

## Community Impact Bucks' COVID-19 Briefing #47

### Training and advice

Short regular briefing from Community Impact Bucks

16th June 2020

Dear Sir/Madam,

This week we are marking Small Charity Week and will be showcasing some of the amazing work being carried out by charities and voluntary groups in the county. See [how you can take part in the week](#) and use it to raise awareness of your organisation too #NeverMoreNeeded.

#### ADVICE AND RESOURCES

Today, on Big Advice Day, we would like remind you of the [comprehensive range of advice and resources](#) available on our website. It is updated regularly and has new content areas such as information specifically for [local community response groups](#) - please do share with anyone you think would find this useful.

We are also running our [ADVICE PLUS](#) sessions – if you didn't manage to book on but would like the opportunity to get some one-to-one support, why don't you contact us to book a time convenient to you? Get in touch with Helen ([support@communityimpactbucks.org.uk](mailto:support@communityimpactbucks.org.uk)) for advice on funding and running your organisation, or Hazel ([volunteer@communityimpactbucks.org.uk](mailto:volunteer@communityimpactbucks.org.uk)) for advice on volunteer recruitment/management.

#### COULD YOU BENEFIT FROM SOME FREE COACHING?

Here is a great opportunity for leaders in charities and community groups across Buckinghamshire to receive free coaching through [Henley Business School](#).

The coaching sessions are useful to people needing to resolve a wide range of challenges in their organisations such as dealing with a person they find difficult, applying new skills and approaches, overcoming barriers and bringing about change. They generally last for 1.5-2 hours via Skype, meeting around five times over the course of several months.

#### MIDDLE LEADER FORUM: HR ADVICE ABOUT RETURNING TO THE OFFICE

Siobhan Goodchild of Face 2 Face HR is leading The Clare Foundation's Middle Leader Forum on '**Returning to the office- the HR perspective**' on Tuesday, 23rd June, 10.00 – 11.00. The session will follow a Q&A format initially, using a prepared set of questions based on those she is currently encountering as they relate to returning to the workplace. This, along with using real life examples, will help managers to better understand the practical aspects of returning.

The training will cover the following areas:

- How do I manage home working on a more regular basis?
- How do I go about changing employees hours if I need to do this in order to return everybody safely?
- Who do I choose to bring back if I have to do this in stages due to social distancing?
- How do I communicate and manage the employees return effectively?
- What do I do if an employee can't or doesn't want to return to the physical workplace?
- How do I make the physical workplace safe for employees to return?
- What do I do about annual leave if employees have not taken any during this period? What do I do if I can't accommodate all the requests in the last few months of the year?
- What do I do if I have a confirmed case of coronavirus in the workplace when we return?

There will be an opportunity to ask questions at the end, though you are able to submit questions in advance on registration. Just before the event you will receive a **Manager's Guide to Returning to the Workplace** which will cover all the relevant areas you need to know as you return to the office. To book, click [here](#).

#### WEBINARS: BUILDING ORGANISATIONAL RESILIENCE

NCVO has two upcoming webinars to help run your organisation: on **Wednesday 17th June (2pm)**, it will be running its Building Organisational Resilience webinar and on **24th June (11am)** you will be able to find out about the legal and practical issues you need to think about as we come out of lockdown in webinar 'The Easing of lockdown - legal and practical considerations'. To book, visit [NCVO](#).

If you would prefer not to receive our COVID-19 Briefings, you can **opt out** by emailing [info@communityimpactbucks.org.uk](mailto:info@communityimpactbucks.org.uk)



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