

## **Portfolio of Courses for Voluntary and Community Groups – June 2005**

<b>Course</b>	<b>Target Group</b>	<b>Objectives</b>	<b>Duration</b>
<b>IT as a Community Development Tool</b> Ref: TPB/03/023	<ul style="list-style-type: none"> <li>Community development officers</li> <li>Leaders</li> <li>Development Communities</li> </ul>	Provide tools available to facilitate communications, meetings, research and project development. Develop basic skills to use available tools effectively	8 x 3 hour sessions
<b>Sportscom Ireland</b> Ref: TPB/03/024	Administrators / Secretaries of sports organisations. <b>Could be for any group with a common interest – e.g. Church or Community groups.</b>	Exploiting the potential of IT skills in a sports administration environment and acquiring skills necessary to harvest the benefits.	8 x 3 hour sessions
<b>Managing Voluntary and Community Organisations.</b> Ref: TPB/03/025	Voluntary and Community Organisations	Introduce skills to manage issues which arise in day to day running of voluntary bodies, including finance, record keeping, meeting management, communication skills, decision making succession planning negotiation skills, media management.	2 Days
<b>Effective Time Management</b> Ref: TPB/03/026	<ul style="list-style-type: none"> <li>Chairpersons and committee members of voluntary organisations</li> <li>community development leaders</li> </ul>	Introduce knowledge and skills to analyse effectiveness of current practice. To provide tools to enable the identification of problem areas and make adjustments to maximise use of time.	1 Day
<b>Quick and Dirty Marketing</b> Ref: TPB/ 03/027	<ul style="list-style-type: none"> <li>fundraisers</li> <li>members involved in recruitment</li> <li>Chairpersons and committee members of voluntary organisations</li> <li>community development leaders</li> </ul>	Create awareness of how to maximise the impact of marketing effort for the least possible spend!	3 hour seminar
<b>Making Effective Presentations</b> Ref: TPB/03028	<ul style="list-style-type: none"> <li>fundraisers</li> <li>members involved in recruitment</li> <li>community development leaders</li> </ul>	Create understanding of how to maximise the effectiveness of presentations, taking into account the objectiveness of own organisation and information needs of the target audience.	1 Day
<b>Decision-Making</b> Ref: TPB/03/029	<ul style="list-style-type: none"> <li>Chairpersons and committee members of voluntary organisations</li> <li>community development leaders</li> </ul>	Introduce decision making skills in the context of the voluntary organisation. Includes risk assessment and evaluation techniques, impact assessment and implementation	1 Day
<b>Mail Merge – The Masterclass!</b> Ref: TBP/03/021	<ul style="list-style-type: none"> <li>Administrative and marketing personnel in commercial and voluntary sectors</li> </ul>	Provide participants with the skills necessary to use the resources they probably already have to build and keep updated a relevant database and use it effectively for marketing and communications purposes.	Half day