

**COURSE DETAILS:**

**An Introduction to Governance**

The course will cover:

***Understanding Governance***

* Understanding the role of the Board
* ‘Governing’ vs ‘representing’ – the difference between the two and managing any conflicts
* Being effective and accountable – the key skills any Board members needs

***Money Matters – Finance for “Non-finance People”***

* How to run a financially sustainable and efficient organisation
* Maintaining effective financial control and probity
* Understanding and applying Value for Money principles

***Managing Without Discrimination***

* Living up to Equality & Diversity: what are the legal duties placed on organisations today?
* Why is it important to understand other perspectives?
* When and where could we exceed the legal minimum requirements?

***Understanding Risk***

* What is risk?
* Where do our key risks come from?
* What are the principles of good risk management?

***Monitoring Performance***

* Understanding performance indicators
* Asking the right questions and using information to make good decisions
* Understanding “the big picture” rather than monitoring day-to-day operations

***Making Meetings Work***

* Getting the most out of meetings and developing your communication skills
* Working as a team – managing relationships, diverse views and conflicts
* Balancing the need for openness and confidentiality