Carlow PPN Training Bursary:

Carlow PPN is delighted to confirm that we have purchased training places in the Carmichael Training Centre for our members.

You can find information about the courses we have purchased below, to book a place contact Trish or Fiona in the PPN office and we will sign you up. These places have already been paid for by Carlow PPN.

Each full member PPN registered group can book one place only, and places will be given on a first come, first served basis. The courses are not recorded. Note that the **Setting Up and Running a Small Non-Profit Organisation takes place over 2 dates.**

Please make sure you attend if you sign up. These courses are paid for from Carlow PPN's yearly budget, and we are required to report full attendance to our funders.

Contact Trish at 087 195 1444 or email carlowppn@carlowcoco.ie to book

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How to take Meeting Minutes (eLearning)
Target Audience
Anyone looking to learn about good practice in the important function of taking accurate meeting minutes

Outline
Accurate minute taking is an essential part of good meeting practice. The keeping of accurate meeting minutes is also an essential requirement for non-profit companies

This course can be accessed for up to 30 days after purchase

Course Structure
The course is divided into 5 component parts and takes approx. 30 minutes to review. Participants should allow for additional time to review the minutes template which accompanies the course. Topics are self-contained to facilitate micro-learning for the time conscious participant

1. Taking Meeting Minutes

In this lesson, we review the role of minute taker and the different types of minutes that may be taken at meetings

2. How to Take Meeting Minutes

In this lesson, the focus is on discursive minutes and how such minutes may be recorded

3. Listening Skills

Good listening skills are essential for individuals taking notes during meetings. In this lesson, we learn more about active listening and methods for improving listening skills

4. Note Taking During Meetings

In this lesson, we consider how best to prepare for the role of minute taker at a meeting

5. How to Help Luke?

Facilitated sessions through Carmichael Centre 2026
In this lesson, we apply what we have learned in previous lessons to a relevant hypothetical situation

Upon successfully completing the course, participants may download free of charge a course Certificate of Completion.
Note: Once an e-Learning course is booked, it could take up to 48 hours for login details to be provided

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- **Board Roles & Responsibilities**
  Online: 24th Sept 6pm – 8.30pm

Target Audience

Are you a Board member of a voluntary or community group? Are you unsure of what is expected of you? Do you want to ensure your organisation is governed in accordance with good practice?

Outline

This session will demystify Board members' roles and responsibilities and give you tools to enhance your contribution and the effectiveness of your Board. It outlines the purpose of the board as a whole in relation to governance and management. We then examine the specific roles of individual board members and in particular, their legal responsibilities and duties under the Charities Act (2009) and the Companies Act (2014). The workshop will finish with a discussion on typical problems arising within boards and some practical solutions to deal with them.

Methodology

Delivered virtually via Zoom.

Outcomes

By the end of the course participants will be able to:

- Describe the purpose of their board and its responsibilities
- Identify the different roles of board members
- Understand the legal duties under the Companies Act 2014 and the Charities Act 2009
- Appreciate the different roles of the board and staff and how to ensure an effective working relationship is in place
- Understand the importance and benefit of regular board evaluation
- An overview of the Charities Governance Code

- **Practical GDPR: Implementing Required Policies and Procedure**

  Online: 01/10/2026 10am - 12pm

  Target Audience

  Managers and staff, responsible for data protection of charities and not-for-profits.

  Outline

  This training course is designed to engage management and staff of charities & non-profits, helping them understand the requirements of the GDPR and how to become compliant with a set of policies and procedures. These are presented in a practical and accessible manner, with templates provided to the attendees

  1. The fundamentals of the GDPR

  - The key principles of the GDPR

- Legal basis for processing
- Data Subject rights

2. Required policies, procedures, and records

- Data Protection Policy
- Data Protection Officer needed – Yes/No?
- Data Inventory
- Data Retention Policy
- Information Security Policy
- Records of Processing Activities (ROPA)
- Data Protection Notice for website (privacy statement)
- Procedures for handling individual's rights
- Data breach handling procedure
- CCTV Policy (may be optional)

3. Other requirements (e.g. Data Protection Impact Assessments - DPIA)

Methodology

Delivered virtually, via Google Meet. A copy of the slides will be provided as well as a link to download the templates.

- **Setting Up and Running a Small Non-Profit Organisation**
  Online: 24th Nov & 1st Dec. 10am – 1pm

Target Audience

Individuals or organisations interested/involved in setting up and running a small non-profit organisation, or supporting others doing the same.

Outline

This online course will be delivered over 2 weekly Zoom sessions as per the details below. For privacy reasons, these sessions will not be recorded, so please make sure to attend both sessions if possible.

Module 1: (Tues 1st July, 10am - 1pm)

- Establishment of a Group
- Setting up a community group
- Deciding on the Legal Structure
- Writing Your Constitution
- Recruiting Volunteers
- Running of the Group
- Committee Roles
- Running a Meeting
- Agendas/Minutes

Module 2: (Tues 8th July, 10am - 1pm)

- Making Decisions

- Conflict of Interest
- Code of Conduct
- Communication with members of group
- Legal Duties
- Regulatory Responsibilities
- Charity/Tax & Bank Accounts
- Succession Planning

Methodology

Delivered virtually via Zoom

- **Governance and Charities Governance Code**
  Online. Sept. 3rd 10am – 12.30pm
  1st Dec. 6.30pm – 9pm

Target Audience: Trustees, Chairs, CEOs, and those responsible for governance in their Charity

Outline

The Charities Governance Code explains the minimum standards you should meet to effectively manage and control your charity. This workshop will walk you through the requirements of the code including actions and evidence needed to demonstrate compliance.

- Understand the six principles of governance which all charities should apply
- Understand how to meet the core standards for each of the six principles
- Understand the additional standards that reflect best practice for more complex charities
- Understand how to report on compliance to the Charities Regulator

Methodology

Delivered virtually via Zoom