



Training Courses Menu

for community and
voluntary groups

Have you an
appetite
for learning?



Delivery available

All training will be arranged at a time, date and venue appropriate to the needs of your group. Courses require a minimum number of 10 participants*, however it is not essential that all participants belong to the same community / voluntary group.

*with the exception of First Aid Training provided by the British Red Cross

If you are interested in arranging any training course listed, and have the minimum number of participants required, please contact:

Community Services Section
Lisburn City Council
Island Civic Centre
The Island
Lisburn
BT27 4RL
T. 028 9250 9565
E. bridge.community@lisburn.gov.uk
www.lisburncity.gov.uk

or

Lisburn Community Network
Unit 2, The Sidings Office Park
Antrim Road
Lisburn
BT28 3AJ
T. 028 9267 1515
E. info@lisburncommunitynetwork.com
www.lisburncommunitynetwork.com

Developed in Partnership



LISBURN
CITY COUNCIL



LISBURN COMMUNITY NETWORK



European Union
Structural Funds

Lisburn Community Network is funded through The European Union European Regional Development Fund (ERDF) Measure 3.3 Building Sustainable Prosperity Programme.



Main Courses

Getting the Most from External Evaluation

Training Provider: Community Evaluation Northern Ireland
Duration: 6 Hours (1 day or 2 half days)

This course provides an overview of the concepts and issues involved in external evaluation, helping you ensure that the process is well planned, appropriately managed and effectively used.



First Aid

Training Provider: British Red Cross
Duration: 6 Hours
Maximum 12 Participants

This course is suitable for all persons wishing to learn general first aid, which includes resuscitation techniques for adults, children and infants. This course can be delivered in two sessions lasting three hours. The certification achieved at the end of the course is valid for three years. Renewal is achieved by re-taking a basic first aid course.



Side Orders

To help you exhibit best practice and to stay within the law, these short sessions complement the accredited training for community / voluntary groups. These sessions are delivered by experienced training providers and will last 2-3 hours.

Charitable Status and Charity Law
Risk Assessment
Disability Awareness
Child Protection
Conflict Management
Lobbying Skills
Building Good Relations
Promoting Inclusive Communities



Starters

Practical Skills in Completing Applications

Training Provider: N.I. Council for Voluntary Action
Duration: 2 Hours

This course considers good practice in completing application forms for funding. Participants are offered the opportunity to review and complete a range of current application forms and subsequently obtain constructive feedback on approaches and techniques.



Understanding your Constitution and Memorandums and Articles of Association

Training Provider: N.I. Council for Voluntary Action
Duration: 2 Hours

This session explains the key elements in all governing documents, essential to all community and voluntary organisations. The session will also explore how governing documents can be used more effectively to run your organisation.



Introducing Self-Evaluation

Training Provider: Community Evaluation Northern Ireland
Duration: 6 Hours (1 day or 2 half days)

'Introducing Self-Evaluation' aims to raise awareness among volunteers and individuals working as part of a community group, about the issues involved in self-evaluation. It provides practical tools to assist participants in implementing effective self-evaluation systems into their everyday work.



Main Courses

These training courses are delivered over a longer time-frame and are generally at a more advanced level than the introductory starter courses.

Facilitative Leadership

Training Provider: Workers' Educational Association
Duration: 20 Hours

'Facilitative Leadership' is a learning experience that draws clear connection between leadership and collaboration. The course is designed for those who want to expand their ability to engage others in achieving common goals, to learn through exploring real-life challenges and to implement change in their workplace or community.



Community Capacity Building Level 1

Training Provider: N.I. Tenants Action Project
Duration: 13 Weeks (2 Hours 30 Mins per week)

Community Capacity Building (Level 1) is accredited through the Northern Ireland Open College Network and covers five key areas:

- Community development - forming an effective team to plan and conduct a meeting
- Planning a fundraising project - manage funds, evaluate and review
- Improving communication and media skills
- Lobbying and interpersonal skills - how to approach people and influence change
- Increasing awareness of conflict situations and antisocial behaviour and identifying methods and models which may help to resolve conflict.



Community Capacity Building Level 2

Training Provider: N.I. Tenants Action Project
Duration: 8 Weeks (2 Hours 30 Mins per week)
Prerequisite: Community Capacity Building Level 1

Community Capacity Building (Level 2) will expand on the programme delivered at Level 1, allowing participants to:

- Identify and Plan a Community Project
- Develop a Monitoring and Evaluation Process
- Design a Project Marketing Strategy.



Main Courses

Community Group Management Level 2

Training Provider: Workers' Educational Association

Duration: 20 Hours

Prerequisite: Level 1 not a prior requirement

This is a basic course to help community groups learn to operate more effectively. It is particularly useful for new groups or groups that would benefit from some review of basic procedures. The course aims to provide an introduction to management committee skills and to raise the confidence of those involved in such committees. It also explores the roles of management committee members and office bearers and the skills required to perform these roles.



Attracting and Selecting Volunteers

Training Provider: N.I. Volunteer Development Agency

Duration: 7 Hours

This course is designed for individuals who are responsible for attracting people to volunteer with an organisation and matching volunteers to a specific voluntary role. It aims to explore the principles and procedures for the effective recruitment and selection of volunteers.



Motivating Volunteers

Training Provider: N.I. Volunteer Development Agency

Duration: 7 Hours

The 'Motivating Volunteers' course is aimed at individuals responsible for managing volunteers within their organisation. It aims to explore the principles and procedures for the effective management and motivation of volunteers.



Setting Up a Company Limited by Guarantee

Training Provider: N.I. Council for Voluntary Action

Duration: 2 Hours

This programme examines the process of change from a community / voluntary association to a limited company structure and also explains the duties and responsibilities of Directors. The session also includes details on the new Community Interest Company (CIC).



Starters

Seminars, introductory courses and single training sessions to provide you with the fundamental skills required to set up and develop your community / voluntary group.

Team Building

Training Provider: N.I. Tenants Action Project

Duration: 2 Hours 30 Mins

This team-building programme is useful for both new and experienced community and voluntary groups.

The session will help you identify the benefits of teamwork, acknowledge the importance of good leadership, recognise the stages of team development and identify the steps needed to develop and shape a group into a strong team.



Effective Meetings

Training Provider: N.I. Tenants Action Project

Duration: 2 Hours 30 Mins

'Effective Meetings' training will help participants to understand the importance of meetings, learn how to plan, structure and conduct meetings and recognise the roles of individuals within given scenarios.



Money Matters

Training Provider: N.I. Tenants Action Project

Duration: 2 Hours 30 Mins

The 'Money Matters' programme is useful for community groups wishing to highlight the responsibility of a Committee with regard to money matters and the importance of effective financial record keeping.



For afters

Still hungry for more? Enhance your existing skills with one of the following courses delivered by NICVA and N.I. Tenants Action Project.

Successful Fundraising



Fundraising from Companies



Organising a Community Event



Presentation Skills



Media Master Class

Training Providers

