

Newlands Enterprise Professional Services

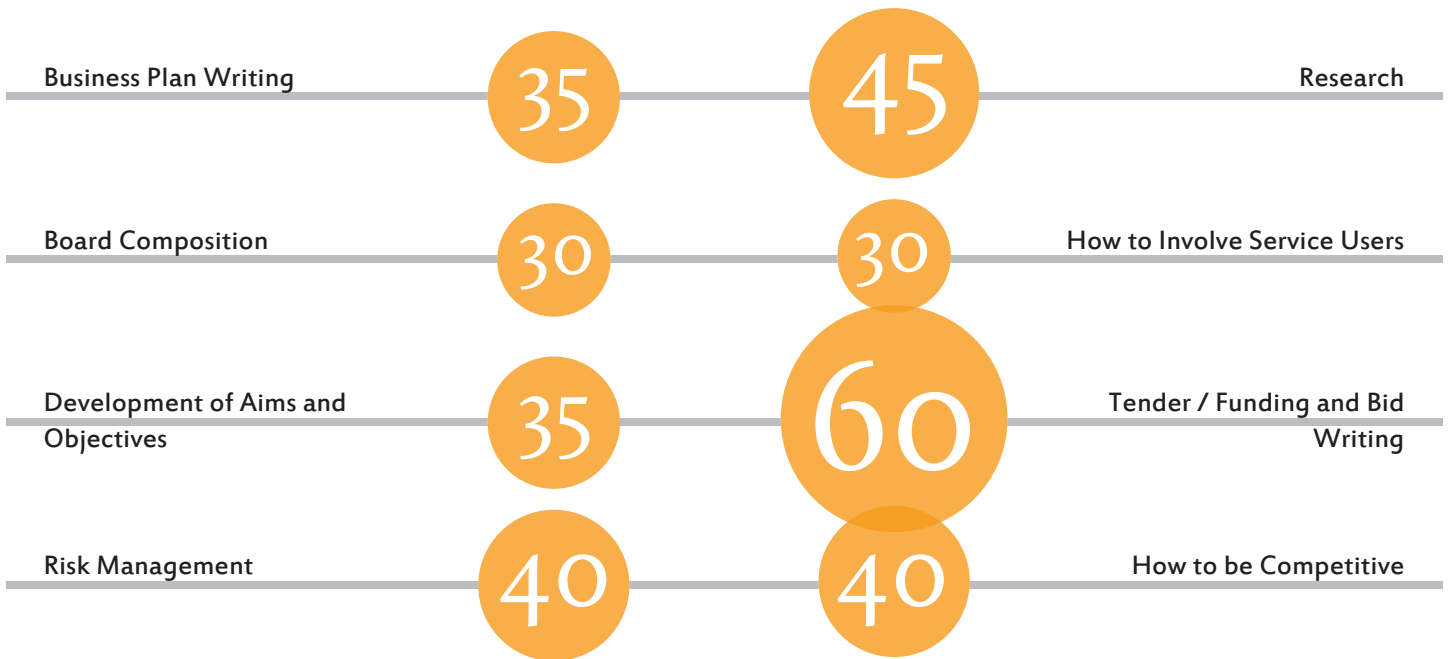
Newlands Enterprise distributed a questionnaire to Third Sector Organisations throughout Bradford District. It's aim was to collect an up to date picture of Professional Service needs within these organisations.

The following 3 pages contain the results from this task.

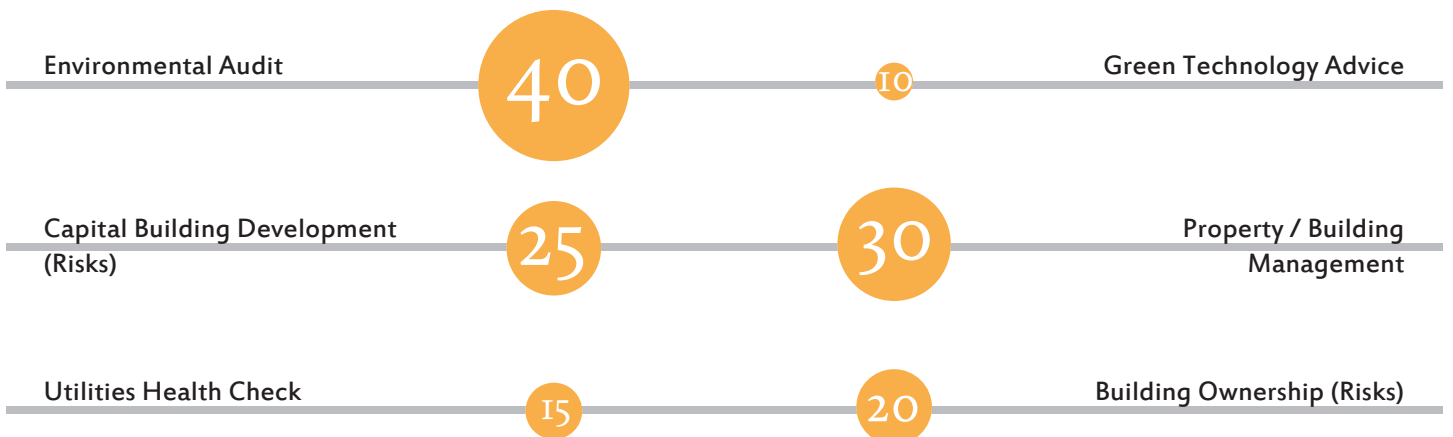
The most requested services (those requested by 50% or more of the respondents) are:

- Tender/Funding and Bid Writing
- Generating Income
- Fundraising Help
- Backing up Electronic Data
- Legislation orgs. should be aware of
- Data Protection Guidance
- Public Relation Help
- Production of Community Newsletters
- Website Design
- Publicising Organisations Online
- Getting Feedback from Service Users
- Monitoring and Evaluation Systems
- Getting Tender Ready
- Board Skills and Development
- Managing Information

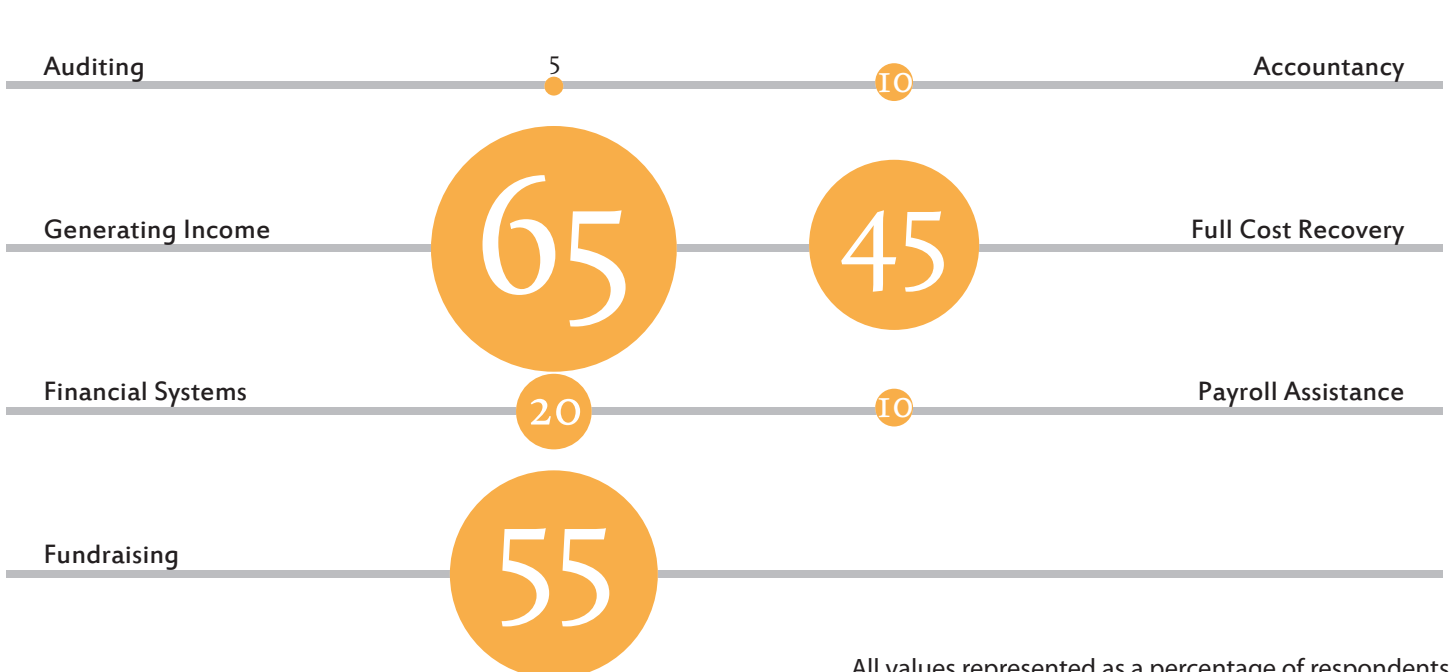
Business Planning



Environmental Issues



Financial



All values represented as a percentage of respondents

Human Resources

Human Resources and Personnel

30

30

Recruitment and Selection

Drafting and Implementing HR Policies

25

Information Technology

System Reviews

45

50

Backing Up Electronic Files

Computers / IT Support

30

Marketing

Website Design

60

30

Event Hosting and Support

Public Relations

50

30

Dealing with the Press

Design and Graphics

35

50

Community Newsletters

Printed Marketing Materials

45

40

Organisation Branding

Publicise Yourself Online

65

25

Video Production

Branded Stationery

40

40

Developing Local Networks

Monitoring and Evaluation

Getting Feedback from Service Users

55

60

Monitoring and Evaluation Systems

Policies and Procedures

Creating Policies

25

55

Getting Tender Ready

Legal Requirements

Employment Rights Advice

20

25

Health and Safety

Employer Responsibilities

25

35

Environmental Laws

Legislation You Must Be Aware Of

60

50

Data Protection

Workshops

Board Skills and Development

55

35

Communication Skills

Leadership and Management

30

45

Sales and Marketing

Financial Management

30

45

Computers and Software

Literacy and Numeracy

15

40

Customer Service

Managing Information

50

All values represented as a percentage of respondents