



GOVERNANCE TRAINING FOR LOCAL COMMUNITY GROUPS 2017

All workshops take place at Northside Partnership, Kish House, Greendale Road, Kilbarrack, Dublin 5.

To book a FREE place please contact Mary or Róisín: (01) 8320995 mary.doheny@nspartnership.ie roisin.liston@nspartnership.ie

	OUTLINE	TOPICS	WHEN	PROVIDER
ANNUAL PLANNING	How to put your strategies into action with an annual plan	<ul style="list-style-type: none"> Annual planning - Governance Code requirements Tools and templates Review and measuring progress 	September 14 th 10am – 1pm	Carmichael Centre
DIGITAL COMMUNICATIONS	Using digital tools to reach your target audience	<ul style="list-style-type: none"> Social media – developing a strategy Direct online marketing – easy ways to engage and protect your subscribers 	September 21 st 10am – 1pm	Carmichael Centre
PREPARING ANNUAL REPORTS	Tips on how to make annual reporting easier	<ul style="list-style-type: none"> Annual reporting - Governance Code requirements Effective information gathering Exploring reporting frameworks Publishing and distribution 	October 19 th 10am – 1pm	The Wheel
COMMITTEE SKILLS	How to make your committee more effective	<ul style="list-style-type: none"> Defining purpose, roles and responsibilities Generating participation Terms of Reference Good practice 	Part 1: October 24 th Part 2: November 14 th 6 – 9 pm	Quality Matters
GOVERNANCE CODE INTRODUCTION	An overview of the Voluntary Code of Governance for Community Groups	<ul style="list-style-type: none"> Background to the Governance Code What's needed to achieve compliance Practical steps to start the journey 	November 21 st 6 – 9 pm	Odran Reid
COMPANY SECRETARY TRAINING	Understanding the roles and responsibilities of a Company Secretary	<ul style="list-style-type: none"> Choosing a company secretary Company secretary - Governance Code requirements Ancillary activities undertaken by the company secretary 	November 23 rd 10am – 1pm	Carmichael Centre
RISK ASSESSMENT	Information on the actions that need to be taken to plan for and respond to risks	<ul style="list-style-type: none"> Risk Assessment - Governance Code requirements Tools and strategies to minimise risks Risk Assessment documents 	December 7 th 10am – 1pm	DCU in the Community