

# Pamela A McNay

## Training and Consultancy

### **Specialisms**

- Training: open and in-house
- Writing: including preparation of training materials
- Research
- Consultancy
- Group facilitation
- Process consultancy

### **Training**

- **Management:** including Managing for the first time; Being a more effective voluntary sector manager; Financial management; Business / strategic planning; Managing people; Supervision and appraisal; Appointing staff; Effective meetings, Chairing: Minutes, Managing change; Roles and responsibilities of Trustees; Leadership.
- **Personal management:** Time management; Stress management.
- **Communication:** Assertiveness, Counselling; Listening skills; Speaking / presentation skills.
- **Personal development:** Training and facilitation; Emotional intelligence.

### **Consultancy** focuses on.

- helping organisations to develop a strategy for and work through periods of change, growth or internal problems
- improving current practice and performance
- team building;
- training needs analysis
- establishing helplines: telephone and internet

### **Research**

My primary research interests are three-fold: effective learning in adults; effective operation of not-for-profit organisations and development of value/attitude change

### **Voluntary sector experience -**

is extensive! I've worked (as a volunteer, Trustee and paid staff member) in large and small organisations over 40 years. I've been offering freelance training/consultancy since 1985

### **Other work experience -**

includes teaching, research, contributing to the development of courses (as course consultant and assessor) and tutoring for the Open University (psychology and management) student advice and support. I am qualified & have worked as a counsellor/psychotherapist. I also work with statutory agencies including the National College for Leadership of Schools and Children's Services, local authorities, schools and universities

### **Qualifications and professional memberships**

BA Hons (1st class) – psychology  
Institute of Training and Development Certificate in Training  
Post-graduate diploma in psychodynamic therapy

Chartered Member: Chartered Institute of Personnel and Development  
Accredited Consultant for the National College for Leadership of Schools and Children's Services

I qualify for graduate membership of the British Psychological Society and membership of the British Association of Counselling and Psychotherapy but have chosen not to maintain these

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