

South Kerry Development Partnership and Kerry County Council Housing Dept have organised training to meet the needs of resident associations.

Training Programme - Management Skills for Community Groups

The course will be run over 3 - 4 training sessions. All workshops will deal with different aspects of Community Management Skills, giving participants an insight into the skills and qualities required of a Voluntary Management Committee Member, while offering management skills which can be used in any setting. Each individual participant will receive a course binder which builds to become a resource pack for future use having completed the course. The training is flexible and can be adjusted to meet the needs of the group. There is no charge and a contribution is available towards childcare.

Workshop 1

This workshop will address groupwork and teamwork skills and the different ways groups can work together effectively.

Groupwork and Teamwork Skills

Workshop 2

This workshop will address the requirements of voluntary management committee membership and what is reasonably expected of a management committee member.

- Roles and Responsibilities of a Committee Member
- Purpose of the Committee
- Responsibility of the Officers; The Chairperson, The Treasurer, The Secretary, The PRO

Workshop 3

The skills and structures required to affectively facilitate group meetings, including setting clear objectives, structuring meetings and handling conflict within the group. It will also deal with negotiating within groups, and on behalf of groups.

- Facilitation & Chairing
- Organising and Planning Meetings
- Managing Conflict
- Making a Presentation
- Representing Your Group
- Negotiating Skills

Workshop 4

These workshop will address planning and will assist groups to discuss their plans and how they might develop their ideas further.

Timing

The Training will be delivered at times, dates and venue best suited for the group.

May 2012