

# COMMUNITY MANAGEMENT TRAINING WORKSHOPS

Wicklow Rural Partnership Ltd. is pleased to announce a schedule of training for community representatives, being funded under the LEADER+ programme. Within this schedule, a series of 7 day-long workshops will be delivered by experts, to respond to the technical and management training needs of members of community / voluntary groups and community enterprises.

In order to ensure that these workshops reflect your needs and to facilitate the organisation of planned events, we invite you to express your interest in attending any / all of the workshops outlined below and to inform us of your future training needs. A stamped, self-addressed envelope has been enclosed for your response, which should reach us by **Monday, February 27th next**.

All workshops will be held from 9:30AM to 3:30PM in the Brockagh Resource Centre, Laragh. A sandwich lunch will be provided. Confirmation of the events will be advertised in the Wicklow People in early March – titles may be subject to change.

## SATURDAY, 11th MARCH

### Operating community enterprises – legal issues for community Directors:

- Establishing a legal entity and developing basic legal documents.
- Roles and responsibility of Directors.
- Principles for employing staff, HR basics.
- Regulatory issues – reporting and monitoring.

Please indicate your interest in attending (✓ tick mark)



## SATURDAY, 8th APRIL

### Financial basics for community groups / community enterprises:

- Establishing structures – setting up accounts, assigning signatories.
- Preparing budgets, costings for grant applications.
- Preparing profit and loss accounts, balance sheets, reporting.
- Regulatory issues – grant accounting, taxation and VAT.



## SATURDAY, 6th MAY

### Making the case: Advocacy and fundraising in communities:

- Ensuring local support and local investment.
- Preparing grant applications.
- Preparing requests for sponsorship.
- Negotiating with local development agencies, sponsors and stakeholders.



## SATURDAY, 27th MAY

### Local Government and the community:

- National governance environment.
- Local Government structures and functions.
- Relationship between local government and the community – the renewal programme.
- Maximising community participation in local government.



## SATURDAY, 17th JUNE

### Planning and project management for local development projects:

- Assessing local need, undertaking community research.
- Developing a strategy, planning for future activities.
- Features of community project management.
- Completing and evaluating projects.



## SATURDAY, 1st JULY

### Media and PR skills for community groups:

- Preparing the story / promoting success.
- PR on a shoestring.
- Communicating with the community, with the media, with key stakeholders.
- Dealing with positive / negative comment.



## SATURDAY, 9th SEPTEMBER

### Women in community development:

- Leadership skills.
- Effective participation.
- Group dynamics.
- Confidence building.



Due to the grant allocated under the LEADER+ programme, a nominal fee of 10 Euro per workshop will be charged for each participant. Community representatives attending all 7 seminars will be charged a single fee of 50 Euro.

# COMMUNITY MEMBER / GROUP PROFILE

NAME

ADDRESS

TEL. NO.

MOBILE

EMAIL

NAME OF GROUP

ROLE IN GROUP

(e.g. Ordinary Member, Committee Member, Officer)

YEAR OF GROUP ESTABLISHMENT

OBJECTIVES OF GROUP

MAIN ACTIVITIES OF GROUP

WHAT DO YOU HOPE TO  
ACHIEVE IN UNDERTAKING  
MANAGEMENT TRAINING,  
FOR YOU AND YOUR GROUP?

WHAT DO YOU CONSIDER  
TO BE THE MAIN  
CHALLENGES FACING YOUR  
GROUP IN THE FUTURE?

DOES YOUR GROUP  
HAVE ANY OTHER  
TECHNICAL /  
MANAGEMENT  
TRAINING NEED?

Please provide the basic information on you and your group requested and return it using the self-addressed envelope enclosed by Monday 27th February.



Information on a range of training programmes being organised by Wicklow Rural Partnership Ltd. in 2006 is available on our website at: [www.wicklowleader.ie/training](http://www.wicklowleader.ie/training).  
Email us with queries on these to: [training@wicklowleader.ie](mailto:training@wicklowleader.ie) or call us on: 0404-46977.