



MUSEUMS LIBRARIES ARCHIVES
NORTH WEST

MLA North West is part of the MLA Partnership, composed of nine regional agencies for the sector in England, and the Museums, Libraries and Archives Council (MLA).

The MLA Partnership is funded by the Department of Culture, Media and Sport (DCMS).

MLA North West exists to champion the museums, libraries and archives sector in the North West in order to raise profile and increase investment.

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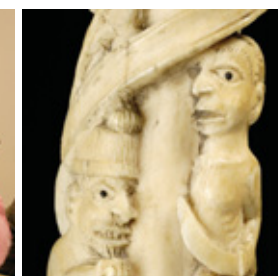
W www.mlanorthwest.org.uk



MUSEUMS LIBRARIES ARCHIVES
NORTH WEST

MLA NORTH WEST

TRAINING AND EVENTS PROGRAMME



SEPTEMBER 2007 – MARCH 2008

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INTRODUCTION TO THE PROGRAMME

WELCOME

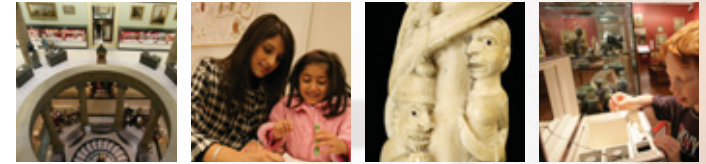
Welcome to the first Workforce* Development and Training Programme for the North West, produced by MLA North West and Renaissance North West.

MLA North West's mission is to champion the museums, libraries and archives sector in the North West, in order to raise profile and increase investment, whilst Renaissance is about long-term change in England's museums – building their capacity to transform how they work with each other and interact with visitors. We share core values to develop a motivated, appropriately skilled, diverse and outward-looking workforce for the sector that is capable of delivering high quality services to all users.

This programme is about delivering against these shared values, and all courses are available to those who work in museums, libraries and archives.

Following a skills analysis by Renaissance North West, we have identified the training that people in museums really want. Most of the courses in these sections have been commissioned to meet these needs.

By brokering relationships between providers and the sector we have developed a training programme against these priority areas. These partnerships will ensure that this and future programmes are strategic, coordinated and delivered by those individuals and organisations with expertise.



We have also included details of training provided through the North West Federation of Museums and Art Galleries, whose work we are delighted to support.

MLA North West/Renaissance North West training events are aimed at being affordable and accessible to all organisations and practitioners throughout the museum, library, and archive sector. We have tried to make as many of these courses as possible free to participants.

We welcome your comments on this programme and look forward to building a new programme of training and events for 2008.

Catriona West

Development Officer (Renaissance) – MLA North West



MUSEUMS LIBRARIES ARCHIVES
NORTH WEST

* The 'workforce' is defined as everyone who works in museums, libraries and archives, whether paid or unpaid, at all levels. It includes volunteers, freelance staff and contract workers as well as paid staff who are directly employed.

BOOKING INFORMATION

APPLICATION ROUTES

Application Route A: Please send your completed booking form (at the back of this brochure) to: Workforce Development, MLA North West, The Brew House, Wilderspool Park, Greenall's Avenue, Warrington WA4 6HL.

T 01925 625050

F 01925 243453

E diane.rushbrook@mnanorthwest.org.uk
or catriona.west@mnanorthwest.org.uk

Application Route B: Jenny Crawford, Communications and Events Officer, Manchester Art Gallery, Mosley Street, Manchester M2 3JL.

T 0161 235 8810

E j.crawford@manchester.gov.uk

Application Route C: Suzanne Spicer, GEM Grosvenor, Museum of Science and Industry in Manchester, Liverpool Street, Castlefield, Manchester M3 4FP.

T 0161 606 0150

E s.spicer@msim.org.uk

Application Route D: Poppy Bowers, Learning and Interpretation Assistant, Whitworth Art Gallery, The University of Manchester, Oxford Road, Manchester M15 6ER.

T 0161 275 7453

E poppy.bowers@postgrad.manchester.gov.uk

Application Route E: Download a booking form from the North West Federation of Museums and Galleries website at: www.nwfed.org.uk/ or contact Emma Varnam, Membership Secretary, NW Fed, c/o Tameside Museum Service, Portland Basin Museum, Portland Place, Ashton-under-Lyne.

T 0161 275 7453

E emma.varnam@tameside.gov.uk

BOOKING CONDITIONS

We will accept provisional bookings over the telephone and by email subject to receiving a completed course booking form. Places are assigned on a priority basis to those working in museums, libraries and archives in the North West.

Please remove and photocopy the course booking form. Complete one booking form per person, per course.

This form can also be found on the MLA North West website at www.mnanorthwest.org.uk. When we receive your booking form you will be sent a confirmation email/letter. Please contact us within five working days if you have not received this.

Should the event be oversubscribed and a place is unavailable to you, your details will be placed on a waiting list.

Approximately seven days before the event you will receive joining instructions. These will contain details of the venue, car parking details, a map (if available) and any relevant pre-course information. Please contact us if you do not receive this information within five working days of the event.

All places are limited and booked on a first come first served basis, so please book early to avoid disappointment. Please let us know if you are unable to attend, so we can reallocate your place.

CANCELLATIONS AND CHANGES

If, for any reason, you (or your colleagues) are unable to attend the course, please could you let us know as soon as possible. MLA North West reserves the right to invoice your organisation for a contribution of £25 towards individual participation costs for places that are either cancelled with less than one week's notice and cannot be filled by anyone else or are not taken up on the day itself.

REFRESHMENTS

All events include light refreshments, e.g. tea, coffee, water. For all full day events a light lunch will be provided. Lunch will not normally be provided at half day events unless indicated in the event description.

FUTURE COURSES AND OTHER EVENTS

MLA North West uses the evaluation forms collected from events to build a picture of your requirements for workforce development. In addition, consultation is undertaken with the sector through focus groups. If you have any suggestions for future events please let us know.

If you have any queries about the process or the booking form please contact:

Catriona West or Diane Rushbrook

T 01925 625050

E diane.rushbrook@mnanorthwest.org.uk
or catriona.west@mnanorthwest.org.uk

All details are correct at time of going to print but may be subject to change.

Venues and times to be confirmed on booking.

Effective evaluation for secondary schools – innovation and creativity

AUDIENCES AND MARKETING



Audiences and marketing



This section contains sessions and workshops to develop skills and knowledge in how to connect with the region's diverse communities. Explore how to build bridges with audiences by being responsive to their needs and enthusiastic about consultation and long term partnerships.



How do we make evaluation relevant and fun?

This session draws on a number of initiatives that tackle this process in an inventive way. A hands-on activity will then encourage attendees to engage with a variety of evaluative methods.

DATE:
Tuesday 11 September 2007

TIME:
12.50pm to 4pm

COST:
Free (Lunch on arrival)

VENUE:
Chinese Arts Centre,
Market Buildings,
Thomas Street,
Manchester
M4 1EU

By the end of the session, participants will:

- gain confidence to engage with secondary schools
- have a greater understanding of the expectations and processes of evaluation

Who for:
Targeted at an introductory level the sessions are open to all museum and gallery staff with little or no experience of working with secondary schools within their organisation.

Tutor/Speakers:
Kim Whymark-Ashraf, Artists in Schools; Annie Bicknell, Bow Arts Trust London; Kate Fellows, Imperial War Museum North; Alex Woodall, Manchester Art Gallery

Training Provider:
Renaissance North West



Developing audiences – why? when? how?

DATE/VENUE:

2 sessions:
Monday 24 September 2007
at Lancashire Conservation
Studios

OR

Monday 4 February 2008
at Museum of Science and
Industry Manchester, Liverpool
Street, Castlesfield, Manchester
M3 4FP

TIME:

9.45am to 3.30pm

COST:

Free

Who for:

All museum staff with an
interest in understanding and
engaging with their audiences.

Tutor/Speakers:

Nicky Boyd, Museum Learning
and Evaluation Consultant

Training Provider:

GEM NW working in
partnership with Renaissance
North West

Interactive and practical workshop
introducing participants to the process of
developing their audiences, both new and
existing.

There will be opportunities for sharing, focusing on
participants' own projects, learning how to ask better
questions, trying out useful tools (personal meaning
mapping and model making), analysing data and
discussing sustainability.

By the end of the session, participants will:

- have gained an overall understanding of what
audience consultation involves, when to do it and its
benefits
- be inspired by sharing ideas with other participants
- have a greater understanding of practical tools for
consulting audiences

Making collaborations and collections work for secondary schools

How can we harness the expertise in our
own organisations?

Curators and educators discuss the benefits of
collaborating together on projects with secondary
schools aimed at engaging students with objects.
Projects undertaken during 2006 will be used as
practical examples. The session will cover future
exhibition and display planning for secondary schools,
access to collections and interpretation as well as the
vocational benefits to students on offer in the sector
when thinking about future careers.

By the end of the session, participants will:

- have gained confidence in engaging secondary
schools through greater understanding of
successful staff and departmental collaborations
- have gained knowledge and expertise from the
various gallery and museum professionals who
speak about their own experiences of working
across departments to deliver secondary projects
and activities

DATE:

Wednesday 26 September 2007

TIME:

12.50pm to 4pm

COST:

Free (Lunch on arrival)

VENUE:

Turnpike Centre,
Civic Square,
Leigh.
WN7 1EB

Who for:

Targeted at an introductory
level the sessions are open to
all museum and gallery staff
with little or no experience of
working cross-departmentally
with secondary schools.

Tutor/Speakers:

Suzanne Spicer, Museum of
Science and Industry; Polly
Gifford, De La Warr Pavillion;
Richard Burns, Sarah Evans
and Howard Fisher, Bury Art
Gallery; Rob Longford,
Plymouth Museum

Training Provider:

Renaissance North West

Sustainability: long-term secondary projects

DATE:

Tuesday 9 October 2007

TIME:

12.50pm to 4pm

COST:

Free (lunch on arrival)

VENUE:

Imperial War Museum North,
The Quays,
Trafford Wharf,
Trafford Park,
Manchester.
M17 1TZ

Who for:

For museum and gallery staff with little or no experience of sourcing funding opportunities and maintaining long term relationships with a variety of organisations and professionals in the planning and delivery of secondary school programmes.

Tutor/Speakers:

Peter Owen, Rochdale LEA;
Sarah Lambert, Tank Museum;
Johnny Gailey, Fruitmarket
Museum

Training Provider:

Renaissance North West

Sustaining secondary audiences is the focus of this session. Explore working with key stakeholders i.e. head teachers, school improvement and curriculum advisors and teacher network groups.

The potential of these groups to advocate the use of museums and galleries in secondary learning is an important factor in building relationships with teachers and schools.

By the end of the session, participants will:

- have gained a greater understanding of the skills and expertise required for maintaining a range of sustainable relationships within the delivery and reception of secondary programmes
- be equipped with guidance and advice on how to gain a greater understanding of funding processes and decision-making
- be able to identify the long-term benefits of secondary programming and to identify opportunities for further development

Demystifying ILFA

DATE/VENUE:

Monday 15 October 2007
at Portland Basin Museum,
Tameside

OR

Friday 18th January 2008
at the Grosvenor Museum,
27 Grosvenor Street,
Chester CH1 2DD

TIME:

10.00am to 3.30pm

COST:

Free

Who for:

All staff working in museums, libraries and archives.

Tutor/Speakers:

Suzanne Spicer, GEM
Convenor & Learning
Manager, Museum of Science
and Industry, Manchester; Sue
Hughes; Museum Manager,
Grosvenor Museum

Training Provider:

GEM NW working in
partnership with Renaissance
North West

Have you heard about Inspiring Learning for All (ILFA), but don't really understand what it is for, or how it can be useful for you and your organisation? Do you want to put learning at the centre of your organisation?

This training day is designed for museum professionals who want to explore and discover practical ways of using the Inspiring Learning for All Framework. Gain ideas on how to use ILFA strategically as a planning tool. Find solutions on encouraging staff across the museum to engage with the Framework. Understand what Generic Learning Outcomes are and how they can be used as an effective evaluation tool for all learning activities.

By the end of the session, participants will:

- have gained confidence in using ILFA
- have developed skills in using the Inspiring Learning For All Framework as a planning tool to improve learning provision in your museum
- have developed knowledge of the Generic Learning Outcomes – the learning theories that underpin ILFA

Reaching the unreachable? Working with hard to reach audiences

DATE:

Thursday 22 November 2007

TIME:

10am to 4pm

COST:

£20 Federation member
£30 non member

VENUE:

Ashton Town Hall,
Market Place,
Ashton-under-Lyne.
OL6 6DL

Who for:

All heritage and museum staff, especially those involved in audience development.

Tutor/Speakers:

Ellen Fenton, Norton Priory Museum and Gardens; Sheni Ravji-Smith, Greater Manchester Music Action Zone; Leanne Feeley, Marie Knudsen, Tameside mUseum Service; Cheryl Macgowan, Harris Museum; Sue Latimer, Kelgrove Art Gallery and Museum; Charlotte Smith, Museum of Science and Industry Manchester

Training Provider:

North West Federation of Museum and Galleries

The day provides an opportunity for participants to explore how museums can work with and develop audiences within hard to reach communities.

Speakers will share good practice on working in partnership with organisations such as SureStart and the youth service and how to build sustainable relationships with hard to reach groups based on continued engagement and evaluation.

By the end of the session, participants will:

- have a greater understanding of how to build sustainable relationships with the community
- have gained ideas and experience through the sharing of best practice in community engagement
- have gathered top tips and learning points from the difficult experiences shared by the speakers

Creating the best visitor experience

DATE:

Thursday 6 December 2007

TIME:

10am to 4pm

COST:

£20 Federation member
£30 non member

VENUE:

The Grosvenor Museum,
27 Grosvenor Street,
Chester,
CH1 2DD

Who for:

All heritage staff. Staff involved with visitor services management and/ or delivery and staff seeking to develop an understanding of how visitor services and their staff contributes to the visitor experience.

Tutor/Speakers:

tbc

Training Provider:

North West Federation of Museum and Galleries

Museums have begun to realise that the complete visitor experience is the key to repeat attendance and building audience loyalty.

This session is an opportunity to hear good practice from colleagues across the region. Participants will gain confidence on how to understand and meet the needs of visitors, plan for and staff visitor services appropriately, train staff and evaluate services in order to ensure the optimal visitor experience.



Front of House

DATE:

Wednesday 6 February 2008

TIME:

10am to 4pm

COST:

Free (Renaissance North West is sponsoring 20 places)

VENUE:

Manchester Art Gallery,
Mosley Street,
Manchester.
M2 3JL

Who for:

All museum staff.

Tutor/Speakers:

Joanne Irvine, Bolton Museum and Archive Service; Alex Wood, Holmes-Wood Design; Diane Ingham Cook, Effective Training and Development for Heritage; Sally Manuireva, Sheffield Galleries and Museums Trust

Training Provider:

The Museum Association working in partnership with Renaissance North West

This session will explore the relationship between the visitor, visitor services department and the visitor experience.



By the end of the session, participants will:

- have gained practical tips and design solutions to change unwelcoming environments
- have gained confidence in managing the increasing demands on visitor services from political agendas such as Disability Discrimination Act compliance and cultural diversity

Museums supporting pupils' literacy

DATE:

Friday 28 February 2008

TIME:

10am to 4pm

COST:

Free

VENUE:

Manchester Art Gallery,
Mosley Street,
Manchester.
M2 3JL

Who for:

For teachers and for all Museum staff, particularly those interested in education and learning in schools.

Tutor/Speakers:

tbc

Training Provider:

Renaissance North West

This seminar is an opportunity for museum professionals and teachers to explore how museums and galleries can support literacy in schools.

Literacy is still a major priority for schools in the North West and museums and galleries have been proven to be ideal places to develop pupils literacy skills. This workshop will draw on experience from a successful initiative MAGPIE in Manchester and will give participants hands on opportunities to try out new techniques that they can use in their own museums and galleries.

By the end of the session, participants will:

- have a greater understanding of how literacy is taught in schools
- have found out about how museums and galleries in Manchester have successfully helped raise pupil attainment in literacy
- have obtained ideas on how to develop a literacy session in their museum or gallery
- have built confidence in developing and teaching literacy

Family learning

DATE:

Tuesday 4 March 2008

TIME:

10.00am to 3.30pm

COST:

Free

VENUE:

Touchstones Rochdale,
The Esplanade,
Rochdale.
OL16 1AQ

What is family learning? Are 'family learning' and 'family events' the same thing?

This session highlights the importance that families can have in supporting each other's learning. Using case studies from around the North West explore how museums, libraries and archives can build motivation, create opportunities and provide support for learning in families.

Who for:

All museums, libraries and archives staff who have an interest in family learning and learners.

Tutor/Speakers:

Suzanne Spicer, Museum of Science and Industry, Manchester; Jane Fletcher, North West Hub; Others tbc

Training Provider:

GEM NW working in partnership with Renaissance North West



Common core skills



The MLA Partnership has adopted the MLA Common Core Skills Framework as a professional and personal development planning tool for individuals working with children, young people and families.

MLA will work closely with the sector skills councils to develop national occupational standards and qualifications linked directly to Every Child Matters and the Common Core Framework which are relevant to the museums, libraries, archives sector. During 2007 – 2008 the MLA Common Core Framework will be piloted through the Strategic Commissioning Learning Links programme.

Introduction to the MLA Common Core Skills framework

The Common Core of Skills and Knowledge for the Children's Workforce is part of the Every Child Matters – Change for Children agenda.

It reflects a set of common values and defines the basic skills and knowledge needed by people working with children, young people and families. This session provides an introduction to the MLA interpretation of the six areas expertise and knowledge.

DATE:

Tuesday 23 October 2007

TIME:

10am to 4pm

COST:

Free

VENUE:

The Brew House,
Wilderspool Park,
Greenall's Avenue,
Warrington,
WA4 6HL

COMMON CORE SKILLS

By the end of the session, participants will:

- have the ability to describe and demonstrate an understanding of the 5 key outcomes for children and young people
- have improved knowledge of the Every Child Matters Common Core
- gain knowledge of the MLA six areas of expertise completed during a Common Core self-assessment

Who for:

This session is for museum and archive staff involved in work with children and young people. Preference will be given to those participating in the MLA North West Strategic Commissioning Learning Links teacher placement programme.

Tutor/Speakers:

Madeleine Rogerson, MLA North West; Heather Lomas, Heritage and Museums Consultant; Others

Training Provider:

MLA North West

APPLICATION ROUTE

A

Effective communication and engagement with children and young people

DATE:

Tuesday 30 October 2007

TIME:

11am to 3.30pm

COST:

Free

VENUE:

The Brew House,
Wilderspool Park,
Greenall's Avenue,
Warrington
WA4 6HL

The aim of this session is to develop an understanding of the requirements for effective communication both verbal and non-verbal, understand the barriers to effective communication and consider the importance of consultation with children and young people.

Who for:

This session is for museum and archive staff involved in work with children and young people. Preference will be given to those participating in the MLA North West Strategic Commissioning Learning Links teacher placement programme.

Tutor/Speakers:

tbc

Training Provider:

MLA North West

By the end of the session, participants will:

- be able to discuss ways of communicating with children and young people
- understand potential barriers to effective communication
- be able to demonstrate the importance of consulting with children, young people, their families and carers

Child and young person development

DATE:

Thursday 29 November 2007

TIME:

11am to 3.30pm

COST:

Free

VENUE:

The Brew House,
Wilderspool Park,
Greenall's Avenue,
Warrington
WA4 6HL

The aim of this session is to increase knowledge of developmental milestones 0-18 years. The session will cover the physical, intellectual, linguistic, social and emotional growth and development of babies, children and young people.

By the end of the session, participants will:

- have increased knowledge of stages and sequences of children and young people's development
- be able to discuss ways of supporting the development of children and young people
- be able to reflect on own practice in supporting children's development

Who for:

This session is for museum and archive staff involved in work with children and young people. Preference will be given to those participating in the MLA North West Strategic Commissioning Learning Links teacher placement programme.

Tutor/Speakers:

tbc

Training Provider:

MLA North West

Supporting transitions

DATE:

Tuesday 4 December 2007

TIME:

11am to 3.00 pm

COST:

Free

VENUE:

The Brew House,
Wilderspool Park,
Greenall's Avenue,
Warrington
WA4 6HL

Who for:

This session is for museum and archive staff involved in work with children and young people. Preference will be given to those participating in the MLA North West Strategic Commissioning Learning Links teacher placement programme.

Tutor/Speakers:

tbc

Training Provider:

MLA North West

Children and young people pass naturally through a number of stages as they grow and develop, such changes are referred to as transitions.

The aim of this session is to develop an understanding of how change and transition affects children and young people at different ages and stages.

By the end of the session, participants will:

- be able to identify changes and transitions for children and young people
- be able to describe the effects of change and how children may respond
- be able to develop strategies for supporting children and young people through transitions

Safeguarding and promoting the welfare of the child

DATE:

Thursday 17 January 2008

TIME:

11am to 3pm

COST:

Free

VENUE:

The Brew House,
Wilderspool Park,
Greenall's Avenue,
Warrington
WA4 6HL

Who for:

This session is for museum and archive staff involved in work with children and young people. Preference will be given to those participating in the MLA North West Strategic Commissioning Learning Links teacher placement programme.

Tutor/Speakers:

tbc

Training Provider:

MLA North West

The aim of this session is to develop knowledge and understanding of the relevant legislation, duties, policies and procedures and to recognise when children and young people are not achieving their developmental potential.


By the end of the session, participants will:

- be able to discuss current legislation and policies relating to safeguarding and promoting the welfare of children and young people
- have a greater understanding of how children and young people can be supported to achieve the five key outcomes of the Every Child Matters agenda

Leading and management

This section responds to the demand for training in essential management skills. There are a variety of interactive sessions to equip you with the skills and knowledge to tackle activities such as fundraising and project management.

How to maximise your museum shop

The way that merchandise is presented in your retail outlet(s) will have a significant impact on the level of sales achieved. This workshop focuses on the basic principles of business planning, merchandising and display, shop layout and effective point of sales.

It will give you an understanding of how to make your outlet easy to shop and create an environment that attracts customers and converts browsers to buyers.

DATE:

Friday 5 October 2007

TIME:

9.30am to 2pm

COST:

Free (lunch provided)

VENUE:

Rex Martin Theatre,
Nr Walker Art Gallery,
William Brown Street,
Liverpool,
L3 8EL

By the end of the session, participants will:

- understand the basics of retail business planning
- obtain ideas for successful shop layouts and visual merchandising
- understand 'point of sale' – what it is and how to make it work
- gain confidence in choosing merchandise – what to sell and why

Who for:

All staff involved with retail and merchandising. This is an introductory level course.

Tutor/Speakers:

Karen Grant, Senior Retail and Information Manager; National Museums Liverpool

Training Provider:

National Museums Liverpool working in partnership with Renaissance North West

DATE:

Friday 9 November 2007

TIME:

9.45am to 1pm

COST:

Free

VENUE:

National Museums Liverpool,
Dale Street Offices,
127 Dale Street,
Liverpool.
L2 2JH

Who for:

All staff who are planning or undertaking capital projects.

Tutor/Speakers:

Sara Hilton, Director of Projects, NML; Mike O'Connell, Logistics Manager, NML; Ann Bukantas, Curator of Fine Art, NML

Training Provider:

National Museums Liverpool working in partnership with Renaissance North West

Project management skills are vital for anyone working in museums today.

Whether it's planning the installation of a key object, managing the work of artists, undertaking an object decant operation or taking forward a major capital project, most of us will be involved in project delivery. This seminar explores some of the issues of project delivery within a museum setting and learning from National Museum Liverpool's experience, looks at some of the skills that need to be developed to ensure successful project delivery.

By the end of the session, participants will:

- have gained an understanding of the importance of strong project management skills within the museum context
- be able to explore ways to improve project management skills for use within a museum context
- have gained an introduction to planning and implementing an object decant from a gallery
- have learnt how project management skills can help you when working with artists

DATE:

Tuesday 13 November 2007

TIME:

2 sessions: 10am to 1pm
OR 2pm to 5pm

COST:

Free

VENUE:

Lancashire Conservation Studios, Lancashire Museums, Stanley Street, Preston.
PR1 4YP

Who for:

All museums, libraries and archives staff and volunteers; introductory level.

Tutor/Speakers:

tbc

Training Provider:

Lancashire Conservation Studios, Lancashire Museums, Stanley Street, Preston.
PR1 4YP

Every museum at some stage needs to raise additional funds, beyond that provided by either grant aid or earned income, for one off capital projects or to support regular museums activities.

This session will help develop your abilities to make successful applications to grant-making bodies and charitable trusts and foundations.

By the end of the session, participants will:

- have an understanding of what financial support is available
- gain knowledge of how to research grant-making bodies
- have an appreciation of the priorities of the leading grant-making bodies
- gain knowledge of how to put together a convincing grant application

Managing volunteers

Volunteers play an increasingly vital role in the work of many museums.

To realise the full potential of volunteers you need to be clear about why and how you involve them. This workshop will help you to adopt best practice in the recruitment, management, protection, support and development of volunteers.

DATE:

Wednesday 9 January 2008

TIME:

2 sessions: 10am to 1pm
OR 2pm to 5pm

COST:

Free

VENUE:

The Brew House,
Wilderspool Park,
Greenall's Avenue,
Warrington
WA4 6HL

Who for:

All museums, libraries and archives staff working with volunteers.

Tutor/Speakers:

The Museums Association in collaboration with Volunteering England

Training Provider:

The Museum Association working in partnership with Renaissance North West

By the end of the session, participants will:

- have an understanding of the role of volunteers
- have an appreciation of the legal framework
- have ideas about motivating and getting the best out of volunteers
- have gained knowledge about how to develop volunteering and sources of further help

What every retailer needs to know

DATE:

Wednesday 23 January 2008

TIME:

10am to 3.30pm

COST:

Free

VENUE:

Manchester Art Gallery,
Mosley Street,
Manchester.
M2 3JL

The theme of the day is retailing basics. How to attract customers; how to turn more of your visitors into purchasers; how to measure the performance of your retail outlet and how to use that information to identify successes and failures in your shop so you can buy more effectively.

The day is split across two intensive sessions which will provide an opportunity for questions from the floor. Over lunch there is the opportunity to browse the gallery shop, as well as a small table top trade fair with some key suppliers.

Who for:

All staff who have responsibility for retail within the museum, as well as those pondering developing a shop.

Tutor/Speakers:

John Prescott, Retail Matters;
Selena Fellows, Consultant.

Training Provider:

Association of Cultural Enterprises working in partnership with Renaissance North West

By the end of the session, participants will:

- learn how to convert more of your visitors into customers
- learn how to monitor your sales
- learn how to measure the success of your retail outlet
- learn how to manage your shop to improve performance year on year

Artists in museums

DATE:

Wednesday 30 January 2008

TIME:

10am to 4.30pm

COST:

Free

VENUE:

The Manchester Museum,
The University of Manchester,
Oxford Road,
Manchester.
M13 9PL

Two case studies followed by expert seminars exploring and expanding the understanding of how artists can work in museums.

Case studies will be based on the work of the recent Alchemy fellowships at the Manchester Museum, which will include the opportunity to see new work made through the Fellowships and talk to the artists involved. Seminars will offer the opportunity for participants to engage in discussion with curators based at Manchester Museum, Natural History Museum, London, Belsay Hall (TBC) and National Maritime Museum (TBC) and get to grips with current issues, theoretical and practical concerns.

By the end of the session, participants will:

- have a greater understanding of how artists work with institutions
- be equipped to apply good working practices
- be equipped to take working with artists further
- obtain ideas for own projects

Who for:

Museum and gallery staff who are interested in working with contemporary artists to develop ideas around interpretation of collections and sites and develop dynamic artists' lead education.

Tutor/Speakers:

Bryony Bond, Kate Day, Bergit Arends, Ilana Halperin, Nick Jordan, Jacob Cartwright, Jordan Baseman

Training Provider:

Renaissance North West

Show me the money – sponsorship in museums

DATE:

Thursday 6 March 2008

TIME:

10.30am to 4pm

COST:

£20 Federation member
£30 non member

VENUE:

Tullie House Museum
and Art Gallery,
Castle Street,
Carlisle,
Cumbria.
CA3 8TP

Who for:

All heritage and museum staff, especially those involved in developing sponsorship for their organisation and its activities.

Tutor/Speakers:

tbc

Training Provider:

North West Federation of
Museum and Galleries

Fundraising is getting harder and harder. “Show Me the Money” is an opportunity to learn the techniques of fundraising through sponsorship.

You will have a chance to hear about some museum projects where they have successfully raised sponsorship funding. There will be representatives from different organisations and agencies to share and discuss your ideas and concerns regarding sponsorship. This is an essential workshop for anyone involved in developing sponsorship.

By the end of the session, participants will:

- have a greater understanding of using sponsorship for fundraising
- have obtained ideas on approaches to sponsorship for your project/event
- understand the techniques and methods used for raised funds through sponsorship

Funding and fundraising

DATE:

Thursday 13 March 2008

TIME:

9.45am to 1pm

COST:

Free

VENUE:

National Museums Liverpool,
Dale Street Offices,
127 Dale Street,
Liverpool.
L2 2JH

Who for:

All museums, libraries and archives staff and volunteers; introductory level.

Tutor/Speakers:

James Hernandez, Head of
Trusts, Foundations & Public
Sector, National Museums
Liverpool

Training Provider:

National Museums Liverpool
working in partnership with
Renaissance North West

Every museum at some stage needs to raise additional funds for one off capital projects or to support museums activities.

This session will help develop your abilities to maximise fundraising for your projects and the museum and heritage site you work within.

By the end of the session, participants will:

- have an understanding of the sources of funding
- have developed knowledge of how to research grant giving bodies
- have an ability to understand the priorities of funding bodies
- have developed knowledge of how to put together a convincing grant application

Managing collections

This section contains sessions and workshops that explore the essential elements of working with collections. They include the practicalities of managing the handling, documentation, care and accessibility of museum collections as well as the debate around issues such as disposal, human remains and exploitation.

Working with human remains

This session introduces participants to the legal and ethical framework surrounding ownership of human remains within the 'museum' context.

Participants will cover topics such as the Human Tissues Act and the role of the Human Tissue Authority, and the remit of the Department of Culture, Media and Sport (DCMS) Guidance for the case of Human Remains in Museums. Participants will examine current guidance on the display, handling, storage and conservation of human remains to gain practical tips for their own collections. There will be opportunities for sharing, focusing on participants' own collections and a visit to the Manchester Museum stores.

DATE:

Friday 14 September 2007

TIME:

10.00am to 2.30pm

COST:

Free

VENUE:

The Kanaris Theatre,
The Manchester Museum,
The University of Manchester,
Oxford Road,
Manchester.
M13 9PL

Who for:

For all museums, libraries and archives staff wishing to gain confidence in working with human remains.

Tutor/Speakers:

Piotr Bienkowski, Deputy Director, The Manchester Museum; Malcolm Chapman, Head of Collections, The Manchester Museum

Training Provider:

Renaissance North West

By the end of the session, participants will:

- understand the Human Tissue Act, the role of the Human Tissue Authority and the licensing of human remains within a 'museum' collection
- be equipped to assess your collections within the current legal and guidance frameworks
- be able to identify key issues surrounding working with human remains in activities such as display, storage, handling and conservation

Basic introduction to collections care

DATE:

Wednesday 10 October 2007

TIME:

12.30pm to 4.30pm.

COST:

Free

VENUE:

The Conference Centre,
The National Waterways
Museum Ellesmere Port,
South Pier Road,
Ellesmere Port,
Cheshire.
CH65 4FW

Who for:

All museum staff who contribute to collections care. This is at an introductory level and is especially useful to junior staff, personnel with limited museum experience, and those needing to refresh their knowledge.

Tutor/Speakers:

Janice Porter, Lancashire Museums; Jenny Truran, Lancashire Museums

Training Provider:

Lancashire Conservation Studios in partnership with Renaissance North West

This workshop will provide participants with a greater understanding of the basic principles of collections care including housekeeping, environmental monitoring, handling and packing of objects.

The workshop includes practical sessions in handling and packing as well as the opportunity to identify a variety of museum pests. A copy of the National Trust's 'Manual of Housekeeping' will be given to each organisation attending.

By the end of the session, participants will:

- know the importance of the museum environment
- be able to assess the condition of an object
- demonstrate appropriate handling and packing procedures for a range of museum objects

Dynamic rationalisation

DATE:

Friday 9 November 2007

TIME:

10am to 4.30pm

COST:

Free

VENUE:

Manchester Art Gallery,
Mosley Street,
Manchester.
M2 3JL

Who for:

Collections managers, curators/keepers, registrars, documentation officers.

Tutor/Speakers:

Moira Stevenson, Manchester City Galleries; Ian Bancroft, Wigan Heritage Trust; Matthew Constantine, Bolton Museum & Art Gallery; John McGoldrick, Lancashire County Museum Service; Paul Fraser Webb, MLA North West; Christine Woods, The Whitworth Art Gallery

Training Provider:

Renaissance North West

A workshop that will explore innovative approaches to collections management and demystify the contentious issue of disposal.

By the end of the session, participants will:

- understand practical issues, considerations, implications of rationalisation/disposal, such as the logistical, ethical, practical and legal issues
- be inspired by innovative projects that are challenging a contentious area of collections management
- have access to a network of colleagues who are undertaking or thinking about pursuing a rationalisation audit/project
- know where to go for advice if they are pressured by governing/funding bodies to dispose (where disposal is not appropriate)

DATE:

Friday 7 December 2007

TIME:

10am to 4pm

COST:

Free

VENUE:

Queen St Mill Textile Museum,
Harle Syke, Burnley.
BB10 2HX

This hands-on practical one day training course provides an introduction to copyright and its importance within the context of caring for collections.

Participants will be introduced to the tools they need to manage copyright as part of their daily work within the context of museums, galleries and other cultural heritage organisations. The day will also examine in detail how rights can be cleared, the role of copyright audits, tips for tracing rights holders, due diligence and the management and protection of rights within the context of digitisation and publishing projects.

Who for:

All museums, libraries and archives staff who are established or improving rights management procedures and seeking an introduction to the principles of copyright within the context of caring for and interpreting collections.

Tutor/Speakers:

Naomi Korn, Freelance
Copyright Consultant & MDA
Trainer

Training Provider:

MDA working in partnership
with Renaissance North West

By the end of the session, participants will:

- have encountered key copyright issues of relevance to the sector
- have discussed copyright legislation
- understand the procedures for achieving best copyright practice

DATE:

Thursday 14 February 2008

TIME:

10am to 4pm

COST:

Free

VENUE:

The Kanaris Theatre,
The Manchester Museum,
The University of Manchester,
Oxford Road, Manchester.
M13 9PL

This one-day workshop provides an introduction to the basic principles of copyright exploitation within the context of working with collections and why licences are essential tools for maximising assets and reducing risks.

The course is aimed at professionals who already have a basic understanding of copyright and who want to further develop their knowledge by offering practical training to start building an effective rights clearance toolkit. The hands-on training aims to give participants the tools they need to choose, create and negotiate licences for the use of third party rights, more information about Creative Commons licences and licensing in the digital environment.

By the end of the session, participants will:

- have encountered various types of licence agreements
- understand how rights can be cleared and exploited
- have examined ways to build their own robust licences and to negotiate licences with third parties

Who for:

All museums, libraries and archives staff who are currently, or intend to become, responsible for exploiting copyright in their organisation; involved with clearing rights for digitisation projects or other tasks and seeking a sound, practical grounding in licensing practice.

Tutor/Speakers:

Naomi Korn, Freelance
Copyright Consultant & MDA
Trainer

Training Provider:

MDA working in partnership
with Renaissance North West

Documentation for Accreditation

DATES AND VENUE:

Friday 14 December 2007
at Tullie House Museum and
Art Gallery

OR

Tuesday 15 January 2008
at The National Waterways
Museum, Ellesmere Port

TIME:

10am to 3.30pm

COST:

Free

This course provides an introduction to the basic principles of museum documentation with particular reference to the MLA's Museum Accreditation Scheme.

Participants will examine the content of an effective system and good documentation practice.



Who for:

All museum staff who are working towards Museum Accreditation, addressing museum backlogs. Introductory level.

Tutor/Speakers:

Margaret Harrison, Freelance Museum Consultant & MDA Trainer

Training Provider:

MDA working in partnership with Renaissance North West

By the end of the session, participants will:

- have examined and discussed the Museum Accreditation Scheme
- have understood the principals and use of SPECTRUM, the UK Museum Documentation Standard
- have examined a basic museum documentation system
- have assessed their own documentation system against the Museum Accreditation guidelines
- have outlined a plan to enable their museum to meet the documentation requirements of the Museum Accreditation Scheme

APPLICATION ROUTE

A

Procedural manual workshop

DATE:

Wednesday 27 February 2008

TIME:

10am to 3.30pm

COST:

Free

VENUE:

Lancashire Conservation Studios, Lancashire Museums, Stanley Street, Preston. PR1 4YP

Procedural manuals are the basis of a sound documentation system, and are a requirement of the MLA's Museum Accreditation Scheme.

This workshop gives participants the opportunity to consider procedural manuals in the context of their own collections. Participants will leave with a contents list for their own manuals.

By the end of the session, participants will:

- understand the structure and purpose of a procedural manual
- understand how SPECTRUM: the UK Museum Documentation Standard can help
- have identified the content and started to develop a procedural manual

Who for:

All museum staff who are writing a procedural manual for their Museum Accreditation Scheme application, reviewing their existing procedural manual.

Tutor/Speakers:

Margaret Harrison, Freelance Museum Consultant & MDA Trainer

Training Provider:

MDA working in partnership with Renaissance North West

APPLICATION ROUTE

A

Documentation planning

DATE:

Tuesday 11 March 2007

TIME:

10am to 3.30pm

COST:

Free

VENUE:

The British Commercial
Vehicle Museum,
King Street,
Leyland,
Nr Preston,
Lancashire
M50 3AZ

Who for:

All museum staff who are
addressing museum backlogs,
writing or reviewing
documentation plans.
Intermediate level.

Tutor/Speakers:

Margaret Harrison, Freelance
Museum Consultant & MDA
Trainer

Training Provider:

MDA working in partnership
with Renaissance North West

This is a practical course giving participants the opportunity to begin to work on a documentation plan for their own organisation.

Participants examine practical strategies for reducing backlogs and discuss a range of successful project management techniques. Topics covered include SPECTRUM, the UK Museum Documentation Standard, identifying backlogs and participants' own documentation plans.

By the end of the session, participants will:

- have considered the importance of good documentation practice
- have defined a museum backlog
- have discussed backlog case studies
- have started work on a documentation plan for their own organisation



Their Past Your Future 2 – North West regional launch

Briefings



MLA North West briefings will cover useful policy, practice and funding information to the museums, libraries and archives sector.

This session provides an introduction to Their Past Your Future 2 – a UK-wide educational programme which encourages the exploration of the impact and on-going legacy of 20th century conflict on people and places in the UK and around the world.

DATE:

Tuesday 18 September 2007

TIME:

11am to 2pm

COST:

Free (lunch provided)

VENUE:

Hexagon Room,
The Lowry,
The Quays,
Salford.
M50 3AZ

BRIEFINGS

By the end of the session, participants will:

- have a greater understanding of the scope and aims of the programme
- have developed knowledge of programme funding criteria
- have obtained ideas for projects and possible project partners

Who for:

All staff working in museums, libraries and archives.

Tutor/Speakers:

Nicky Morgan, Programme Manager, Education and Learning, Museums, Libraries and Archives Council

Training Provider:

MLA North West

APPLICATION ROUTE
A

DATE:

Thursday 25 October 2007

TIME:

1pm to 4pm

COST:

Free

VENUE:

Wilderspool Park,
Greenall's Avenue,
Warrington
WA4 6HL

Who for:

This session is for library staff involved in work with children and young people.

Tutor/Speakers:

Madeleine Rogerson, Acting Head of Programmes, MLA North West; Ann Roughley, Wigan Education Business Partnership; Sheila O'Hare, Local Studies Librarian, Trafford Local Studies

Training Provider:

MLA North West

Learning Links for Libraries is a professional development opportunity allowing library staff and teachers the opportunity to gain first hand experience of each other's work.

Learning Links for Libraries offers teachers, early years practitioners and youth workers funded placements (up to 3 days) in libraries to develop new programmes or resources for children and young people. Library staff are offered similar placements in target schools or settings to develop their knowledge of the curriculum and working with children and young people.

By the end of the session, participants will:

- have a greater understanding of the scope and aims of the programme
- have developed knowledge of programme funding criteria
- have obtained ideas for projects and possible project partners

Please remove and photocopy the course booking form as required.
This form can also be found at www.mlanorthwest.org.uk

Course Title: Course Date: Venue: Name: Email Address: Job Title: Organisation: Address: Post Code: Telephone: Fax: Out of hours number: Any special dietary or mobility requirements:

Status of employment:

 Part-time Full-time Voluntary Temporary

(please delete as applicable)

*We require an out of hours telephone number so we can contact you if the course has to be cancelled due to unforeseen circumstances.

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
SUNDAY	-	-	-	-	-	-	-
MONDAY	1	1	-	-	-	-	-
TUESDAY	-	2	-	-	1	-	-
WEDNESDAY	-	3	-	-	2	-	-
THURSDAY	-	4	1	-	3	-	-
FRIDAY	-	5 How to maximise your museum shop	2	-	4	1	-
SATURDAY	1	6	3	1	5	2	1
SUNDAY	2	7	4	2	6	3	2
MONDAY	3	8	5	3	7	4 Developing Audiences Why? When? How?	3
TUESDAY	4	9 Sustainability: Long-term Secondary Projects	6	4 MLA Common Core Skills – Supporting transitions	8	5	4 Family Learning
WEDNESDAY	5	10 Basic Introduction to Collections Care	7	5	9 Managing Volunteers	6 Front of House	5
THURSDAY	6	11	8	6 Creating the Best: Visitor Experiences	10	7	6 Show me the Money: Sponsorship in Museums
FRIDAY	7	12	9 Dynamic Rationalisation Project Management	7 Copyright Essentials	11	8	7
SATURDAY	8	13	10	8	12	9	8
SUNDAY	9	14	11	9	13	10	9
MONDAY	10	15 Demystifying ILFA	12	10	14	11	10
TUESDAY	11 Effective Evaluation for Secondary: Innovation and Creativity	16	13 Funding	11	15 Documentation for Accreditation	12	11 Documentation Planning
WEDNESDAY	12	17	14	12	16	13	12
THURSDAY	13	18	15	13	17	14 Copyright Exploitation	13 Funding and Fundraising
FRIDAY	14 Working with Human Remains	19	16	14 Documentation for Accreditation	18 Demystifying ILFA	15	14
SATURDAY	15	20	17 MLA Core Skills – promoting the welfare of the child	15	19	16	15
SUNDAY	16	21	18	16	20	17	16
MONDAY	17	22	19	17	21	18	17
TUESDAY	18 Their Past Your Future (TPYF 2) North West regional launch	23 Introduction to the MLA Common Core Skills Framework	20	18	22	19	18
WEDNESDAY	19	24	21	19	23 Practical Retailing - What every retailer needs to know	20	19
THURSDAY	20	25 Learning Links for Libraries	22 Reaching the Unreachable – Working with Hard-to-Reach Audiences	20	24	21	20
FRIDAY	21	26	23	21	25	22	21
SATURDAY	22	27	24	22	26	23	22
SUNDAY	23	28	25	23	27	24	23
MONDAY	24 Developing Audiences Why? When? How?	29	26	24	28	25	24
TUESDAY	25	30 MLA Common Core Skills – Effective Communication and Engagement with Children and Young People	27	25	29	26	25
WEDNESDAY	26 Making Collaboration and Collections Work for Secondary Schools	31	28	26	30 Artists in museums	27 Procedural Manual Workshop	26
THURSDAY	27	-	29 MLA Common Core Skills – Child and Young Person Development	27	31	28 Museums supporting Pupils' Literacy	27
FRIDAY	28	-	30	28	-	29	28
SATURDAY	29	-	29	-	-	-	29
SUNDAY	30	-	30	-	-	-	30