



## MAYO PUBLIC PARTICIPATION NETWORK - FREE ONLINE TRAINING FOR COMMUNITY GROUPS

**Autumn 2021**

TRAINING	DATE	TIME
<p><b>READY AND ABLE TO RE-OPEN IN 2021:</b> Learn how groups &amp; organisations can structure their return to operations and assemble the documentation required by Covid-19 official guidance. This workshop enables users to work step by step from beginning to end by completing the questions and tables provided. It covers new policies such as homeworking, right to disconnect, cyber security and decisions in the workplace around testing and vaccination. <b>THIS WORKSHOP IS RUN OVER 1 SESSION OF 1.5 HOURS</b></p>	Wednesday 1 <sup>st</sup> Sept	19:00 – 20.30
<p><b>HOW TO USE ZOOM FOR MEETINGS:</b> Learn how to use breakout rooms, record a meeting, understand screen sharing and manage participants in a meeting. <b>THIS COURSE IS RUN OVER 2 SESSIONS OF 1.5 HOURS EACH</b></p>	Mondays 13 <sup>th</sup> & 20 <sup>th</sup> Sept	19:30 - 21:00
<p><b>HR UPDATE LIVING WITH COVID 19:</b> The course will cover all aspects of working with Covid-19, Creating Mentally Healthy Workplace Cultures, Current Legislation with remote working, Returning to the workplace after lockdown <b>THIS COURSE IS RUN OVER 1 SESSION OF 3 HOURS</b></p>	Tuesday 14 <sup>th</sup> September	18:00 - 21:00
<p><b>GRAPHIC DESIGN:</b> Participants will be able to design eye catching posters, flyers and invitations for community events. <b>THIS COURSE IS RUN OVER 2 SESSIONS OF 2 HOURS EACH</b></p>	Wednesdays 15 <sup>th</sup> & 22 <sup>nd</sup> Sept	19:30 - 21:00
<p><b>RUNNING EFFECTIVE ONLINE MEETINGS:</b> Templates will be provided for effective minute taking and assigning tasks at online meetings. Roles &amp; Responsibilities of Committee, Governance Code Implications for Community Groups. <b>THIS COURSE IS RUN OVER 1 SESSION OF 2 HOURS</b></p>	Thursday 16 <sup>th</sup> September	19:00 - 21:00

<p><b>WRITING SUCCESSFUL GRANT APPLICATIONS:</b> Workshops will look at funding applications, thinking like a funder and not an applicant. Looking at a typical application and a database of current funds. This workshop will include a mix of tasks and presentations with plenty of opportunities to ask questions. <b>THIS COURSE IS RUN OVER 1 SESSION OF 2 HOURS</b></p>	<p>Tuesday 21<sup>st</sup> September</p>	<p>19:00 - 21:00</p>
<p><b>SHOOTING A VIDEO:</b> Participants will be able to use video effectively to promote their community groups events and activities, create your own YouTube channel, Incorporate videos to social media posts. <b>THIS COURSE IS RUN OVER 3 SESSIONS OF 2 HOURS EACH</b></p>	<p>Tuesdays 28<sup>th</sup> Sept, 5<sup>th</sup>, 12<sup>th</sup> Oct</p>	<p>19:00 - 21:00</p>
<p><b>NEW OPTIONS FUNDING/FUNDRAISING:</b> Course material will include new ways of fundraising in 2021 as a result of the changes brought by Covid-19 and digitization: building support from your community, adjusting your organization to survive and develop, digital fundraising, loan sources for the development of community wellbeing, social, community, health, enterprise, educational, arts and other objectives. <b>THIS WORKSHOP IS RUN OVER 1 SESSION OF 2 HOURS</b></p>	<p>Thursday 30<sup>th</sup> September</p>	<p>19:00 – 21:00</p>
<p><b>BEGINNERS SOCIAL MEDIA:</b> Understand the role of social media, know how to carry out basic actions on each of the Social Media tools, develop engaging posts to grow engagement and interaction, learn how to increase visibility on Instagram and Twitter. <b>THIS COURSE IS RUN OVER 3 SESSIONS OF 2 HOURS EACH</b></p>	<p>Mondays 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> October</p>	<p>19:00 - 21:00</p>
<p><b>SETTING UP A BOARD/COMMITTEE:</b> The roles &amp; duties of officers. This course is suitable for newly formed groups, wishing to learn about roles and responsibilities, best practice for getting organised and getting templates to help run their group more efficiently. <b>THIS COURSE IS RUN OVER 1 SESSION OF 2 HOURS</b></p>	<p>Tuesday 5<sup>th</sup> October</p>	<p>19:00 - 21:00</p>
<p><b>BASIC BOOKKEEPING:</b> Each participant works on their own records so individual queries are dealt with as they arise. Participants are shown how to prepare a Purchases Book, Cash Book, Sales and Cheques Journal. You will learn how to prepare a VAT return. Template will be provided on how to calculate tax, PRSI and USC. <b>THIS COURSE IS RUN OVER 1 SESSION OF 3 HOURS</b></p>	<p>Wednesday 6<sup>th</sup> October</p>	<p>18:00 - 21:00</p>
<p><b>FACEBOOK FOR COMMUNITY ORGANISATIONS:</b> Learn how to carry out basic actions on Facebook, develop engaging posts and how to grow interaction, how to use Facebook to reach the widest demographic.</p>	<p>Thursdays 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> Oct</p>	<p>19:00 - 21:00</p>

<b>THIS COURSE IS RUN OVER 3 SESSIONS OF 2 HOURS EACH</b>		
<p><b>INTRO TO CODE OF GOVERNANCE:</b>  This workshop will be of benefit to Community &amp; Voluntary organisations getting to grips with their responsibilities and The Governance Code.  Suitable for board members, charity staff and management. Resources provided will help groups working remotely by assisting them with their documentation. Introduction to the Governance Code and to a management system for mapping compliance.</p> <p><b>THIS COURSE IS RUN OVER 1 EVENING</b></p>	Wednesday 13 <sup>th</sup> October	19:00 - 21:00
<p><b>DESIGN A WEBSITE WITH NO BUDGET:</b>  This workshop will be of benefit to Community &amp; Voluntary organisations wishing to explore ways to promote their organisation via social media. Workshop includes how to use Drag and Drop Website builders to explore different types of websites, looking at website options, domain hosting, registering and costs.</p> <p><b>THIS COURSE IS RUN OVER 1 SESSION OF 2 HOURS</b></p>	Tuesday 19 <sup>th</sup> October	19:00 - 21:00
<p><b>INSTAGRAM FOR COMMUNITY ORGANISATIONS</b>  Learn how to carry out basic actions on Instagram, develop engaging posts and how to grow interaction.</p> <p><b>THIS COURSE IS RUN OVER 2 SESSIONS OF 1.5 HOURS EACH</b></p>	Thursdays 28 <sup>th</sup> Oct & 4 <sup>th</sup> Nov	19:30 - 21:00
<p><b>HOW TO MANAGE AND IMPROVE YOUR SOCIAL MEDIA:</b>  This course is for groups who already have basic knowledge of how to post on Facebook and/or Instagram, but who want to improve their posting, reach and engagement. This course is not suitable for absolute beginners.</p> <p><b>THIS COURSE IS RUN OVER 2 SESSIONS OF 1.5 HOURS EACH</b></p>	Tuesdays 9 <sup>th</sup> & 16 <sup>th</sup> November	19:30 - 21:00

Courses are free - booking is essential. Your group must be registered with Mayo PPN. (*this is a first come, first serve basis*).

**\*\* Where courses are run over 2/3 sessions, please ensure you are free to attend all the sessions.**

To book your place email [mayoppn@mayococo.ie](mailto:mayoppn@mayococo.ie) - LINK TO ONLINE ZOOM TRAINING WILL BE PROVIDED 2 DAYS BEFORE THE COURSE

*Mayo PPN is funded by the Department of Rural and Community Development and Mayo County Council.*

### MAYO PPN – YOUR VOICE – YOUR COMMUNITY



**Rialtas na hÉireann**  
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Rural and Community Development