

Are you a Volunteer? A Chair-Person? Treasurer? Board Member? Trustee? Working in the Community / Voluntary Sector?

If so, please check out *our current programme of short courses*, full details can be found

here: <https://www.fermanaghtrust.org/community-support/training-programme>

These courses are aimed at those new to the sector and also those who have been working or volunteering for years but would like the opportunity to refresh their knowledge and skills.

Please feel free to share with colleagues, friends and family, **places on all our courses are free**, should you require any further information please get in touch 😊

How to manage your group / organisation effectively



How to manage your group / organisation effectively

Governance essentials for chairperson, treasurers, board members, trustees or anyone else with an interest. Good governance is essential for an organisation to have direction, plan ahead, be effective and meet legal requirements. This training will develop and improve your governance knowledge to help you understand more about the role of the committee/board and what is expected of them. It will cover:

- Legal duties of charity trustees and directors
- Best practice considerations
- The role of the committee/board
- Planning for good governance including skills audit

Tuesday 7th February 4.30pm – 7.00pm

Fermanagh House

To Register, book here: <https://forms.gle/bZee8pyowCh5yqQ3A>



**RECRUITMENT
& SELECTION**

INVESTING IN
COMMUNITY
LEADERSHIP
PUTTING PEOPLE IN
THE LEAD

Register on
Eventbrite

Practical session with
Julie Pollock – Consult HR
offering expert HR advice on
recruitment and selection
best practice. Ideal for small
organisations with no
dedicated HR function.

Holywell Trust
10-14 Bishop Street, Derry-Londonderry

31 January
10.00–13.00

Logos at the bottom: Derry City and Strabane District Council, COMMUNITY FUND, COMMUNITY RELATIONS COUNCIL, The Fermanagh Trust, Rural Community Network, HOLYWELL TRUST.

Recruitment and Selection - Best Practice

Practical session offering expert HR advice on recruitment and selection processes. Ideal for small organisations with no dedicated HR function.

Tuesday 31st January 10am - 1pm

Holywell Trust Derry

For more information and to Register, book here: <https://www.eventbrite.co.uk/e/recruitment-and-selection-best-practice-tickets-451691139357>



Being an effective Chairperson

Governance in an organisation can ultimately be improved by having a good Chair so it is worthwhile investing time in helping your current Chair or prospective Chair to fulfil their role.

A good chair can make such a difference to the overall effectiveness of the committee/board, which in turn should make the board a more attractive proposition for future trustees. This session will examine:

- the role of the chair
- what makes a meeting good/bad
- characteristics of a good chair
- achieving better meetings through effective planning, communication and chairing

Wednesday 22nd February, 4.30 – 6.30pm

Fermanagh House, Enniskillen

To Register, click here: <https://forms.gle/dWmMoSpRNnYZc7CS6>



Basic Finance for Small Organisations

A free practical workshop for treasurers, or those that keep the financial records, of small charities to help them establish appropriate financial systems to keep their organisation safe.

Good financial management is an integral part of ensuring good governance as it not only helps charity trustees to fulfil their legal duties but also helps to protect the charity from mismanagement of funds. Having robust financial procedures in place will help to improve organisational capacity and effectiveness. The focus of this workshop will be on basic record keeping and financial management including setting up and maintaining the books (income and expenditure ledger, petty cash); cash handling, understanding charity funds (restricted and unrestricted) and accounts and the role of the treasurer.

Thursday 23rd March, 4.30-6.30pm

Fermanagh house, Enniskillen

To Register click here: <https://forms.gle/YoEfVdoLfAddkiPE9>



Cara-Friend's: LGBTQI+ Awareness Training

This awareness session will help people working and volunteering in the community / voluntary sector improve their awareness of the LGBTQI+ community and enable you to be more responsive to that community. Participation in this interactive course will help you..

Understand key terminology including LGBTQI+, sexuality, sexual orientation, gender identity. Understand factors that impact the LGBTQI+ community (including mental health). Understand how to be more LGBTQI+ inclusive.

When: Tuesday 25th April

Time: 10.30am - 1pm

Where: Fermanagh house, Enniskillen

To Register, click here: <https://forms.gle/7rg8gpcN4nupaNu29>

Risk assessment made easy

 Fri 10th March
 10am - 1 pm
 Fermanagh House



Risk assessment made easy

This is a practical training session showing you how to carry out a risk assessment, action plan and record the results in a risk register. The templates used in the exercises can then be used in your own organisation so that you have both the skills and the tools to implement risk assessments. The training will help participants to:

- identify risks and carry out a risk assessment
- carry out an analysis of risks and draw up an action plan to deal with them
- monitor and review action plans.

When: Tuesday 25th April

Time: 10.30am - 1pm

Where: Fermanagh house, Enniskillen

Experts Through Experience One-to-one support

 Fermanagh House



When: Friday 10th March 2023

Time: 10am - 1pm

Where: Fermanagh House

One-to-One Coaching & Practical Support

Community Development 'Experts Through Experience'

1-hour workshops in Fermanagh House, Enniskillen

- ☐ Thursday 19th January MORNING
- ☐ Thursday 19th January AFTERNOON
- ☐ Thursday 19th January LATE AFTERNOON
- ☐ Tuesday 21st February LATE AFTERNOON
- ☐ Tuesday 21st February EVENING (availability between 5pm - 7pm)
- ☐ Wednesday 22nd February MORNING
- ☐ Wednesday 22nd February AFTERNOON

Practical skills development for anyone working or volunteering in the community / voluntary sector. Particularly useful for administrative roles, treasurer, those working on social media, PR and Comms. **One hour slots available at Fermanagh House, Enniskillen on:**

Outcomes and Impact Data

Graphic Design (Canva)

Social Media

Technology

Excel

Google Workspace

Email

PowerPoint

Dates: January-February 2023

Fermanagh house, Enniskillen

For further information & to register, click here: <https://forms.gle/U6ogcuPcHV1frPVJA>