








MAYO PUBLIC PARTICIPATION NETWORK FREE ONLINE TRAINING FOR COMMUNITY GROUPS

TRAINING	DATE	TIME
<p>GRAPHIC DESIGN: Participants will be able to design eye catching posters, flyers and invitations for community events. (Both courses fully booked)</p> <p style="text-align: center;">FULLY BOOKED Sorry!!</p> <p>THIS COURSE IS RUN OVER 2 EVENINGS</p>	<p>Wed 14th & 21st April 2021 Thurs 29th April & 6th May 2021</p>	<p>7.30pm to 9pm</p>
<p>HOW TO SET UP & USE ZOOM FOR MEETINGS: Learn how to use breakout rooms, record a meeting, understand screen sharing and manage participants in a meeting. (Both courses fully booked)</p> <p style="text-align: center;">FULLY BOOKED Sorry!!</p> <p>THIS COURSE IS RUN OVER 2 MORNINGS</p>	<p>Mon 19th & 26th April 2021 Thurs 22nd & 29th April 2021</p>	<p>10.30am to 12pm</p>
<p>BASIC BOOKKEEPING: 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. (Course fully booked)</p> <p style="text-align: center;">FULLY BOOKED Sorry!!</p> <p>THIS COURSE IS RUN OVER 2 MORNINGS</p>	<p>Tues 20th & Wed 21st April 2021</p>	<p>10 am to 1.30pm</p>

<p>REMOTE WORKING: Time management, the working environment in the home and social needs and supports. Tips for communication remotely, differences between communication and collaboration. THIS COURSE IS RUN OVER 1 MORNING</p>	<p>Tuesday, 27th April 2021</p>	<p>9am to 12 pm</p>
<p>RUNNING EFFECTIVE ONLINE MEETINGS: Templates will be provided for effective minute taking and assigning tasks at online meetings. What are the roles & responsibilities of Committee, Governance Code Implications for Community Groups. THIS COURSE IS RUN OVER 1 EVENING</p>	<p>Tuesday, 27th April 2021</p>	<p>7pm to 9pm</p>
<p>WRITING SUCCESSFUL GRANT APPLICATIONS: 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. (Both courses fully booked) THIS COURSE IS RUN OVER 1 MORNING</p>	<p>Wednesday, 28th April 2021 Tuesday 4th May 2021</p>	<p>10am to 12pm</p>
<p>CHAIR A MEETING: This workshop will be of benefit of those wishing to chair and facilitate online meetings. The trainer will provide templates for effective minute taking and assigning tasks at online meetings. It will help you make your committee meetings more effective. THIS COURSE IS RUN OVER 1 MORNING</p>	<p>Wednesday, 5th May 2021</p>	<p>10am to 12pm</p>
<p>HR UPDATE FOR COMMUNITIES - RETURNING TO THE WORK AFTER LOCKDOWN How does COVID-19 positive result relate to the existing sick leave policy. Safety, Health & Welfare at Work Act, 2005. Changes to policies and practices regarding performance etc. Creating a Mentally Healthy Workplace Culture. Isolation from home working. Managers checking in on staff working remotely. Providing staff with IT equipment and office furniture. THIS COURSE IS RUN OVER 1 MORNING</p>	<p>Thurs 6th May 2021</p>	<p>10am to 1pm</p>
<p>SHOOTING A VIDEO: 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. THIS COURSE IS RUN OVER 3 MORNINGS</p>	<p>Tues 11th, 18th, 25th May 2021</p>	<p>10am to 12pm</p>



<p>DESIGN A WEBSITE WITH NO BUDGET: This workshop will be of benefit to Community & 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. THIS COURSE IS RUN OVER 1 MORNING</p>	<p>Wednesday, 12th May 2021</p> 	<p>10 am to 12 pm</p>
<p>FACEBOOK FOR COMMUNITY ORGANISATIONS: 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. THIS COURSE IS RUN OVER 3 MORNINGS</p>	<p>Thurs 13th, 20th, 27th May 2021</p> 	<p>10am to 12pm</p>
<p>BEGINNERS SOCIAL MEDIA: 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. THIS COURSE IS RUN OVER 3 MORNINGS</p>	<p>Mon 17th, 24th, 31st May 2021</p> 	<p>10am to 12pm</p>
<p>INTRO TO CODE OF GOVERNANCE: This workshop will be of benefit to Community & 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. THIS COURSE IS RUN OVER 1 EVENING</p>	<p>Wed 19th May 2021</p> 	<p>7pm to 9pm</p>
<p>BASIC BOOKKEEPING 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. Learn how to prepare a VAT return. Template will be provided on how to calculate tax, PRSI and USC. THIS COURSE IS RUN OVER 2 EVENINGS</p> 	<p>Mon 17th, Thurs 27th May 2021</p>	<p>6pm to 9pm</p>

LINK TO ONLINE ZOOM TRAINING WILL BE PROVIDED WHEN YOU BOOK YOUR COURSE

Courses are free - booking is essential. Your group must be registered with Mayo PPN. To book your place email mayoppn@mayococo.ie

(this is a first come, first serve basis) Mayo PPN is funded by the Department of Rural and Community Development and Mayo County Council. www.mayoppn.ie



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