

# Southside Community Training Network

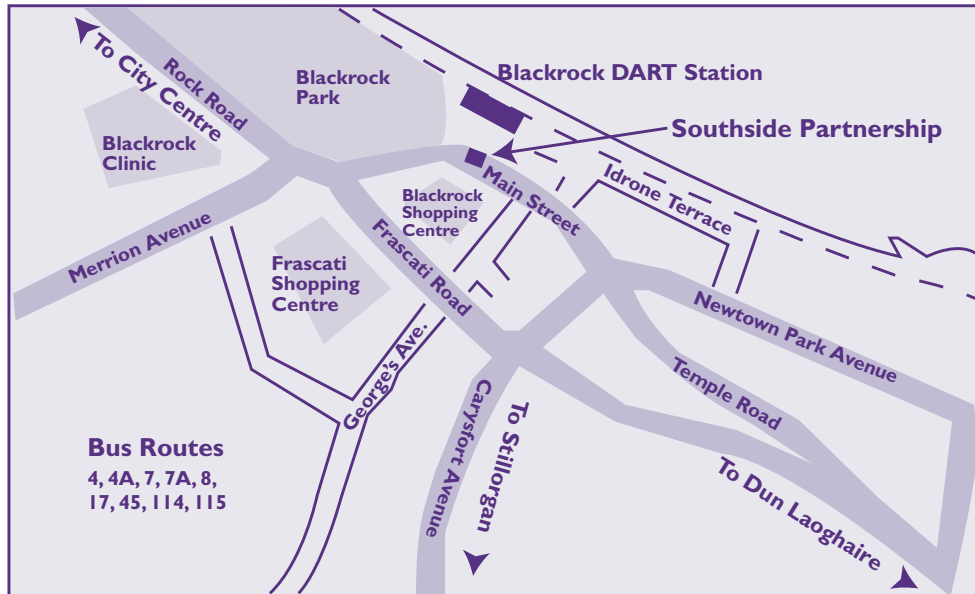
## Autumn / Winter Training Programme 2008

### Background

Southside Community Training Network is an initiative of Southside Partnership and is co-funded by Southside Partnership, The Health Service Executive, the Local Drugs Task Force, and the Wheel.

Working in partnership with community and voluntary groups, Southside Community Training Network aims to:

- Invest in the skills of practitioners at all levels from volunteers to managers.
- Invest in individuals whose leadership will help bring about organizational change.
- Work with groups to promote sustainability beyond existing funds by building the capacity of their organization.
- Build individual capacity in parallel with organizational capacity.
- Offer peer support, mentoring and sharing of resources among members.



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# Southside Community Training Network

## Contents

-  Family and Children
-  Group Work and Community Development
-  Policies and Governance
-  Finance and Administration

Section 1	5
Section 2	21
Section 3	24
Section 4	34
Section 5	42
Section 6	47

Section 1			Page
Train the Trainer	Sept 16th & 23rd		11
Basic Book Keeping, Pitman Training	Sept 16th - Oct 21st		12
Building a Constitution	Sept 18th		13
Supervisory Leadership Skills	Sept 24th & 25th		14
Restorative Practice	Sept 30th, Oct 1st & 2nd		15
Start Your Own Business Programme for Non-Nationals	Oct 6th - Nov 6th		16
Paediatric Emergency First Aid	Oct 10th		17
Emergency First Aid	Oct 17th		18
Paediatric First Aid	Nov 4th & 5th		19
Introduction to Facilitation Skills	Nov 18th & 19th		20

Section 2			Page
Music and the Young Child	Sept 17th		22
Start Your Own Child Minding Business	Sept 18th		22
Quality Awareness Programme	Sept 23rd		22
Creative Music for Under 5 s	Sept 23rd		22
Healthy, Economic Family Food	Sept 29th		22
Behaviour Management Workshop	Sept 30th & Oct 14th		22
Refresher Paediatric First Aid	Oct 4th		22
Helping Children with English as a Second Language	Oct 8th		22
Refresher Paediatric First Aid	Oct 11th		23
Tis the Season	Oct 18th		23
Manual Handling	Oct 20th		23
Introduction to Siolta	Oct 23rd		23
Positive Behaviour Management	Nov 1st		23
Paediatric First Aid	Nov 4th & 5th		23
Organising the Play Environment & equipment	Nov 5th		23
Getting into Creative Play	Nov 12th		23
The Role of the Play Practitioner	Nov 19th		23

Section 3			Page
Understanding Community Development			25
Presentation Skills			26
Committee Skills			27
An Introduction to Community Development			28
Dealing with Conflict			29
Effective Team Building			30
Introduction to Facilitation Skills			31
Restorative Practice			32
Train the Trainer			33

Section 4	
	Page
Committee Roles and Responsibilities	35
Information Technology - Policies and Procedures	36
Strategic Planning	37
Policies and Procedures	38
Equality Training	39
Supervisory Leadership Skills	40
Building a Constitution	41

Section 5	
	Page
An Introduction to the Internet	43
Start Your Own Business Programme for Non-Nationals	44
Start Your Own Business Programme for Non-Nationals	45
Basic Book Keeping, Pitman Training	46

Section 6	
	Page
Healthy Food Made Easy	48
Creative Play With Children	49
Paediatric First Aid	50
Emergency First Aid	51
Paediatric Emergency First Aid	52
Parent s Training Course in Drugs Awareness. Dun Laoghaire/Rathdown Area	53

Booking Form	54
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# Section I

# Southside Community Training Network Calendar September - December 2008


Welcome to Southside Community Training Networks (SCTN) autumn / winter Calendar of Training Courses. SCTN Programmes focus on building community capacity through the provision of quality, affordable training courses to individuals and groups working within Dun Laoghaire Rathdown.

All of our courses are organised to suit the needs of the learner and all will take place within the local community to facilitate easy access. If any group has an interest in additional courses we will make every effort to facilitate their request.


The courses are open to those living/working within Dun Laoghaire Rathdown; priority of places will be given to those who work within areas / communities of disadvantage.


For further information or to book a place on any of these courses please contact Sandra Campbell at Southside Partnership — 2090610. [sandra.campbell@sspship.ie](mailto:sandra.campbell@sspship.ie)  
Remember places on each course are limited so please book early.

## Description of courses

 Family and Children

 Group Work and Community Development

 Policies and Governance

 Finance and Administration

### Train the Trainer

This practical two-day training will help provide participants with a structured approach to planning and delivering a training session. This course is suitable for those already involved in training groups.

Course	Dates	Time
1	Tuesday September 16th & 23rd	9.30am — 5pm

### Basic Bookkeeping

This course aims to introduce participants to the key steps in effective bookkeeping. It is designed for those with little or no experience in bookkeeping.

Course	Dates	Time
2	6 Tuesday mornings September 16th — October 21st	9.30am — 1.30pm

### Developing your group's Constitution

This practical one day workshop will help facilitate participants in identifying the steps involved in writing up their organisation's aims and objectives and in developing a constitution. It is best suited for those wishing to develop their constitution and for those who wish to review their existing constitution.

Course	Dates	Time
3	Thursday September 18th	9.30am — 5pm

### Supervisory Leadership Management Skills

This course will provide participants with the expertise and knowledge needed to implement the key building blocks of supervisory management and team leading. It is designed for those who hold a leadership position in their organisation (member of management committees and managers) and have responsibility for staff.

Course	Dates	Time
4	Wednesday September 18th & Thursday September 19th	9.30am - 5pm

### Restorative Practice Techniques in the community setting

This course is designed for those who want to explore what is meant by Restorative Practice Techniques and who would like to learn more about dealing with conflict. It is primarily aimed at those working within schools and at those working within the community.

Course	Dates	Time
5	Tuesday September 30th. Wednesday October 1st & Thursday October 2nd	9.30am — 5pm

### Understanding Community Development

This course aims to increase understanding of the basic principles of community development work, the issues, challenges, potential hurdles and to explore how best to address them. It is primarily aimed at those already involved in community development activities.

Course	Dates	Time
6	5 Tuesday evenings, October 7th, 14th, 21st, 28th November 11th	7pm — 10pm

### Paediatric Emergency First Aid

This course will help participants apply general first aid skills to any child in an emergency with the emphasis on practical skills which can be applied anywhere.

Course	Dates	Time
7	Friday October 10th	9.30am — 5pm

### General Emergency First Aid

This course will help participants apply general first aid skills to any one in an emergency with the emphasis on practical skills which can be applied anywhere.

Course	Dates	Time
8	Friday October 17th	9.30am — 5pm

### Business in the Community Seminar

The aim of this workshop is to assist community and voluntary groups to see that funding, though important, is only an element of the resources available from companies and to consider how groups can avail of a skills transfer from business into their own group. Many companies support their employees to volunteer their services to local community groups.

**Course**

9

**Dates**

Tuesday November 4th

**Time**

9.30am — 4.30pm

### Paediatric First Aid

This 2 day course will equip participants with the necessary skills to deal with childrens emergencies.. Priority will be given to those studying Childcare FETAC level 5 or 6.

**Course**

10

**Dates**

Tuesday November 4th  
& Wednesday November 5th

**Time**

9.30am — 5pm

### Introduction to Facilitation Skills

This course is intended for people in the Community and Voluntary sector who have limited experience of facilitating groups and work in roles where facilitation and facilitative skills are important.

**Course**

11

**Dates**

Tuesday November 18th  
& Wednesday November 19th

**Time**

9.30am — 5pm

The following courses are available to groups at a low cost and can be organised by contacting [sandra.campbell@sspship.ie](mailto:sandra.campbell@sspship.ie) or on 2090610. At least 10 individuals are needed to run with each training course.

### **An Introduction to Community Development.** (3 half-day sessions)

This course is for people who have an interest in their local community or in a particular community of interest and who wish to understand the principles and values that underpin community development.

### **After school Creative Play with Children.** (Full day training)

This course suits a range of after school groups who are interested in developing the type and range of activities they use with the children.

### **Board Roles and Responsibilities.** (Full day training)

This course will facilitate participants in developing the knowledge and skills necessary to run effective Board Meetings. It is best suited to those already involved in Board Meetings.

### **Building Effective Teams.** (Full day training)

This course is designed for those looking to develop team work and effective working teams in their organisation.

### **Dealing With Conflict.** (Full day training)

This course is designed for individuals and groups who want to improve their communication skills and their ability to

deal with conflict and negotiation.

### **Effective Committee Meetings.**

(Full day training)

This course has been designed to help groups reflect on their committee meetings and become more effective in terms of leadership of their organisation.

### **Equality Training.** (Full day training)

Exploring concepts and theories of equality. This workshop will also explore the practical steps involved in equality proofing in the workplace.

**Healthy Food Made Easy,** six 3 hour sessions, mornings, afternoons or evenings.

### **Policies and Procedures.** (Full day training)

This course is suitable for those new to the work of developing policies and procedures. It will focus on the steps involved in developing policies and will offer very practical assistance to participants in the design and development of policies.

### **Strategic Planning.** (Full day training)

This course is designed to introduce individuals and groups to the strategic planning process. It is particularly suitable for individuals and community groups who are involved in writing their development/work plan.

# Train the Trainer

September 16th & 23rd, 9.30am — 5pm

## Overall objective of training:

This practical two-day training will help provide participants with a structured approach to planning and delivering a training session.

## Course content includes:

- Defining Objectives.
- Structuring the Session.
- Preparation — how to approach this, tools to use.
- Learning Styles — with particular emphasis on the implications for trainer and trainees.
- The Principles of Adult Learning.
- Different Methods and Styles of training to suit your audience.
- Involving your Audience — inviting and asking questions.
- Controlling Nerves — making them work for you!

This training is customised to suit the needs of the participants; the trainer will meet with the participants before September to identify their own particular training needs. The training takes place over two consecutive weeks, the intervening time is spent working on participants' real life training situations.

<b>Date:</b>	September 16th and 23rd
<b>Time:</b>	9.30am — 5pm
<b>Venue:</b>	Shanganagh Park House, Shankill.
<b>Cost:</b>	Please contact Sandra Campbell for details.
<b>For whom:</b>	Those who are in a training role but who have never received any formal training.
<b>Course Tutor:</b>	Barbara Gilligan, BMG HR Consultancy and Training.

This course is heavily subsidised by Southside Community Training Network.

## Basic Book Keeping, Pitman Training

September 16th - October 21st, 9.30am — 1.30pm

### Overall objective of training:

Through practical exercises and expert inputs this workshop will provide participants with the basics steps of manual bookkeeping

### Course content, includes:

Recording business transactions, cash payments and receipts, bank reconciliations and registering for vat and tax.

<b>Date:</b>	September 16th — October 21st (6 consecutive Tuesday mornings)
<b>Time:</b>	9.30am — 1.30pm
<b>Venue:</b>	Southside Partnership, The Old Post Office, Blackrock.
<b>Cost:</b>	€50 per person.
<b>For whom:</b>	This workshop is designed for anyone wishing to improve their work prospects, community groups wanting to keep their own books, or anyone wishing to retrain or improve existing skills.
<b>Course Tutor:</b>	Pitman Training, Mullingar.

### Please bring along a calculator to the training.

This training course has no exams, however, there is an option for participants to complete a written test after the 5-week training if they so wish. Pitman Qualification offered.

The course is heavily subsidized by Southside Community Training Network and Southside Partnership.

# Building a Constitution

September 18th, 9.30am — 5pm

**Overall objective of training:**

To facilitate participants in identifying the steps involved in writing up their organisation's aims and objectives and in developing a constitution.

**Course content, includes:**

This practical workshop will provide participants with the basic tools needed to write up a constitution. Participants are encouraged to bring along any information they have about their group/organisation, e.g. aims and objectives, to facilitate completion of tasks set out during the workshop.

<b>Date:</b>	September 18th
<b>Time:</b>	9.30am — 5pm
<b>Venue:</b>	Shanganagh Park House, Rathsallagh Avenue, Shankill.
<b>Cost:</b>	€20 per person, to include a light lunch.
<b>For whom:</b>	For those who are reviewing or are interested in writing up their constitution.
<b>Course Tutor:</b>	Sue Mulhall, People Matters Ltd.

This course is also available at other times on request. Please contact Sandra Campbell 2090610 or [sandra.campbell@sspship.ie](mailto:sandra.campbell@sspship.ie) for further information.

# Supervisory Leadership Skills

## September 24th & 25th, 9.30am — 5pm

### Overall objective of training:

To provide participants with the expertise and knowledge needed to implement the key building blocks of supervisory management and team leading.

### Course content includes,

- Understanding group dynamics and group roles.
- Managing resources proactively, time priorities and delegation.
- Enhancing communication skills.
- Identifying factors that will help motivate their team.
- Recruitment, interviews and selection of team members,.
- Appraisals.
- Conflict resolution.

This is a practical two-day workshop where participants will have opportunities to discuss and explore their strengths and challenges in managing and leading staff.

<b>Date:</b>	September 24th and 25th
<b>Time:</b>	9.30am — 5pm
<b>Venue:</b>	Shanganagh Park House, Rathsallagh Avenue, Shankill.
<b>Cost:</b>	€40 per person, to include a light lunch.
<b>For whom:</b>	For chairs, vice chairs, managers, supervisors and administrators in the community and voluntary sector.
<b>Course Tutor:</b>	Sue Mulhall, People Matters Ltd.

This course is heavily subsidised by Southside Community Training Network.

# Restorative Practice

September 30th, October 1st & 2nd, 9.30am — 5pm

## Overall objective of training:

To explore the use of restorative practice, circle approaches and conflict resolution skills with a view to building healthy relationships.

## Course content includes,

- Understanding conflict and its relationship to ourselves, others and the wider community.
- Identifying sources of conflict.
- Mediation and negotiation skills.
- The role of the facilitator in restorative practice.
- Developing strategies to resolve conflict using restorative practice techniques.
- Moving the group beyond conflict.

**Date:** September 30th October 1st and 2nd

**Time:** 9.30am — 5pm

**Venue:** Shanganagh Park House, Rathsallagh Avenue, Shankill.

**Cost:** €60 per person, to include a light lunch.

**For whom:** This practical workshop is aimed at school staff and community workers and activists who are interested in learning more about Restorative Practice Techniques.

**Course Tutor:** Jim Mc Grath, Net Care.

This course is heavily subsidised by Southside Community Training Network and Southside Partnership.

## Start Your Own Business Programme for Non-Nationals.

October 6th - November 6th, 6.30pm — 9.30pm

### Overall objective of training:

The focus of this 5-week workshop is to inform participants about the steps involved in setting up their own business.

### Course content includes,

- Company Registration.
- Market Research.
- Business Plans.
- Cash flow and Funding.
- Tax, Vat and Invoicing.
- Marketing.
- Business Communications.
- Selling and Networking.

<b>Date:</b>	October 6th to November 6th Last 5 weeks, 2 evenings a week. (Monday and Thursday)
<b>Time:</b>	6.30pm — 9.30pm
<b>Venue:</b>	Southside Partnership, The Old Post Office, Blackrock.

**Course fee and eligibility criteria apply. Course participants must reside in Dun Laoghaire Rathdown County.**

For further information on how to book this training course, contact Esther McGearty in Southside Partnership on 2090610 or [esther.mcgearty@sspshp.ie](mailto:esther.mcgearty@sspshp.ie)

# Paediatric Emergency First Aid

October 10th, 9.30am — 5pm

## Overall objective of training:

To help participants apply general first aid skills to any child in an emergency with the emphasis on practical skills which can be applied anywhere.

## Course content includes,

- Approach to an accident.
- Disorders of Breathing and C.P.R.
- Wounds, Bleeding and Trauma.
- Fractures and Broken Bones.
- Burns and Scalds.
- Medical Emergencies.

<b>Date:</b>	October 10th
<b>Time:</b>	9.30am — 5pm
<b>Venue:</b>	Balally Family Resource Centre, Sandyford.
<b>Cost:</b>	€20 per person.
<b>For whom:</b>	For those working with children.
<b>Course Tutor:</b>	Heartbeat Safety.

This course is part funded by Katherine Howard Foundation.  
The course is heavily subsidized by Southside Community Training Network.

# Emergency First Aid

October 17th, 9.30am — 5pm

## Overall objective of training:

To help participants apply general first aid skills to anyone in an emergency with an emphasis on practical skills which can be applied anywhere.

## Course content includes,

- Approach to an accident.
- Disorders of Breathing and C.P.R.
- Wounds.
- Fractures and Broken Bones.
- Medical Emergencies.

<b>Date:</b>	October 17th
<b>Time:</b>	9.30am — 5pm
<b>Venue:</b>	Balally Family Resource Centre, Sandyford.
<b>Cost:</b>	€20 per person.
<b>For whom:</b>	For those interested in learning the basics of First Aid.
<b>Course Tutor:</b>	Heartbeat Safety.

This course is heavily subsidised by Southside Community Training Network.

# Paediatric First Aid

November 4th & 5th, 9.30am — 5pm

## Overall objective of training:

To help participants apply general first aid skills to any child in an emergency with the emphasis on practical skills which can be applied anywhere.

## Course content, includes:

This course has been specially designed to provide First Aid knowledge and skills to those involved in the care of children. A good overview of the theory will be included and a lot of time will be given to practicing the practical skills involved in first aid with children. It carries a First Aid and an Irish Heart Foundation Certificate. The First Aid certificate lasts for 3 years and the Irish Heart Foundation certificate lasts for 2 years.

<b>Date:</b>	November 4th and 5th
<b>Time:</b>	9.30am — 5pm
<b>Venue:</b>	Shanganagh Park House, Rathsallagh Ave, Shankhill.
<b>Cost:</b>	€37 per person. (subsidised by 75%)
<b>For whom:</b>	For those working with children, priority of place will be given to those studying childcare FETAC level 5 or 6.
<b>Course Tutor:</b>	I.L.S.

This course is part funded by Katherine Howard Foundation, and is heavily subsidised by Dun Laoghaire Rathdown Childcare Committee and Southside Partnership.

# Introduction to Facilitation Skills

November 18th & 19th, 9.30am — 5pm

## Overall objective of training:

To enable participants to be better resourced and more resourceful in their work with groups.

## Course content, includes:

The content of what is done is negotiated with the participants so that it is relevant and pertinent to their needs. It is also informed by the experience of the course facilitators. Among the themes and issues chosen by previous groups are: designing participatory meetings, group dynamics, facilitator styles, creative processes, managing conflict.

<b>Date:</b>	November 18th and 19th
<b>Time:</b>	9.30am — 5pm
<b>Venue:</b>	Dundrum area.
<b>Cost:</b>	€50
<b>For whom:</b>	This course is intended for people in the Community and Voluntary sector who have limited experience of facilitating groups and work in roles where facilitation and facilitative skills are important.
<b>Course Tutor:</b>	Southside Partnership and Partners Training for Transformation.

This course is heavily subsidised by Southside Community Training Network.

## Section 2

## Dun Laoghaire Rathdown County Childcare Committee

### Childcare Training Schedule Autumn / Winter 2008

To book your course or for further information contact Rosemary at 2368030

#### Music and the Young Child

17th September, 7.30pm — 9.30pm

Stillorgan Park Hotel.

Free.

#### Start your own Child minding Business — information evening

18th September, 7pm — 9.30pm

Southside Partnership, Old Post Office,  
Main Street Blackrock.

Free.

#### Quality Awareness Programme

23rd September for 6 Tuesdays

7pm — 10pm

St Tiernans Community School, Dundrum.

Free.

#### Creative Music for Under 5 s

23rd September, 7pm — 10pm

Rochestown Lodge Hotel, Dun Laoghaire.

€30

#### Healthy, Economic Family Food— Cookery Demonstration

29th September, 7pm — 9.30pm

The Cook s Academy, Crofton Rd.

Dun Laoghaire

Free

#### Behaviour Management Workshop

30th September and 14th. October

Stillorgan Park Hotel.

Free.

#### Refresher Paediatric First Aid

4th October 9am — 5pm

Rochestown Lodge Hotel.

€57.50

#### Helping Children with English as a Second Language

8th October, 10am — 1pm

Stillorgan Park Hotel.

Free.

# Dun Laoghaire Rathdown County Childcare Committee

## Refresher Paediatric First Aid

11th October; 9.30am — 4.30pm

Stillorgan Park Hotel

€30

## Tis the Season

(Creative activities for children)

18th October; 10.30am — 12.30pm

Stillorgan Park Hotel.

Free.

## Manual Handling

20th October; 7pm — 10pm

Rochestown Lodge Hotel, Dun Laoghaire

€35.

## Introduction to Siolta

23rd October; 10am — 1pm

Stillorgan Park Hotel.

Free.

## Positive Behaviour Management

1st November; 10am — 1pm

Stillorgan Park Hotel

Free

## Paediatric First Aid

4th and 5th November; 9am — 5pm

Shanganagh Park House, Shankhill.

€37

## Organising the Play Environment and Equipment

5th November; 7pm — 9pm

Stillorgan Park Hotel.

Free.

## Getting into Creative Play

12th November; 7pm — 9pm

Stillorgan Park Hotel.

Free.

## The Role of the Play Practitioner

19th November; 7pm — 9pm

Stillorgan Park Hotel.

Free.

## FETAC Level 5 Modules

Caring for Children, Working in  
Childcare, Work Experience.

This training course will commence on  
23rd September in Loughlinstown  
Community Rooms.

An information meeting will take place  
on 16th September 7pm in  
Loughlinstown Community Rooms.



# Understanding Community Development

To increase participant s understanding of the basic principles of community development work, the issues, the challenges, the potential hurdles and to explore how best to address these.

This workshop is available, at a reduced rate, to community and voluntary groups working within DunLaoghaire Rathdown.

For further information on how to book this training course, contact Sandra Campbell on 2090610 or [sandra.campbell@sspship.ie](mailto:sandra.campbell@sspship.ie)

## Presentation Skills

This practical one day workshop is designed for staff in the community and voluntary sector who have had limited exposure to making presentations and want to learn the seven successful steps to becoming confident and competent presenters.

This workshop is available, at a reduced rate, to community and voluntary groups working within DunLaoghaire Rathdown.

For further information on how to book this course, contact Sandra Campbell on 2090610 or [sandra.campbell@sspship.ie](mailto:sandra.campbell@sspship.ie)

## Committee Skills (Half Day Workshop)

This half-day workshop is designed for members of local community and voluntary groups who are interested in learning more about committees. It is available on request to groups working within Dun Laoghaire Rathdown and can be arranged at a time and place best suited to the group.

This workshop is available, at a reduced rate, to community and voluntary groups working within DunLaoghaire Rathdown.

For further information on how to book this training course, contact Sandra Campbell on 2090610 or [sandra.campbell@sspship.ie](mailto:sandra.campbell@sspship.ie)

# An Introduction to Community Development

(Four 3 hour sessions, which can be arranged to best suit the group requesting the training)

This course is for individuals and groups who have an interest in their local community or in a particular community of interest and who wish to understand the principles and values that underpin community development

This workshop is available, at a reduced rate, to community and voluntary groups working within DunLaoghaire Rathdown.

For further information on how to book this course, contact Sandra Campbell on 2090610 or [sandra.campbell@sspship.ie](mailto:sandra.campbell@sspship.ie)

## Dealing with Conflict

This workshop is designed for individuals and groups who want to improve their communication skills and their ability to deal with conflict and negotiation.

This workshop is available, at a reduced rate, to community and voluntary groups working within DunLaoghaire Rathdown.

For further information on how to book this training course, contact Sandra Campbell on 2090610 or [sandra.campbell@sspship.ie](mailto:sandra.campbell@sspship.ie)

## Effective Team Building

People in every workplace talk about team building and working as a team, however, few take the time out to explore how to develop an effective team. Through discussion, brain storming, game play, role play and goal setting, this workshop will facilitate the group to look at the team's 'purpose', 'vision' and 'mission' and to learn more about each other as people. Team members will enjoy a fresh perspective, achieve a sense of focus, build confidence and prepare for the real "game" ahead.

This workshop is available, at a reduced rate, to community and voluntary groups working within DunLaoghaire Rathdown.

For further information on how to book this course, contact Sandra Campbell — 2090610 or [sandra.campbell@sspship.ie](mailto:sandra.campbell@sspship.ie)

# Introduction to Facilitation Skills

November 18th & 19th, 9.30am — 5pm

## Overall objective of training:

To enable participants to be better resourced and more resourceful in their work with groups.

## Course content, includes:

The content of what is done is negotiated with the participants so that it is relevant and pertinent to their needs. It is also informed by the experience of the course facilitators. Among the themes and issues chosen by previous groups are: designing participatory meetings, group dynamics, facilitator styles, creative processes, managing conflict.

<b>Date:</b>	November 18th and 19th
<b>Time:</b>	9.30am — 5pm
<b>Venue:</b>	Dundrum area.
<b>Cost:</b>	€50
<b>For whom:</b>	This course is intended for people in the Community and Voluntary sector who have limited experience of facilitating groups and work in roles where facilitation and facilitative skills are important.
<b>Course Tutor:</b>	Southside Partnership and Partners Training for Transformation.

This course is heavily subsidised by Southside Community Training Network.

# Restorative Practice

September 30th, October 1st & 2nd, 9.30am — 5pm

## Overall objective of training:

To explore the use of restorative practice, circle approaches and conflict resolution skills with a view to building healthy relationships.

## Course content includes,

- Understanding conflict and its relationship to ourselves, others and the wider community.
- Identifying sources of conflict.
- Mediation and negotiation skills.
- The role of the facilitator in restorative practice.
- Developing strategies to resolve conflict using restorative practice techniques.
- Moving the group beyond conflict.

<b>Date:</b>	September 30th, October 1st and 2nd
<b>Time:</b>	9.30am — 5pm
<b>Venue:</b>	Shanganagh Park House, Rathsallagh Avenue, Shankill.
<b>Cost:</b>	€60 per person, to include a light lunch.
<b>For whom:</b>	This practical workshop is aimed at school staff and community workers and activists who are interested in learning more about Restorative Practice Techniques.
<b>Course Tutor:</b>	Jim Mc Grath, Net Care.

This course is heavily subsidised by Southside Community Training Network and Southside Partnership.

# Train the Trainer

September 16th & 23rd, 9.30am — 5pm

## Overall objective of training:

This practical two-day training will help provide participants with a structured approach to planning and delivering a training session.

## Course content includes:

- Defining Objectives.
- Structuring the Session.
- Preparation — how to approach this, tools to use.
- Learning Styles — with particular emphasis on the implications for trainer and trainees.
- The Principles of Adult Learning.
- Different Methods and Styles of training to suit your audience.
- Involving your Audience — inviting and asking questions.
- Controlling Nerves — making them work for you!

This training is customised to suit the needs of the participants; the trainer will meet with the participants before September to identify their own particular training needs. The training takes place over two consecutive weeks, the intervening time is spent working on participants' real life training situations.

<b>Date:</b>	September 16th and 23rd
<b>Time:</b>	9.30am — 5pm
<b>Venue:</b>	Shanganagh Park House, Shankill.
<b>Cost:</b>	Please contact Sandra Campbell for details.
<b>For whom:</b>	Those who are in a training role but who have never received any formal training.
<b>Course Tutor:</b>	Barbara Gilligan, BMG HR Consultancy and Training.

This course is heavily subsidised by Southside Community Training Network.



## Committee Roles and Responsibilities

This practical, one-day workshop is designed for community volunteers who are members of Management Committees and are interested in understanding more about their role and responsibilities.

This course is available, at a reduced rate, to community and voluntary groups working within Dun Laoghaire Rathdown.

For further information on how to book this training course, contact Sandra Campbell on 2090610 or [sandra.campbell@sspship.ie](mailto:sandra.campbell@sspship.ie)

## Information Technology - Policies and Procedures

This half day information session is for groups who are interested in developing policies and procedures around their computer use. The session will also speak about Data Protection and your legal obligations relating to the use of computer software.

This course is available, at a reduced rate, to community and voluntary groups working within Dun Laoghaire Rathdown.

For further information on how to book this training course, contact Sandra Campbell on 2090610 or [sandra.campbell@sspship.ie](mailto:sandra.campbell@sspship.ie)

## Strategic Planning

This course is designed to introduce individuals and groups to the strategic planning process. It is particularly suitable for individuals and community groups who are involved in writing their development / work plan.

This course is available, at a reduced rate, to community and voluntary groups working within Dun Laoghaire Rathdown.

For further information on how to book this training course, contact Sandra Campbell on 2090610 or [sandra.campbell@sspship.ie](mailto:sandra.campbell@sspship.ie)

## Policies and Procedures

This course is suitable for those new to the work of developing policies and procedures. It will focus on the steps involved in developing policies and procedures and will offer practical assistance to participants in the design and development of policies relevant to their organisation.

This course is available, at a reduced rate, to community and voluntary groups working within Dun Laoghaire Rathdown.

For further information on how to book this training course, contact Sandra Campbell on 2090610 or [sandra.campbell@sspship.ie](mailto:sandra.campbell@sspship.ie)

## Equality Training

This one day workshop aims to develop work practices that are informed by an understanding of the principles of equality. Participants will have an opportunity to explore their own understanding of equality through practical exercises and discussions.

This course is available, at a reduced rate, to community and voluntary groups working within Dun Laoghaire Rathdown.

For further information on how to book this training course, contact Sandra Campbell on 2090610 or [sandra.campbell@sspship.ie](mailto:sandra.campbell@sspship.ie)

# Supervisory Leadership Skills

## September 24th & 25th, 9.30am — 5pm

### Overall objective of training:

To provide participants with the expertise and knowledge needed to implement the key building blocks of supervisory management and team leading.

### Course content includes,

- Understanding group dynamics and group roles.
- Managing resources proactively, time priorities and delegation.
- Enhancing communication skills.
- Identifying factors that will help motivate their team.
- Recruitment, interviews and selection of team members,.
- Appraisals.
- Conflict resolution.

This is a practical two-day workshop where participants will have opportunities to discuss and explore their strengths and challenges in managing and leading staff.

<b>Date:</b>	September 24th and 25th
<b>Time:</b>	9.30am — 5pm
<b>Venue:</b>	Shanganagh Park House, Rathsallagh Avenue, Shankill.
<b>Cost:</b>	€40 per person, to include a light lunch.
<b>For whom:</b>	For chairs, vice chairs, managers, supervisors and administrators in the community and voluntary sector.
<b>Course Tutor:</b>	Sue Mulhall, People Matters Ltd.

This course is heavily subsidised by Southside Community Training Network.

# Building a Constitution

September 18th, 9.30am — 5pm

**Overall objective of training:**

To facilitate participants in identifying the steps involved in writing up their organisation's aims and objectives and in developing a constitution.

**Course content includes,**

This practical workshop will provide participants with the basic tools needed to write up a constitution. Participants are encouraged to bring along any information they have about their group/organisation, e.g. aims and objectives, to facilitate completion of tasks set out during the workshop.

<b>Date:</b>	September 18th
<b>Time:</b>	9.30am — 5pm
<b>Venue:</b>	Shanganagh Park House, Rathsallagh Avenue, Shankill.
<b>Cost:</b>	€20 per person, to include a light lunch.
<b>For whom:</b>	For those who are reviewing or are interested in writing up their constitution.
<b>Course Tutor:</b>	Sue Mulhall, People Matters Ltd.

This course is also available at other times on request. Please contact Sandra Campbell 2090610 or [sandra.campbell@sspship.ie](mailto:sandra.campbell@sspship.ie) for further information.



## An Introduction to the Internet

This workshop is designed for individuals who have some basic knowledge of computers and who are looking to learn about the internet and to tap into its potential. This workshop will run once a week (3 hours) for four weeks.  
Location: Hillview community Resource Centre.

This course is available, at a reduced rate, to community and voluntary groups working within Dun Laoghaire Rathdown.

For further information on how to book this training course, contact Sandra Campbell on 2090610 or [sandra.campbell@sspship.ie](mailto:sandra.campbell@sspship.ie)

## Start Your Own Business Programme for Non-Nationals

The focus of this 5 week workshop is to inform participants about the steps involved in setting up their own business. The programme covers areas such as Company Registration, Market Research, Developing your Business Plan, Cash Flow and Funding, Tax, Vat and Invoicing and a range of other topics.

**Participants in this programme must reside in Dun Laoghaire Rathdown County.**

For further information on how to book this training course, contact Esther McGearty in Southside Partnership on 2090610 or [esther.mcgearty@sspship.ie](mailto:esther.mcgearty@sspship.ie)

## Start Your Own Business Programme for Non-Nationals

October 6th - November 6th, 6.30pm — 9.30pm

### Overall objective of training:

The focus of this 5-week workshop is to inform participants about the steps involved in setting up their own business.

### Course content includes,

- Company Registration.
- Market Research.
- Business Plans.
- Cash flow and Funding.
- Tax, Vat and Invoicing.
- Marketing.
- Business Communications.
- Selling and Networking.

<b>Date:</b>	October 6th to November 6th Last 5 weeks, 2 evenings a week. (Monday and Thursday)
<b>Time:</b>	6.30pm — 9.30pm
<b>Venue:</b>	Southside Partnership, The Old Post Office, Blackrock.

**Course fee and eligibility criteria apply. Course participants must reside in Dun Laoghaire Rathdown County.**

For further information on how to book this training course, contact Esther McGearty in Southside Partnership on 2090610 or [esther.mcgearty@sspship.ie](mailto:esther.mcgearty@sspship.ie)

## Basic Book Keeping, Pitman Training

September 16th - October 21st, 9.30am — 1.30pm

### Overall objective of training:

Through practical exercises and expert inputs this workshop will provide participants with the basics steps of manual bookkeeping

### Course content, includes:

Recording business transactions, cash payments and receipts, bank reconciliations and registering for vat and tax.

<b>Date:</b>	September 16th — October 21st (6 consecutive Tuesday mornings)
<b>Time:</b>	9.30am — 1.30pm
<b>Venue:</b>	Southside Partnership, The Old Post Office, Blackrock.
<b>Cost:</b>	€50 per person.
<b>For whom:</b>	This workshop is designed for anyone wishing to improve their work prospects, community groups wanting to keep their own books, or anyone wishing to retrain or improve existing skills.
<b>Course Tutor:</b>	Pitman Training, Mullingar.

### Please bring along a calculator to the training.

This training course has no exams, however, there is an option for participants to complete a written test after the 5-week training if they so wish. Pitman Qualification offered.

The course is heavily subsidized by Southside Community Training Network and Southside Partnership.

# Section 6

## Healthy Food Made Easy

A community based health food made easy course for those interested in learning more about healthy eating. **This is a six week by 2 ½ hours course** which will facilitate the participant in taking a fresh look at the food we eat, help build the participants knowledge of the nutritional value of food and identify how we can save money while eating a healthy diet.

This course is available to community and voluntary groups working within Dun Laoghaire Rathdown.

On completion of this course participants will receive a certificate and the 101 Square Meal Cook Book with wonderful easy recipes to make.

For further information on how to book this training course, contact Anne Healy on 2090610 or [anne.healy@sspship.ie](mailto:anne.healy@sspship.ie)

## Creative Play with Children

This practical one - day workshop is designed for childcare staff working in an after school setting looking to expand the range of educational and recreational activities they use during the course of their work.

This workshop is available, at a reduced rate, to community and voluntary groups working within Dun Laoghaire Rathdown.

For further information on how to book this training course, contact Sandra Campbell on 2090610 or [sandra.campbell@sspship.ie](mailto:sandra.campbell@sspship.ie)

## Paediatric First Aid

November 4th & 5th, 9.30am — 5pm

### Overall objective of training:

To help participants apply general first aid skills to any child in an emergency with the emphasis on practical skills which can be applied anywhere.

### Course content, includes:

This course has been specially designed to provide First Aid knowledge and skills to those involved in the care of children. A good overview of the theory will be included and a lot of time will be given to practicing the practical skills involved in first aid with children. It carries a First Aid and an Irish Heart Foundation Certificate. The First Aid certificate lasts for 3 years and the Irish Heart Foundation certificate lasts for 2 years.

<b>Date:</b>	November 4th. and 5th
<b>Time:</b>	9.30am — 5pm
<b>Venue:</b>	Shanganagh Park House, Rathsallagh Ave, Shankhill.
<b>Cost:</b>	€37 per person. (subsidised by 75%)
<b>For whom:</b>	For those working with children, priority of place will be given to those studying childcare FETAC level 5 or 6.
<b>Course Tutor:</b>	I.L.S.

This course is part funded by Katherine Howard Foundation, and is heavily subsidised by Dun Laoghaire Rathdown Childcare Committee and Southside Partnership.

# Emergency First Aid

October 17th, 9.30am — 5pm

## Overall objective of training:

To help participants apply general first aid skills to anyone in an emergency with an emphasis on practical skills which can be applied anywhere.

## Course content includes,

- Approach to an accident.
- Disorders of Breathing and C.P.R.
- Wounds.
- Fractures and Broken Bones.
- Medical Emergencies.

<b>Date:</b>	October 17th
<b>Time:</b>	9.30am — 5pm
<b>Venue:</b>	Balally Family Resource Centre, Sandyford.
<b>Cost:</b>	€20 per person.
<b>For whom:</b>	For those interested in learning the basics of First Aid.
<b>Course Tutor:</b>	Heartbeat Safety.

This course is heavily subsidised by Southside Community Training Network.

# Paediatric Emergency First Aid

October 10th, 9.30am — 5pm

## Overall objective of training:

To help participants apply general first aid skills to any child in an emergency with the emphasis on practical skills which can be applied anywhere.

## Course content includes,

- Approach to an accident.
- Disorders of Breathing and C.P.R.
- Wounds, Bleeding and Trauma.
- Fractures and Broken Bones.
- Burns and Scalds.
- Medical Emergencies.

<b>Date:</b>	October 10th
<b>Time:</b>	9.30am — 5pm
<b>Venue:</b>	Balally Family Resource Centre, Sandyford.
<b>Cost:</b>	€20 per person.
<b>For whom:</b>	For those working with children.
<b>Course Tutor:</b>	Heartbeat Safety.

This course is part funded by Katherine Howard Foundation.  
The course is heavily subsidized by Southside Community Training Network.

# Parents Training Course in Drugs Awareness Dun Laoghaire Rathdown Area

Co-ordinated by Dun Laoghaire Rathdown Local Drugs Task Force

## Contents

- Session 1: Introductions and Attitudes
- Session 2: Overview of Drugs
- Session 3: The Road of Drug Use
- Session 4: Drugs at Home
- Session 5: What Parents CAN Do
- Session 6: Over to You
  
- Part 2: Handouts and Resources for Parent Training

This course is available to parents, community workers, and anyone with an interest in drug issues. The course will be held for a half day over a 6 week period.

# Southside Community Training Network

## Booking Form (Please complete with BLOCK CAPITALS & return with your payment to Sandra Campbell at the address below)

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_

Contact address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Organisation Profile:

Non-profit:  Charitable:  Limited company:  Constitution:

No staff:  1-10 staff:  More than 10 staff:  Statutory:

Role in the organization/group: \_\_\_\_\_

Job title: \_\_\_\_\_

Name and date of course you wish to attend: \_\_\_\_\_

Please indicate if you have special needs, or dietary requirements.

How did you hear about this training course?

If you have participated in a training network course before, please name the last course you attended.

If you have had any previous training or experience in areas covered by this training course could you please detail it.

Completion of this booking form does not guarantee a place on the training course.

If more than one person is applying from your organisation or if you wish to apply for more than one course, please send in one form for each course.

**Payment: Cheques payable to Southside Partnership Community Training Network.**

**Credit transfers to account number: 88194339. Bank of Ireland.**



For further information contact Sandra Campbell.

The Old Post Office, 7 Rock Hill, Main Street, Blackrock, Co. Dublin.

Tel: 209 0610 Fax: 202 0630 Email: [sandra.campbell@sspship.ie](mailto:sandra.campbell@sspship.ie)

# Notes

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