

CASH MANAGEMENT FOR CLUB TREASURERS



What's it all about?

This course had been designed to provide Club Treasurers with the information and knowledge they need to help them carry out their role effectively.

What will I learn?

- Reasons why a Club needs a Treasurer
- Reporting to the Charity Commission
- How to manage your bank account
- The thought process of organising an event
- Bookkeeping, budgeting, cash flow and independent examination

This session is supported by NatWest and will be delivered by them alongside an NFYFC Trainer.

THE POWER OF SOCIAL MEDIA

What's it all about?

Remember the girl who put her home address on Facebook and 3,000 people turned up to her birthday party?... Facebook and Twitter can be great promotional tools, but need using in the right way to maximise results for your club.

What will I learn?

- How to identify your key messages for promotion through social media
- How to identify and target your audience
- How to use social media safely and effectively

THE GOOD PROGRAMME GUIDE

What's it all about?

People are different – we all like different things and have varied interests. So how do you make sure your Club's programme appeals to a wide range of people from different backgrounds and different age groups?

What will I learn?

- Understand why it's important to have a strong Club programme
- How to organise a good programme, from planning it to promoting it
- What should go into your programme to keep it varied and attractive to members



THE SAFE HOUSE

What's it all about?

Everyone involved in YFC should be aware of the laws around keeping members safe. This informative module outlines all you need to know to ensure your Club is following the correct procedures. It's not just the Chairman's responsibility to understand the rules around safeguarding, NFYFC encourages all YFC members, staff and associates to take part in this course.

What will I learn?

- What safeguarding means for your club
- How to stay safe in your club
- Your YFC's safeguarding policy
- Safeguarding considerations when applying to be an officer
- Who to talk to if you have safeguarding concerns

MEMBER RECRUITMENT AND RETENTION

What's it all about?

A YFC is only as good as its members, and the more members the better! Pick up some top tips and techniques for promoting your club and increasing your membership.

What will I learn?

- Decide if the club needs new members
- Develop the club's current marketing ideas
- Complete a club action plan in a specified time-scale

EXPLORING ENTERPRISE



What's it all about?

A course designed for budding entrepreneurs who are looking for inspiration and help to progress their business ideas.

What will I learn?

- A guided tour of local rural business
- Establishing an idea and build a business plan
- Understanding business types, tax and legal
- Becoming your own boss
- Sourcing banking and funding



Hundreds of members are already benefiting – and there's stuff in here that'll help YOUR Club too...



Get into The Curve...

The **Curve** is series of fun, interactive workshops designed to help you get the very best out of your Young Farmers' Club and its members.

Explore everything from organising the best money spinners, to strengthening relationships in your Club; each session is about 1.5 hours long, making them perfect programme ideas for a Club night! PLUS all members taking part in a Curve session get a certificate from NFYFC!

The sessions are delivered by YFC members who are also Accredited Trainers registered with NFYFC. Trainers are provided with a guide to delivering the sessions, and all the resources needed for a fun, informative meeting.

There are lots of Accredited Trainers across the Country ready and waiting to lead these workshops for you – there's probably several in your County already, with many more in your Area and other neighbouring Counties.

For contact details of Trainers near you just get in touch with your County Office.

Help your County win an NFYFC trophy!

The 'Top Trainers Award' is presented every year at the NFYFC AGM, to the County which has delivered the most Curve sessions to its membership.

Every time your members attend a Curve workshop the Trainer tells NFYFC, we issue them with Certificates and add it to the total; It's not about the biggest number of people, it's about the highest percentage of each County's membership. So don't worry if you're from a small County, you're still in with an equal chance of winning!

Further Information...

For more information on The Curve and other training opportunities with NFYFC visit:
www.nfyfc.org.uk/developmentandtraining

The National Federation of Young Farmers' Clubs
YFC Centre, 10th Street, Stoneleigh Park,
Kenilworth, Warwickshire, CV8 2LG

T: 024 7685 7200 F: 024 7685 7229

DREAM TEAMS

What's it all about?

Every YFC is a team. Whether you're taking part in competitions or just at a club meeting, you are in it together. This module will help your club work better as a team, and teach you how to be a better team player.

What will I learn?

The most important role in a team
The benefits of teamwork
What makes a good team

DRIVE IT HOME



What's it all about?

Many YFCs have lost members in tragic road accidents, as young drivers in rural areas are nearly twice as likely to be involved in a collision as those in towns. This session will help your members to stay safe on rural roads.

What will I learn?

The knowledge to understand dangerous driving and its consequences
Influencing attitudes to the use of cars and motorbikes in a positive way to discourage dangerous driving
Influencing member's behaviour if they are drivers or passengers to help save their lives by making smarter choices

KNOW YOUR LIMITS

What's it all about?

Enjoy your nights out (and the mornings after!) even more with this essential guide to the effects of alcohol and knowing your limits. This informal course offers tips and advice for enjoying your drink without causing harm to yourself and others.

What will I learn?

If men really handle drink better than women
The physical effects of alcohol on the body
How alcohol affects group dynamics during a social occasion
The alcohol unit contents of drinks
How to enjoy alcohol safely
How to know your limit

GREAT COMMUNICATORS

What's it all about?

Ever felt not everyone in your club is listened to? This module will help you get your club talking to each other more effectively.

What will I learn?

- The main forms of communication
- Why communication must vary based on context
- Why effective communication is important to the YFC team

NETWORKING KNOW HOW

What's it all about?

Positively stand out from the crowd by developing excellent links inside and outside YFC. If you want to be better at sourcing new opportunities, strengthening relationships and gathering information then this is a great place to start!

What will I learn?

- What networking means
- The three key principles of networking
- The difference between internal and external networking
- How to identify places and events where there are networking opportunities
- How networking can benefit your YFC

FOOD 4 THOUGHT



What's it all about?

Anyone who has ever wondered what 'best before' really means will love this module. It's especially useful for those off to college or who are about to become independent.

What will I learn?

- How to understand the dates quoted on food labels
- Where to store food safely
- Information for when the only option is to throw food away
- Hints and tips on the dishes that can be made with left-over food

EVENT BUDGETING

What's it all about?

Pick up some useful tips and practical advice to ensure maximum fun and help ensure club events are financially sound.

What will I learn?

- Why a budget is important when planning an event
- Why budgets should be recorded
- How charities can make and keep budgets
- The importance of developing a strategic budget

MANAGING CHANGE

What's it all about?

Support your YFC and its members during times of change. Develop good understanding of the impact of, and techniques for dealing positively with change. This module will be of particular benefit to YFCs with members of a variety of ages.

What will I learn?

- The different changes people go through as children, teenagers and adults
- How change can affect behaviour and social capabilities
- How change can affect people
- How your club can support members through change

STAYING ALIVE

What's it all about?

Health & Safety is a serious subject, but doesn't need to be complicated or boring. This module will help you understand how to keep your members safe whilst having fun.

What will I learn?

- Your club's H&S responsibilities
- How to plan for a safe club night or visit
- How to undertake a Risk Assessment

