Voluntary carers
- Homeless
- Isolated older people

- Other demonstrable significant need
- Eligible projects should also be able to demonstrate that they have achieved at least one of the following Key Performance Targets for their beneficiaries:
- Decreased social isolation
- Improved health and wellbeing
- Improved resilience/coping mechanisms
- Improved life skills
- Improved opportunities

The Local Community Projects Fund is administered by seven charity committees throughout Great Britain. Please note that the programme is 'highly over-subscribed' and there is 'huge competition' for the grants available.

For further information please contact: meghan.mcewen@vaorkney.org.uk

The next deadline for applications is 9 March 2018.

Future Routes Fund



The Future Routes Fund offers funding of between £500 and £5,000 to groups of young people and individuals aged 11 to 26 to run events and projects during the [Year of Young People 2018](#) that promote young people's interest in Scotland's nature, wildlife and biodiversity.

The deadline for applications is 15 February 2018.

Contact Future Routes Fund, Young Scot

Tel 0808 810 0338

[E-mail](#) [Website](#)



Greggs Foundation's Environmental Grants Scheme Opens for 2018

Using money from the 5p levy on carrier bag sales in Gregg's shops, the Greggs Foundation's Environmental Grants scheme aims to improve people's lives in Great Britain.

The Gregg's Foundation's Environmental Grants programme is now inviting applications for grants of up to £2,000 for projects in England, Wales or Scotland that deliver a real benefit to the environment.

Projects must address one or more of the following:

- Improving the local environment.
- Insuring involvement of local communities.
- Delivering a sustainable and measurable difference
- Supporting people in need

The funding can be used to cover the purchase of equipment, sessional salary costs, purchase of trees/plants, small capital projects and learning activities.

Not-for-profit organisations with a turnover of £300,000 or less as well as schools in England, **Scotland and Wales can apply. Organisations that are based near Gregg's shops will be given priority.**

For further information follow:

<http://www.idoxopen4community.co.uk/tendring1/Scheme/View/Greggs-Foundation-Environmental-Grants-GRUKBP3!S42226?bcr=MTIzNg>

The next deadline for applications is 9 March 2018.

Grow Wild UK Providing Grants to Transform Local UK Spaces

Stand out projects focusing on UK wildflowers have until mid-January 2018 to apply for grants of £2,000 or £4,000 to transform local spaces.

Grow Wild UK awards funding for projects that brings people together through activities that connect their community and celebrate UK native wildflowers, plants and/or fungi. The Fund is a partnership between Grow Wild UK, the Royal Botanical Gardens at Kew and Lemos&Crane. Projects must:

- Stand out from the crowd
- Focus on UK native wildflowers, plants and/or fungi, highlighting the importance of these species for the environment, and for quality of life
- Engage one or more of these groups: young people aged 12-18, students and young people aged 18-25, people living in urban areas, people experiencing hardship and reduced access to services, adults that are less engaged with their community and environmental activities
- Encourage large-scale community involvement, ideally in the hundreds
- Deliver the project in a space or location that is accessible to the general public
- Be delivered by voluntary, youth or community groups that are constituted, not-for-profit, or charitable. This includes youth groups, secondary schools, councils and health authorities
- It is estimated that the fund will support 50 groups across England, Scotland, Wales and Northern Ireland in 2018

For further information follow: <http://www.idoxopen4community.co.uk/glasgow/Scheme/View/Grow-Wild-Community-Project-Funding-2018-GRUKBP3!S43596?bcr=MTIzNQ>

Opportunities for Enterprise



Social Enterprise UK survey - EU Exit

If you work for, run, or are involved with a social enterprise Social Enterprise UK are keen to hear your views on the UK's decision to leave the European Union.

Their survey prior to the EU exit referendum received an excellent number of responses and they would like to know how opinions have changed, if at all, since the referendum result was announced.

In order to continue to support social enterprises, and the sector more widely, it would be greatly appreciated if you completed the survey below; the survey should take no more than 5 minutes to complete. Your feedback would be invaluable in helping to collate evidence to inform their political influencing, campaigning and communications work.

For further information contact: meghan.mcewen@vaorkney.org.uk

[Click here to take part in the survey](#)

VAO can help with your training and funding needs!

Please contact

enquiries@vaorkney.org.uk

to explore possibilities