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Nicola Quinn  
Bat Conservation Trust  
Fundraising &  
Development Officer,  
Funds Online subscriber

# Charity Resources

Spring  
2020



Publications

Training

DSC research

Conferences

In-house training

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# Training

● Beginner  
● Advanced

## Training

We need the sector to be as strong as possible and with our training you can get there. Our courses give you practical skills to apply immediately in your workplace, from experts in the field. By sharing experiences and challenges with fellow professionals, you'll have the opportunity to learn from others.

pg 2

## Publications

We have **around a 100 titles** to help you in our online bookshop including our bestselling funding directories, research reports and guides on a wide range of subjects.

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## In-house

In-house training means you get just the right content, ideas and solutions tailored to meet your individual, team and organisation needs. We offer bespoke **training, mentoring, coaching, facilitation and consultancy.**

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## DSC Research

For over 40 years DSC has published research, and we are one of the leading research organisations in the voluntary sector. We offer a bespoke research and analysis service for the voluntary sector.

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## Funds Online

With relevant and comprehensive information on more grant-making charities than any comparable resource, our **Funds Online** gives you the tools you need to succeed.

Go to [www.fundsonline.org.uk](http://www.fundsonline.org.uk)

## Conferences

Network with hundreds of like-minded professionals and hear from expert speakers at our educational and informative events. Check [www.dsc.org.uk/events](http://www.dsc.org.uk/events) for information on our *Charity Leaders' Summit* and *Charity Accountants' Conference*.

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Email: [cs@dsc.org.uk](mailto:cs@dsc.org.uk)

# Management and Leadership

## Management

### Moving into Management

Book included: *It's Murder in Management*



**For new managers.** This course provides the tools and techniques that will help you become an effective manager. You will identify the skills and qualities needed in your new role and explore the considerations around transition.

04 Mar 20 A: £329 B: £429 C: £529  
07 May 20 dsc.org.uk/mim  
10 Jul 20  
22 Sep 20  
06 Nov 20

### Managing for Managers

Book included: *Managing Without Profit*



**For those running small organisations and for middle managers.** An in-depth look at your leadership role to help you build a toolkit of practical skills and become a more effective leader and manager.

05-07 May 20 A: £549 B: £649 C: £749  
01-03 Jul 20 dsc.org.uk/mfm  
13-15 Oct 20  
02-04 Dec 20

### Support and Supervision of Staff 1



**For new team leaders or supervisors.** Provides a best practice framework for supporting and supervising within which to work. Topics include performance management, the supervisor's role and dealing with poor performance.

26 Feb 20 A: £329 B: £429 C: £529  
24 Apr 20 dsc.org.uk/sss  
10 Jun 20  
07 Aug 20  
20 Oct 20  
09 Dec 20

### Support and Supervision of Staff 2

Book included: *Speed Read: Delegation*



**For team leaders and supervisors** who have been managing for some time and want to develop their skills and assess their style and performance. Identify your strengths and weaknesses and apply good support and supervision practices.

17-18 Mar 20 A: £439 B: £639 C: £839  
15-16 Jul 20 dsc.org.uk/sst  
24-25 Nov 20

### Emotional Intelligence for Managers and Leaders

**For Managers and Leaders.** Conflict and disagreement are just part of organisational life and are sometimes necessary to move things forward. There is a difference, however, when low moods and morale prevail and it is not clear why. This course will help you understand emotional intelligence and the positive impact you can have on your team.

26 Mar 20 A: £299 B: £399 C: £499  
29 Oct 20 dsc.org.uk/eil



## Leadership

### Moving into Leadership

Book included: *It's Tough at the Top: The no-fibbing guide to leadership*

**For those stepping into leadership positions.** What makes a good leader? Moving into a new role with very different responsibilities can be daunting, no matter how much management experience you may have. This course will help you develop a new frame of thinking and identify who you need to be as a leader. We'll focus on what will help you in your new role and look at worries and concerns new leaders may have.

10 Mar 20 A: £299 B: £399 C: £499  
18 Jun 20 dsc.org.uk/mil  
15 Sep 20  
2 Dec 20

### New Chief Executive - New Challenges

**For those stepping into leadership positions.** Daunting, challenging, exhilarating, scary...welcome to your promotion! From the way you interact with other people, to legal and technical issues you need to control, through to the development issues you need to prioritise, this course will cover key aspects of successfully transitioning into a Chief Executive role.

07 Apr 20 A: £299 B: £399 C: £499  
11 Aug 20 dsc.org.uk/cec  
04 Dec 20

### The Leadership Challenge



**For CEOs, Senior Executives and Directors,** this course is designed to inspire, engage, and help leaders develop the skills for a strong foundation for effective leadership that can be easily used in a wide range of leadership situations.

12-13 Aug 20 A: £439 B: £639 C: £839  
11-12 Nov 20 dsc.org.uk/tlc



### Leading and Managing Change



**For managers and leaders.** Whether change is planned or unplanned, it can mean low morale, restructures or redundancies or significantly different ways of working to deliver services. As a leader of organisational change you have a responsibility to ensure it is delivered with a sense of urgency and commitment balanced with practical and emotional support to employees.

10 Mar 20 A: £299 B: £399 C: £499  
01 Jul 20 dsc.org.uk/lmc  
25 Nov 20

### Women's Leadership for Social Change



**For women who are about to embark on, or are new to, a leadership role.** Run in partnership with the Women's Resource Centre (WRC), this course is specifically for women working within the voluntary, community and local authority sector, who want to understand and develop a feminist approach in their leadership style, to help achieve social change.

30 Apr 20 A: £299 B: £399 C: £499  
dsc.org.uk/wsc

## Strategy and Planning

### Business and Strategic Planning

Book included: *Business and Strategic Planning*

**For managers and trustees** responsible for developing future strategy for their organisation. Learn how to construct, resource and cost indispensable business plans and involve trustees, staff and volunteers effectively.

03 Apr 20 A: £309 B: £409 C: £509  
13 Nov 20 dsc.org.uk/bsp

### Charity Survival and Sustainability

Book included: *Making a Lasting Difference*

**For anyone interested in sustaining non-profit organisations,** projects and their impact. This participatory workshop introduces the principles and practices of financially sustainable organisations. Broaden your understanding of sustainability and how to achieve it, and develop action plans to support your organisation's future survival.

07 Apr 20 A: £309 B: £409 C: £509  
dsc.org.uk/bsc

## Volunteers

### Managing Volunteers

Institute of Leadership and Management (ILM) endorsed course (optional - £140)  
Book included: *The Complete Volunteer Management Handbook*



**For anyone involved in recruiting or managing volunteers.** Implement an action plan covering recruiting diversely, inducting, managing, supervising, legal considerations and dealing with difficult situations.

05-06 Mar 20 A: £439 B: £639 C: £839  
13-14 May 20 dsc.org.uk/mav  
04-05 Aug 20  
03-04 Nov 20

### Dealing with Difficult Volunteers



**For anyone with responsibility for volunteers.** This course will help you understand what difficult behaviour is and why it is important to tackle. You will be equipped with the skills and tools you need to deal with situations effectively, appropriately and confidently.

22 Apr 20 A: £299 B: £399 C: £499  
16 Sep 20 dsc.org.uk/ddv  
11 Dec 20

## Practical Project Management

### Practical Project Management

Institute of Leadership and Management (ILM) endorsed course (optional - £140)  
Book included: *Speed Read: Risk Management*



**For those with limited project management experience.** Gain a full understanding of the nature of projects and a systematic process in order to plan and implement the clear outcomes you need. ILM endorsed course (optional) £140.

22-23 Apr 20 A: £439 B: £639 C: £839  
15-16 Jun 20 dsc.org.uk/ppm  
29-30 Sep 20  
26-27 Nov 20

We offer three different price bands based on your type of organisation:

- Band A**  
Voluntary and community organisations with a turnover of up to £500,000.
- Band B**  
Voluntary and community organisations with a turnover of over £500,000.
- Band C**  
Statutory and commercial organisations.



# DSC returns to Liverpool...

## Moving into Management

Making the transition from led to leader can be tough. It will be made a lot easier if you have some basic skills and techniques under your belt. If you are embarking on the start of your management journey this course is an absolute must when it comes to confidence and effectiveness.

27 Feb 20 A: £189 B: £219 C: £319  
24 Jun 20 dsc.org.uk/mim-I

## Communicating to Influence

Book included: *The Pleasure and the Pain*

Come to this course to explore what makes people tick, how to appeal to others' communication styles and ways to give a clear and effective message that raises your chances of influence.

05 Mar 20 A: £189 B: £219 C: £319  
dsc.org.uk/inf-I

# Fundraising

## Fundraising Essentials

### All About Asking

Book included: *Asking Properly*

NEW

For those new to fundraising. 'If you don't ask you won't get' is one of the key rules of fundraising. This course will take you through five important areas to consider in making an Ask: relationships, planning, and process, motivations, what you say/how you say it.

13 May 20 A: £299 B: £399 C: £499  
28 Sep 20 dsc.org.uk/aaa

### Fundraising in a Day

Book included: *The Complete Fundraising Handbook*

For those new to fundraising. Get a comprehensive introduction to fundraising, understand the role of the fundraiser, and get familiar with the key fundraising methods and tools commonly used. Whether you're new to a specialist fundraising role or wish to get involved in fundraising activities without being a professional fundraiser yourself - this course will help you get your head around the world of fundraising quickly.

08 Apr 20 A: £299 B: £399 C: £499  
25 Jun 20 dsc.org.uk/fid

### Fundraising with Digital Marketing

Book included: *The Digital Fundraising Book*

Anyone seeking to develop their digital marketing skills. Attend this course to better understand the digital media available, how to adapt your message and develop a digital content strategy to maximise the returns from each channel.

03 Apr 20 A: £299 B: £399 C: £499  
19 Jun 20 dsc.org.uk/fdm  
16 Sep 20  
24 Nov 20

## Events, Communities and Individual Giving

### Introduction to Community and Events Fundraising

Book included: *Community Fundraising*

For those new to Community and Events Fundraising. Community and events fundraising combined can be very effective and produce a fruitful relationship if thought through strategically. If you are lucky to have a pool of community supporters you would be missing a trick by not engaging them in events and

07 Jul 20 A: £299 B: £399 C: £499  
06 Nov 20 dsc.org.uk/cef

### Fundraising Event Management

Book included: *The Complete Special Events Handbook*

For those with limited experience of planning and running events. You'll learn how to organise a successful and stress-free fundraising event and construct a project plan that covers every element of your event, from promoting it to reviewing and planning the next one.

24 Apr 20 A: £299 B: £399 C: £499  
15 Oct 20 dsc.org.uk/fem

### The Essentials of Individual Giving: Planning for Success

NEW

For those new to individual giving. This course will take you step-by-step through the marketing planning process, from identifying supporter needs to developing objectives and strategies to meet them. You will learn how to plan effectively, and build viable, sustainable supporter relationships - the key to developing income from individual giving.

1 May 20 A: £299 B: £399 C: £499  
09 Jul 20 dsc.org.uk/eig  
21 Oct 20

## Corporates

### How to Develop Corporate Support

30% OFF The Guide to UK Company Giving 2019/20 when you attend

For those new to corporate fundraising. If you've never asked companies for money before, it can seem daunting. It shouldn't. All you need to know is who to ask, how to ask and what to ask. Understand company motivations for giving and how to forge long-lasting relationships.

11 Feb 20 A: £299 B: £399 C: £499  
16 Jul 20 dsc.org.uk/dvc  
10 Nov 20

### Increasing Corporate Support and Sponsorship

Book included: *Corporate Fundraising & Partnerships*

For those with some practical experience, looking for a strategic approach to corporate fundraising. You'll learn to differentiate between types of corporate support which could make the difference between a short-term gift and a long-term relationship.

19 Mar 20 A: £299 B: £399 C: £499  
17 Jun 20 dsc.org.uk/css  
16 Sep 20  
03 Dec 20

## Trusts and Foundations

### How to Raise Money from Trusts

30% OFF The Directory of Grant Making Trusts 20/21 when you attend

BEST SELLER

For those new to trust fundraising. Learn the tools to make confident approaches to the right trusts. Hear UK trusts experts share the lowdown on researching, targeting and applying, and how to structure an application and create long term relationships.

11 Mar 20 A: £299 B: £399 C: £499  
24 Jun 20 dsc.org.uk/rmt  
05 Nov 20

### Maximising Support from Trusts and Foundations

30% OFF The Guide to Major Trusts 19/20 when you attend

For those with some experience of trust fundraising. This course looks at how trusts work, key elements of developing strong relationships, and how to integrate trusts into your fundraising strategy, as well as revealing insider knowledge from DSC research.

12 May 20 A: £299 B: £399 C: £499  
15 Sep 20 dsc.org.uk/mxt

## Legacies

### A-Z of Legacy Fundraising

Book included: *Legacy and In-Memory Fundraising*

Anyone who wants to generate income from legacies. This one day course will show you how to start and grow your legacy income, including identifying prospects and legacy communication.

14 May 20 A: £299 B: £399 C: £499  
14 Oct 20 dsc.org.uk/leg

We offer three different price bands based on your type of organisation:

**Band A**  
Voluntary and community organisations with a turnover of up to £500,000.

**Band B**  
Voluntary and community organisations with a turnover of over £500,000.

**Band C**  
Statutory and commercial organisations.

## Writing Applications

### Proposal Writing for Beginners

Book included: *Writing Better Fundraising Applications pdf*

For those new to writing proposals or those needing a refresher. Learn techniques to help you write strong, persuasive and successful funding proposals. A must-attend course if you are writing any type of funding applications. Get to know yourself and your needs while better understanding your prospect, and start writing.

15 May 20 A: £309 B: £409 C: £509  
11 Sep 20 dsc.org.uk/pwb  
01 Dec 20

### Proposal Writing: Developing your Skills

For those with at least 6 months' experience of fundraising from trusts. Want to make your grant applications stand out from the rest? Most funders receive more applications for funding than they could ever possibly fund. This course will show you how to make each of your applications shine and rise to the top of the pile.

12 Feb 20 A: £309 B: £409 C: £509  
18 Jun 20 dsc.org.uk/pws  
22 Oct 20

# Communication and Writing

## Writing Skills

### Writing for Impact

For anyone who writes marketing or promotional copy. Good causes deserve good copy. This course covers all the major aspects of good quality charity copywriting, be it for flyers, blog posts, newsletters or direct mail. You'll learn how to use words to bring your organisation's work to life, hold your readers' attention and tell great stories.

BEST SELLER

23 Apr 20 A: £329 B: £429 C: £529  
16 Jul 20 dsc.org.uk/wfi  
08 Oct 20

### Business Writing Skills

Book included: *Writing for Work*

NEW

For anyone who writes as part of their charity job. Good quality writing, whether in reports, presentations or other documents is essential to convey messages clearly and reflects on the organisation and the writer. This course will help you develop a structured approach to writing, use an audience appropriate style and confidently check and edit your writing.

08 Jul 20 A: £299 B: £399 C: £499  
16 Oct 20 dsc.org.uk/bws

### Minute Taking Skills

Book included: *Key Guides: Minute Taking*

1/2 DAY

For those responsible for taking the minutes of their meetings, this course stresses the importance of the minute taker's role and offers practical tips on how to make the task more manageable both in terms of preparing for the meeting in collaboration with the Chair as well as writing notes during the meeting and producing the minutes afterwards.

14 Feb 20 am A: £149 B: £249 C: £349  
18 May 20 pm dsc.org.uk/mts  
14 Aug 20 am  
09 Nov 20 pm

## Digital Communication

### Smartphone Photography and Visual Storytelling

NEW

For anyone. Being able to communicate and tell your story visually through social media and various other communication channels is essential. While the need for professional images is still required in some cases, you also have to be able to take good images yourself. This course will give you the techniques, to take quality images so you do not miss those candid moments.

19 Jun 20 A: £299 B: £399 C: £499  
22 Sep 20 dsc.org.uk/spp  
08 Dec 20



# Finance, Risk Management and Governance

## Finance

### Finance for Non-Finance Managers



**20% OFF** The Charity Treasurer's Handbook when you attend this course

**For managers who do not usually deal with finance.** Understanding your organisation's finances can vastly improve the way you work. This course will demystify the monthly accounts and improve your financial understanding and reporting. We will cover the key finance terminology, the differences between financial statements, management accounts, budgets, cash, profits, liabilities and more.

12 Feb 20 A: £329 B: £429 C: £529  
29 Apr 20 dsc.org.uk/fnf  
09 Jun 20  
12 Aug 20  
22 Oct 20  
08 Dec 20

### Accounting & Financial Management **2 DAYS**

**20% OFF** The Complete VAT Handbook when you attend

**Non-accountants, finance staff and managers without an accounting degree.** This course will bust jargon and explain the fundamentals. You'll learn how to properly interpret your organisation's accounts and understand the basic principles of management accounts, balance sheets, and income and expenditure accounts.

05-06 Feb 20 A: £399 B: £599 C: £799  
08-09 Sep 20 dsc.org.uk/afm

### Impact: Understanding and Quantifying Your Social Value

**For charity professionals at all levels.** Do you understand the value your projects create, and how to measure the concrete differences they make? In this course you'll gain an understanding of why measurement is important, what funders want to see, and discover effective ways to turn your vital work into outcomes, figures and targets achieved.

13 May 20 A: £299 B: £399 C: £499  
29 Sep 20 dsc.org.uk/iuq

## Risk Management and Trustees

### Risk Management and Safeguarding



**For those responsible for safeguarding and risk management.** Getting safeguarding and risk management right is essential for charities. This course will provide you with the knowledge and tools you need to develop a robust approach to safeguarding and create and implement a risk management policy appropriate to your organisation.

04 Mar 20 A: £299 B: £399 C: £499  
10 Sep 20 dsc.org.uk/rms

### Data Protection and Confidentiality

**For those responsible for GDPR and data protection.** If your organisation or team processes data, you must comply with the law. This course will provide you with a thorough understanding of data protection laws and ensure your organisation complies with the law and good practice on Data Protection and confidentiality.

09 Jun 20 A: £299 B: £399 C: £499  
06 Oct 20 dsc.org.uk/dpc

### Duties of a Trustee



Book included:  
Key Guides: The Charity Trustee's Handbook

**For current and prospective trustees and those working closely with trustees.** This course covers charity law and the board, trustees' duties and liabilities, their interaction with staff, as well as recruitment and training of trustees. Attend this course to get an overview of your role and responsibilities, so you can work confidently and effectively in your board position.

27 Apr 20 pm A: £199 B: £299 C: £399  
17 Jul 20 am dsc.org.uk/dtr  
08 Oct 20 pm

### Duties of a Company Secretary



Book included:  
Key Guides: The Board Secretary's Handbook

**For new company secretaries.** This course explores the structure of charities and typical constitutions. It also looks in detail at the roles of trustee and company secretary, and their impacts and duties under the Charities Act.

13 Feb 20 pm A: £199 B: £299 C: £399  
20 May 20 pm dsc.org.uk/dcs  
16 Jul 20 pm  
02 Nov 20 pm

### Financial Governance for Trustees

Book included (pdf version): Financial Governance: a gentle guide for the non-financial charity trustee



**Trustees and anyone in a governance role.** This course will explain the jargon and give you the tools and techniques you need to understand the charity accounts and fulfil your responsibility as a trustee confidently, even if you do not have a specialist finance background.

16 Mar 20 pm A: £149 B: £249 C: £349  
06 Aug 20 am dsc.org.uk/fgt  
11 Dec 20 am

## Human Resources

### HR for Non-HR Specialists



**For those responsible for HR who are not specialists.** From employment law and staff contracts to advertising jobs and interviewing, human resources can be a minefield to negotiate for the experts – and even more so if you are not a trained HR specialist. This course covers the nuts and bolts of HR, ensuring you can handle HR issues in your organisation confidently.

19 Mar 20 A: £299 B: £399 C: £499  
07 Jul 20 dsc.org.uk/hrn  
10 Nov 20

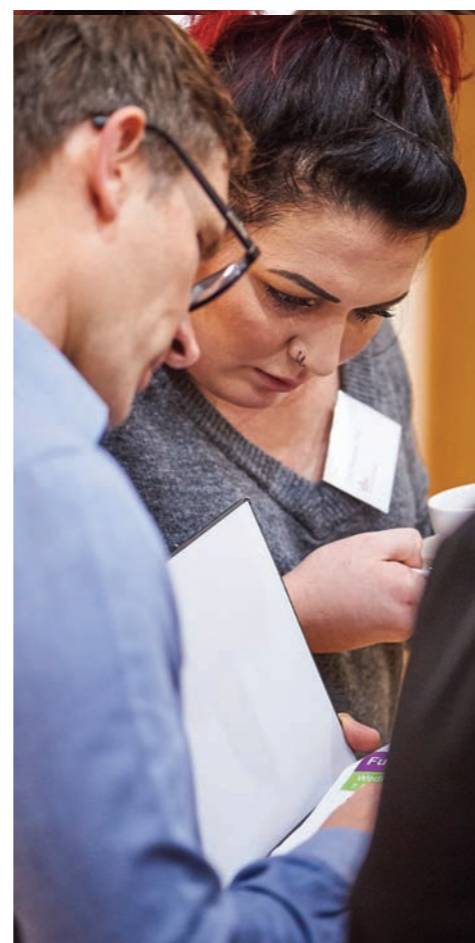
### Lone Working

Book included: Speed Read: Flexible Working



**Lone workers or those who manage them.** Every organisation that has staff who are classed as 'lone workers' must understand the issues faced by them as they have a duty to keep their staff safe. This course covers everything you need to know about lone working policy and legislation, lone worker risk assessment, personal safety devices and lone worker monitoring systems.

15 Jun 20 pm A: £149 B: £249 C: £349  
21 Oct 20 pm dsc.org.uk/lwk



# Personal Development

## Creative Thinking and Communication

### Facilitation Skills

**For those responsible for facilitating meetings.** Helping others to get the best out of their meetings and gatherings is a precious skill worth having, this course will explore the basic theory of facilitation and how to put the theory into practice.

06 May 20 A: £299 B: £399 C: £499  
30 Sep 20 dsc.org.uk/fac

### Essential Presentation Skills

Book included: Speed Read: Presentations

**For those with limited experience of presenting to an audience.** This course provides the essential tips to succeed, a proven process for preparation and delivery, and the chance to practise presenting and receiving feedback.

01 May 20 A: £309 B: £409 C: £509  
13 Aug 20 dsc.org.uk/www  
04 Nov 20

### Tools and Techniques for Problem-Solving & Decision-Making

**For everyone.** Effective problem-solving saves time and money, supports organisational learning and development, reduces stress and supports effective working relationships. What's not to like?

11 Mar 20 A: £299 B: £399 C: £499  
02 Jul 20 dsc.org.uk/ttp  
08 Oct 20

### Communicating to Influence

Book included: The Pleasure and the Pain

**For anyone looking to develop their communication skills.** Explore what makes people tick and identify techniques for influencing others positively. Practise the 'best approach' to appeal to others' styles and ways to give a clear and effective message.

20 May 20 A: £309 B: £409 C: £509  
14 Aug 20 dsc.org.uk/inf  
12 Nov 20

## Emotional and Interpersonal Skills

### Confidence at Work

**For anyone wanting to improve their confidence.** Being confident is absolutely key to achieving your goals at work. Come along to this course to overcome your barriers, improve your self-esteem and develop your communication skills – leading to more success and more happiness in the long term.

06 May 20 A: £299 B: £399 C: £499  
08 Sep 20 dsc.org.uk/caw  
02 Dec 20

### Emotional Intelligence: Making it work for you

**For anyone who wants to better understand and manage their own emotions and those of others.** Technical skills are great, but if your work outcomes heavily depend on building strong interpersonal relationship, then emotional intelligence will be the key to professional success. This course will help you develop the skills that enable you to relate and adapt to different people and environments successfully.

19 May 20 A: £299 B: £399 C: £499  
10 Sep 20 dsc.org.uk/emi  
09 Dec 20

### Mindset for Success

**For anyone wanting to take their and their organisation's performance to the next level.** Ever wondered how high performing people and organisations seem to respond to challenges completely different than others? This highly practical course will equip you with a toolkit of new mindsets and skills that significantly increase your performance and that of those around you.

15 May 20 A: £299 B: £399 C: £499  
08 Oct 20 dsc.org.uk/mfs

### Resilience



**For anyone who wants to develop their resilience.** Having resilience or the ability to "bounce back" is a common skill we are all told we should develop, but what exactly does that mean? And what does it say if you find it more difficult than others? This course will cover what resilience really means, how it works, how to strengthen yours and support others.

09 Jul 20 A: £299 B: £399 C: £499  
05 Nov 20 dsc.org.uk/res

### Living our Values



**For anyone who wants to raise the game of their organisation or team.** As charities we are held to the highest standards of behaviour and ethical conduct, the only way we meet these expectations is by living our and our organisations' values. This course will show you how to achieve this.

28 Feb 20 pm A: £149 B: £249 C: £349  
11 Jun 20 am dsc.org.uk/val  
07 Oct 20 am

### Valuing Diversity in the Workplace



**For anyone wanting to truly appreciate their diverse workplace.** Learn how to improve your working relationships with staff, volunteers and clients/service-users and reduce prejudice, stereotyping and discrimination. Leave this course with an understanding of key diversity legislation and policies and practical strategies to challenge inappropriate behaviour.

05 May 20 A: £299 B: £399 C: £499  
08 Sep 20 dsc.org.uk/vdw  
01 Dec 20

## Organisational Skills

### Mastering Time Management

Book included: Speed Read: Time Management

**For staff at all levels.** Learn the fundamentals of time management, as well as the skills and knowledge of administration to make you more productive, more effective and more successful.

20 Mar 20 A: £329 B: £429 C: £529  
17 Jun 20 dsc.org.uk/mma  
09 Sep 20  
03 Dec 20

See more on this:

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## Training and Development

### Train the Trainer

2 DAYS

*Institute of Leadership and Management (ILM) endorsed course (optional - £140)*  
Book included:  
Speed Read: Training Skills

**For anyone responsible for the training of people.** This comprehensive introductory course to training will help participants assess and develop their training skills and techniques – based on the learning cycle. Practise and develop brain-friendly techniques.

22-23 Apr 20    A: £399 B: £599 C: £799  
10-11 Nov 20    dsc.org.uk/ttt

### Coaching for Performance

*Book included: Core Coaching*

**For Managers and Leaders.** There is a coaching revolution going on, and for good reason: people are too savvy to be managed within an inch of their lives and managers themselves have a huge workload as well as their management responsibilities. It is a coaching approach, not 'doing management to people' that empowers, frees and develops people to take initiative, solve problems and make decisions.

19 May 20    A: £299 B: £399 C: £499  
dsc.org.uk/ctf

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## Policy & Campaigns

### Introduction to Social Change and Campaigning

NEW

*The Directory of Social Change have partnered with the Sheila McKechnie Foundation to offer the Introduction to Social Change and Campaigning workshop throughout the UK, equipping people with the skills to bring about change at a local or national level.*

**For those who are already involved at a basic level of campaigning or are just about to get started.**

The Introduction to Social Change and Campaigning workshops are designed for those interested in social change and change making. Participants will already be involved at a basic level of campaigning or are just about to get started – whether you are challenging your council about cuts to local services or protesting about the climate crisis – if you want practical information about the next steps, then this workshop is for you.

12 Feb 20 – Swansea    A: £130 B: £200 C: £260  
03 Mar 20 – Cambridge    dsc.org.uk/isc  
18 Mar 20 – London

### Other rates

**Individuals £30**  
*Individuals who are not affiliated to an organisation or campaign group*

**Individuals £0**  
*Unwaged/students/low income and grassroots groups with NO funds*

See more on this:  
[www.dsc.org.uk/policycampaigns](http://www.dsc.org.uk/policycampaigns)

Funds | Online



# Charity Leaders' Summit

LEADING THROUGH CHALLENGING TIMES

*Leadership is a choice you make about how to behave... authority is not leadership. You have to make a conscious choice to engage in the leadership thinking and behaviour that turns a job title into a leadership role.*

Debra Allcock Tyler, CEO, Directory of Social Change, author of best selling book: *It's Tough at the Top*.



Tuesday, 31 March 2020, London

Book tickets now: [www.dsc.org.uk/](http://www.dsc.org.uk/)

# leadersummit

Clare Wichbold  
from The  
Courtyard Trust:

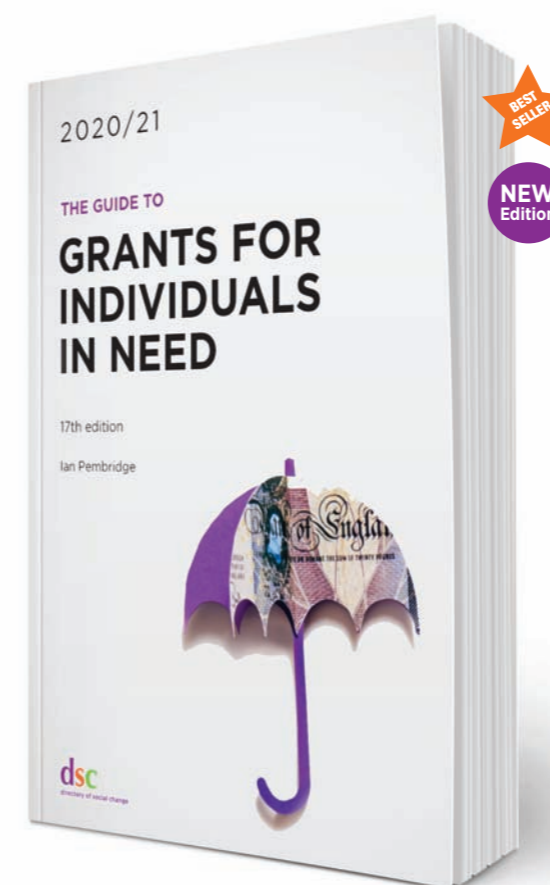
We received  
a grant of  
**£25,000 ...**  
Funds Online  
has been a  
really, really  
useful tool.



**Funds | Online**  
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# Publications

## What's new for your bookshelf...



Pre-order from 3rd Feb 2020 for March delivery  
[www.dsc.org.uk/ind](http://www.dsc.org.uk/ind)

### The Guide to Grants for Individuals in Need 2020/21

Do you help individuals and families in need of emergency financial help? With details of around 1,800 grant-making charities giving £308 million in funds, this 17th edition of this guide is your companion for providing support to those who need it most.

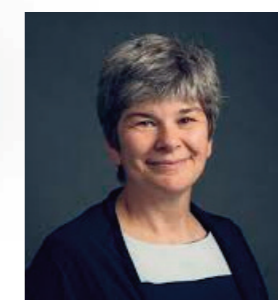
The comprehensive and up-to-date information allows you to simplify the task of finding suitable support for your service users by outlining eligibility criteria, amounts available and how to apply.

The guide contains a list of useful advice organisations, as well as tips on how to make successful application. The guide includes sections on:

- Illness and disability charities
- Local charities
- Utility company funds
- Armed forces charities
- Occupational charities

Now also includes funding for uniforms, books and equipment for school children.  
£95 print

**Find help**  
for those you advise  
in an instant  
**Target the grant-makers**  
most relevant to the  
needs of the individual  
**Locate funders**  
you might not have  
thought of



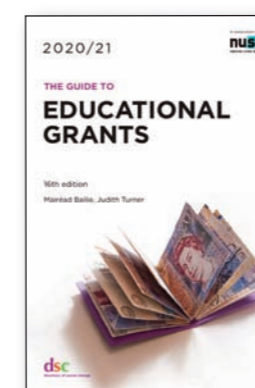
'A great resource bringing together in one place, a wide range of sources of support and help. Sadly, living in poverty is a reality for many people in the UK, but there are many charities that can help make life that bit easier – as long as you know how to find them.'

Steph Harland, CEO, Age UK

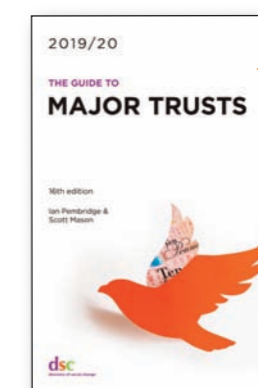
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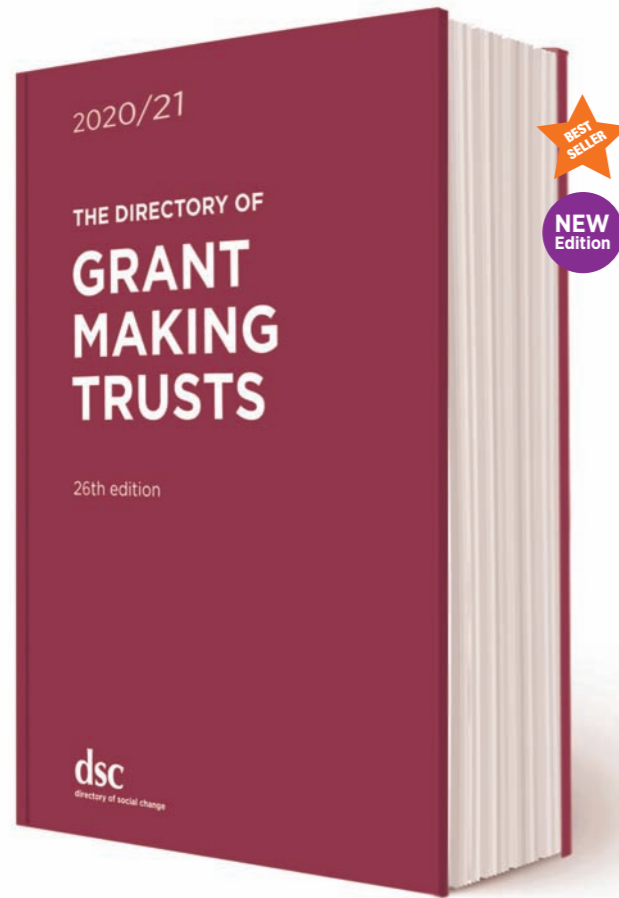
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Print edition  
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# Books to help you fundraise...



## The Directory of Grant Making Trusts 2020/21

The *Directory of Grant Making Trusts* offers the information you need to seek your charity's share of over £5 billion – the annual total awarded by the 2,000 funders featured in this edition. With data sourced directly from grant-making charities, each with the potential to give around £50,000 or more per year, the directory includes:

- Concise information and contact details for every record
- Total amounts of funding available from each grant-maker
- Examples of beneficiaries in each listing, for guidance on the organisations previously funded
- Extensive indexes divided by geographical area, field of interest and beneficiary group, organisation type, and kinds of grant available
- Each grant-maker's description of project types that can or cannot qualify for funding

Now in its 26th edition, this is the UK's bestselling guide to funding from grant-making charities. No charity, big or small, should be without it.

£125

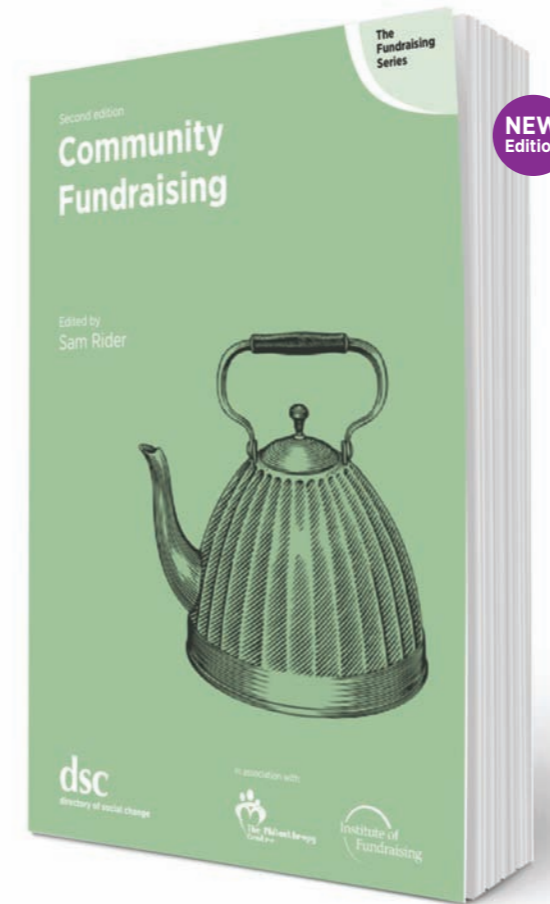
Save time on finding funding prospects  
Target the grant-makers most relevant to your charity  
Discover funders you might not have known existed



'No one wants to spend unnecessary time making or reviewing inappropriate applications and so being able to depend on a resource such as *The Directory of Grant Making Trusts* is hugely valuable.'

Amanda Bringans, Director of Fundraising, British Heart Foundation and Chair of Trustees, Institute of Fundraising [from the Foreword]

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## Community Fundraising

In association with *The Philanthropy Centre* and *the Institute of Fundraising*

Community fundraisers have a rewarding, but also enormously challenging, role. To help you to develop the right skills and know-how to hone your approach, this guide brings together some of the charity sector's top community fundraisers to share their expertise and practical advice.

This second edition explores everything that you need to know. Packed with case studies, it covers strategy, planning and the key activities that make up community fundraising, from cash collections to small-scale and mass participation events. It also offers techniques on managing volunteers and stewarding participants, and considers recent developments, including how to:

- Manage and collect the right data
- Apply the results of data analysis
- Comply with the relevant legislation
- Develop digital communications
- Engage with business in the community

Whether you are new to the world of community fundraising or an experienced practitioner, this comprehensive guide will give you the direction you need to help your fundraising to flourish.

£30 print  
£28.80 download

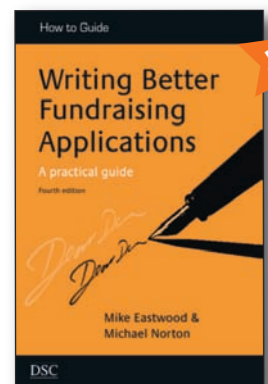


'Written in a no-nonsense and engaging way by expert practitioners, this is a fascinating look into the gratifying world of community fundraising. Anyone new to fundraising, or wanting to develop their knowledge further, will find it valuable.'

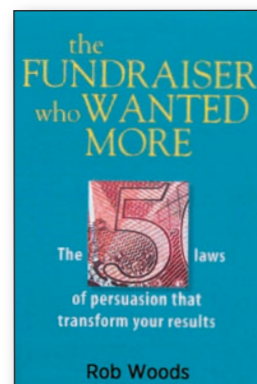
Lucy Squance, Director of Supporter-led Fundraising, Alzheimer's Research UK

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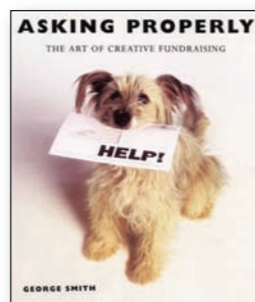
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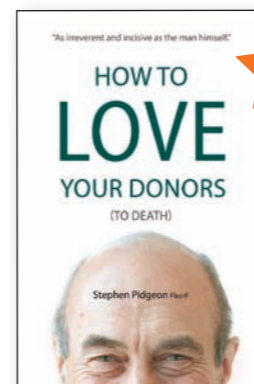
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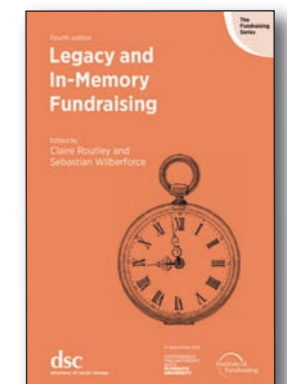
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# Books to help you manage...



## The Complete Fundraising Handbook

Since it first appeared in 1992, *The Complete Fundraising Handbook* has been a trusted source of fundraising advice and information for several generations of fundraisers. Now in its seventh edition, the guide has been updated extensively to reflect changes in fundraising practice. The new edition includes:

- A new chapter on digital fundraising
- Refreshed chapters on events and fundraising volunteers, and community fundraising
- Substantially revised chapters on both the National Lottery and government funding
- New and updated content in all chapters to take account of regulatory changes and to introduce fresh case studies and examples

As the most complete reference guide to fundraising available, the wealth of practical information and advice it contains will benefit both new and experienced fundraisers.

£35 print  
£31.20 download



'Since the very first edition, it's been providing wise counsel and practical guidance for all fundraisers and this edition brilliantly continues this tradition at a time when it's very much needed.'

Paul Amadi, Chief Supporter Officer,  
British Red Cross [from the Foreword]

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## The Complete Volunteer Management Handbook

*In association with the University of Kent*

The fully revised fourth edition of this title equips managers to make most of the volunteers who give to your organisation. It focuses on the essentials you need to know as well as providing background statistics and examples of best practice. It includes details on how to:

- Improve your volunteer management strategy
- Make the most of fresh opportunities, taking into account current trends in volunteering
- Create a comprehensive volunteering programme
- Measure the impact of volunteering against your aims
- Match the right volunteers to the right roles and improve working relationships

As the most complete reference guide to volunteer management available, its wealth of practical information and advice will benefit both new and experienced managers.

£35 print  
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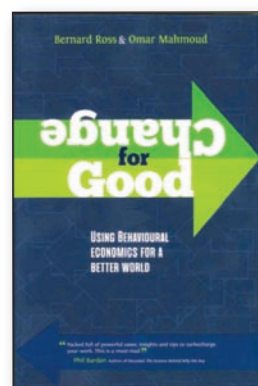


'A no-nonsense guide to involving people who give their time. This book goes beyond the basics by including chapters on specific challenges. It offers both useful practical pointers and interesting research-based perspectives on the topic for those who want to explore a little more.'

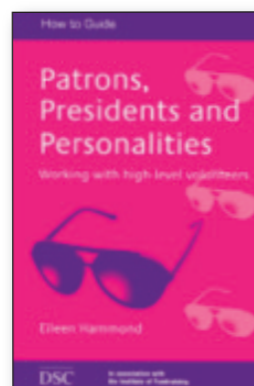
Ruth Leonard, Chair of Association of Volunteer Managers and Head of  
Volunteering Development, Macmillan Cancer Support

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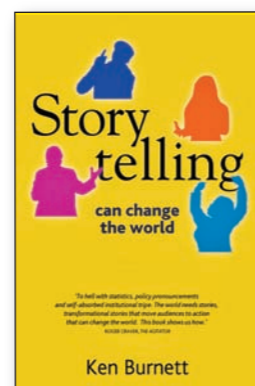
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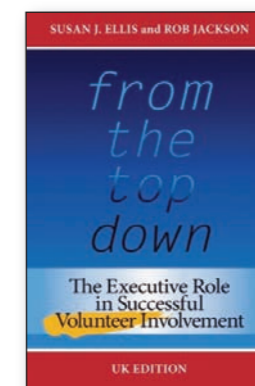
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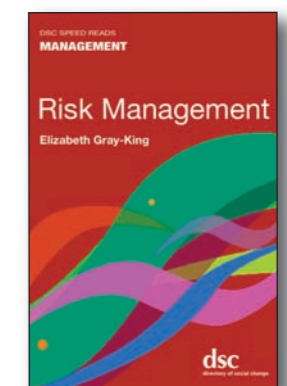
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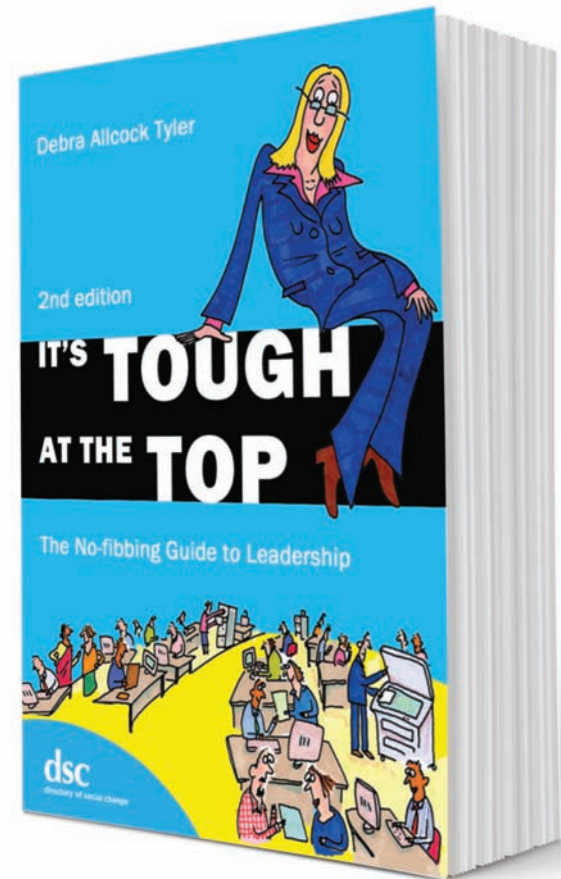


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# Books to help you lead...



## It's Tough at the Top

So you've got the top job ... now what?

Many people find themselves in a senior leadership role without the formal training or support they may have had before. *It's Tough at the Top* is a practical, no-nonsense guide to upper-level management from a respected leader in the voluntary sector. You will:

- Get answers to questions you might be too embarrassed to ask.
- Gain advice from those who have been there and learnt the hard way.
- Learn how to lead and inspire, without breaking a sweat. This book is for newly appointed chief executives and organisation leaders but it will also be of great use to those who've been in post for some time who could (secretly) do with a refresh, and to those who are considering applying for top-level positions.

£16.95 print  
£9.60 download

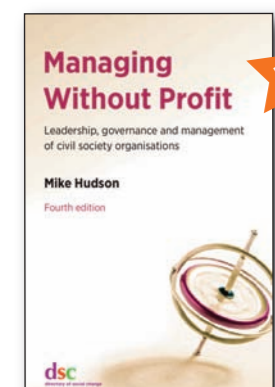


'Go into many offices of CEOs in our sector and you will find well-thumbed copies close at hand. Its ideas have got many of us over rough ground more lightly. Perhaps it should be retitled "In Case of Emergency Open Here"!'

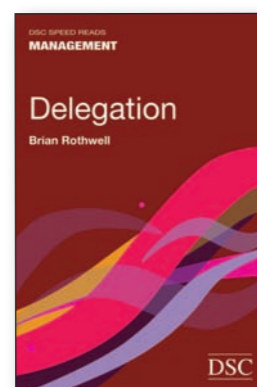
Peter Wanless, Chief Executive, NSPCC [from the Foreword]

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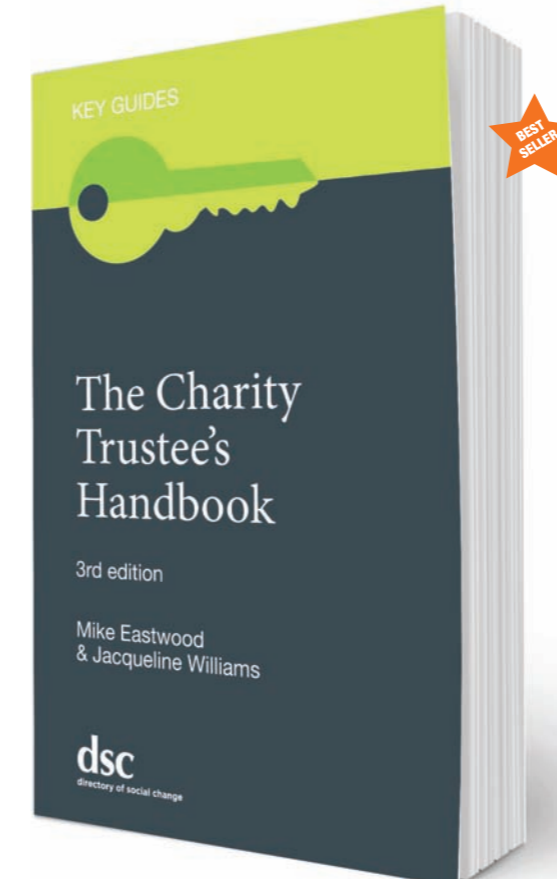


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# Books to help you govern...



## The Charity Trustee's Handbook

You'll learn about your basic responsibilities, how to be more effective and how to bring your own skills to the trustee board to improve the charity's impact. This new edition gives you practical advice that takes account of legislation in the Charities Act 2011, the *Charities (Protection and Social Investment) Act 2016* and the 2017 *Charity Governance Code*. You can also take advantage of a series of checklists to help you develop your understanding and confirm whether or not you're on the right track. The book offers:

- Clear information about your duties as a trustee, with suggested publications for further reading
- Straightforward advice on planning the work of the organisation, getting funding and dealing with numbers
- Examples and advice on handling your charity's financial situation
- A brand new chapter on codes of conduct.

The ideal companion for anyone thinking of becoming a charity trustee, or who is new to the role.

£16.95 print



'This is a fantastic resource for charity trustees and anyone with an interest in ensuring that charities are well governed.'

Beryl Hobson, Director, Professional Governance Services Ltd

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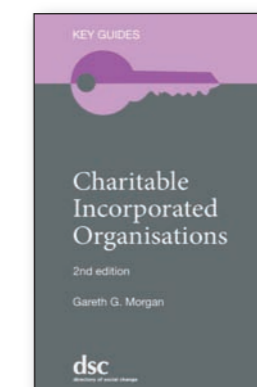
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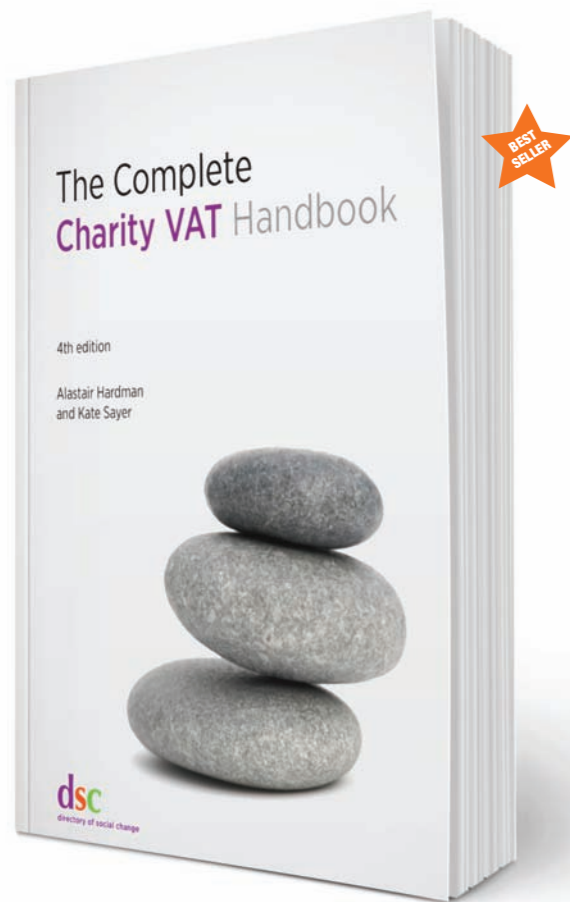


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# Books to help your figures...



## The Complete Charity VAT Handbook

VAT for charities and voluntary organisations can seem like an impenetrable forest. This book brings clarity and light to this complex subject, drawing together guidance on VAT to provide the essential knowledge you need to manage it with confidence.

Written by experienced charity finance and tax specialists, you'll be sure you're using your VAT entitlements and reliefs to the fullest advantage, while avoiding the pitfalls that could result in a huge and unexpected bill.

Using worked-through examples and clearly set-out advice covering all aspects of VAT for charities, this one-stop reference book includes:

- How VAT operates for both registered and unregistered charities
- When you need to charge VAT and how to decide
- Recovering the VAT on purchases and handling VAT on overhead costs
- Obtaining exemptions from paying VAT and maximising reliefs
- Dealing with international transactions and group structures

This guide is required reading for charity finance managers, accountants, bookkeepers, and anyone else who deals with charity finances on a daily basis. Its advice and information will benefit all not-for-profit organisations, including schools and social enterprises.

£50 print  
£48 download



Professor Paul Palmer, Cass Business School

'VAT is the curse of the charity sector. Fiendishly difficult but impossible to ignore. A minefield to be negotiated with care. Thank goodness then for this book. Written in the authoritative but understandable language that has been the hallmark of Kate Sayer's work. A must-have on the shelf of every charity finance professional.'

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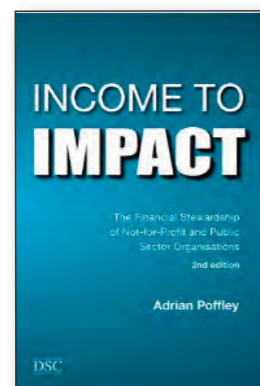
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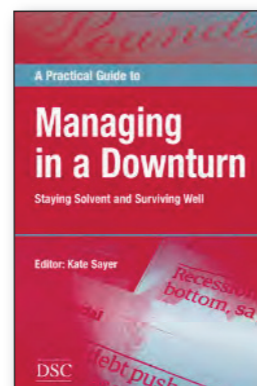
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# DSC Research

## INDEPENDENT CHARITY RESEARCH

*'Superb support from DSC to kick start consultation on membership options. Best partner ever.'*

### Forces in Mind Trust

Whether it's making sense of the information you already have, finding out what more you could do for beneficiaries, evaluating specific projects or areas of work, or identifying new opportunities, DSC Research can help.

### Why DSC?

We have over 40 years of research experience, and the other work we do supporting tens of thousands of charities means we know how to use it. Being a charity ourselves, we understand the challenges involved in getting quality information about the work you do.

Whether the need for solid and useable data is coming from your leadership team, your trustees or a funder, we can help you to get the right information and present it in the right way for you.



Get in touch and see how we can help you:

**0151 708 0136**

or email [research@dsc.org.uk](mailto:research@dsc.org.uk)

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saving the lives of people with blood cancer

Claire Roper of Anthony Nolan on her DSC In-House experience:

*“ My expectations were certainly **surpassed!** I felt **hugely motivated** and **excited** to put everything into practice, bring on Monday morning!*

*All the exercises made the learnings really personal and increased my awareness of so many areas that can **improve** my time management and efficiency.*

*The trainer was **amazingly knowledgeable** and **friendly** and made everyone feel **welcome** and **comfortable** when discussing fairly personal situations. ”*

Contact the DSC In-House team today:

**0207 697 4290**

or email [inhouse@dsc.org.uk](mailto:inhouse@dsc.org.uk)  
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