

## Phase 2

### Managing your U3A

April, May & June



## Phase 3

### Planning ahead

June & July

### Managing your U3A (April, May, June)

This one day workshop

- Being a Trustee: what it means and the support provided for you
- Committees and Constitutions: how committees work and the Constitution as your governing document

In the best U3A tradition, we will be learning from each other in a supportive environment. You'll discover what it means to be a Trustee and why the Constitution is so important. The day includes a presentation, sharing best practice with other U3As, discussion and problem solving sessions. The presentation covers both topics but, primarily, passes on good practice from many U3As in the context of being a U3A committee.

**Possible audience:** committee members and prospective committee members

### Planning ahead: more Time to Learn, Laugh and Live (June, July)

An interactive whole day workshop where delegates take part in each module. Three topics seem to be at the forefront of the challenges that face many U3As:

- Induction for new Committee members / Trustees
- Starting new Interest Groups
- Dealing with the "difficult customer"

We can all learn from each other and, in this context, we hope to be able to encourage you to find solutions to some of your challenges and leave everyone more time to enjoy U3A. Delegates will cover each of the 3 topics in different groupings so that they hear the different ways in which U3As organise activities. At least some will be right for you!

**Possible audience:** committee members and prospective committee members

### How to apply for a place

Go to the **Events** section of the Members' page of the national website to book online or paste the following link in your browser to go to the on line booking form:

<https://u3auk.wufoo.com/forms/2016-national-workshop-series-v2/>

### On Request workshops

The last workshop on Participative Learning is in the middle of April. After this, you can ask for the workshop to be run in your region or networks which are more local to your U3A.

The second set of workshops can be run as On Request workshops after 27 July 2016. Simply send a request to [dsc@u3a.org.uk](mailto:dsc@u3a.org.uk) to start the ball rolling.

**Criteria:** These workshops are for groups of U3As who are not within reach of the national workshop locations and who will organise a minimum of 40 delegates (for cost effective reasons) to attend the workshop in a venue of their choice. National office will handle the administration and pay for venue and refreshments.