

CAPACITY BUILDING PROJECT

EVENTS DIARY JAN - MAR 2005



CAPACITY BUILDING
PROJECT

EUROPEAN COMPUTER DRIVING LICENCE

Haywired IT Centre, Hay Drive

6 weeks - Tuesday 11th January - 15th Feb	6 - 9pm
Friday 14th January - 18th Feb	9am - 12pm
Saturday 19th February - 26th Mar	9.30am-12.30pm
Monday 21st February- 28th Mar	1 - 4pm

This course will benefit anyone who wants to upgrade their computer skills and get a qualification which is recognised throughout Europe. Modules are available in Word, Powerpoint, Access, Excel, the Internet and also more general housekeeping such as managing files and basic concepts.

INTRODUCTION TO COMPUTERS - Haywired IT Centre, Hay Drive

5 weeks - Monday 17th January - 14th Feb	1 - 4pm
Thursday 20th January - 17th Feb	6 - 9pm
Friday 25th February - 25th Mar	9am - 12noon

This course is ideal for people who want a basic introduction to computers. It will cover a range of topics such as switching one on, designing a poster, writing a letter etc... If you would like to come along then contact us at the CBP.

INTRODUCTION TO THE INTERNET & EMAIL

Haywired IT Centre, Hay Drive

5 weeks - Saturday 22nd January - 19th Feb	9.30am - 12.30pm
Tuesday 1st March - 29th Mar	6 - 9pm
Thursday 4th March - 31st Mar	6 - 9pm

This course looks specifically at the Internet and Email. It's great for people who would like to become more familiar with surfing the net and sending emails. Let us know if you want to register your place.

DROP-IN/OPEN ACCESS SESSIONS - Haywired IT Centre, Hay Drive

Monday 10th January until Monday 28th March	1 - 4pm
Tuesday 11th January until Tuesday 29th March	6 - 9pm
Thursday 13th January until Thursday 31st March	6 - 9pm
Friday 14th January until Friday 25th March	9am - 12noon
Saturday 15th January until Saturday 26th March	9.30am - 12.30pm

These sessions are open to anyone who wants to come in and use the computers. You can surf the web, write letters, do course work for school or university - it's up to you! There will be someone on hand to help with any queries but at these times you can use the computers to do what you want.

EMERGENCY FIRST AID 63 Niddrie Mains Terrace Wednesday 26th January 9.30am - 1.30pm

This is a 4 hour course to introduce the basic elements of first aid. It includes specific training in CPR, and more generally on how to sustain life and promote recovery. The training is carried out by the St. Andrew's Ambulance Association, with a certificate on completion.

CHILD PROTECTION GUIDELINES - INTRODUCTION

63 Niddrie Mains Terrace
Wednesday 2nd February 6 - 9pm

This will look at the most up to date information on child protection for everyone involved in working with children and young people. Spaces are limited so be sure to book your place.

COMMUNITY LUNCH

HAYWIRED
Wednesday 26th January
12.30 - 1.30pm
Discover more about
the exciting new ITC
Centre in Craigmillar.

**Future dates for
Community
Lunches:**

Wednesday 23rd
February
12.30 - 1.30pm

Wednesday 30th March
12.30 - 1.30pm

Projects to be
confirmed

**CRECHE
FACILITIES ARE
AVAILABLE IF
BOOKED IN
ADVANCE**



Europe and Scotland
Making it work together



CALL CAPACITY BUILDING ON 661 0200 TO BOOK PLACES

CAPACITY BUILDING PROJECT EVENTS DIARY JAN - MAR 2005 CONTINUED



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DIRECTORS TRAINING 63 Niddrie Mains Terrace Thursday 3rd February OR Thursday 3rd March 10am - 12noon

An opportunity to gain an understanding of the roles and responsibilities of company directors. This is an ideal course for anyone who is currently a director and wants to clarify their role, or someone who is interested in becoming a director.

LEARNING THROUGH PARTICIPATION & RESEARCH 63 Niddrie Mains Terrace Tuesday 8th February 10am - 12noon

An introductory meeting looking at how local groups and services can use participatory activities and discussion (often called participatory appraisal) to talk with local people and members and find out their views. Contact James to find out more information.

COMMITTEE SKILLS TRAINING 63 Niddrie Mains Terrace Thursday 10th February OR Thursday 10th March 9.30am - 12.30pm

An opportunity to understand the functions of committees and the dynamics of meetings. Participants will gain an insight into the roles of different office bearers and how good meetings are constructed.

ELEMENTARY FOOD HYGIENE 63 Niddrie Mains Terrace Wednesday 9th March 9am - 4.30pm

This is a one day course for anyone working in a public kitchen. If you are a volunteer or worker, this course will help you to meet environmental health standards. Lunch will be provided. Call us here at CBP if you are interested in attending the course.

THIS IS WHAT DEMOCRACY LOOKS LIKE! 63 Niddrie Mains Terrace 8 weeks - Thursday 17th March to 5th May 6.30 - 8.30pm

This course is an 8 week course facilitated by the Craigmillar Empowering Communities Project on behalf of the Community Council. During the course participants will discuss their understanding of 'Democracy' i.e. where did democratic ideas come from, what models of democracy exist and how do they work. The course will also introduce participants to local democratic forums operating within Craigmillar; looking at how they work, how local people can influence them and how they could be improved. If you are interested contact Mike Bell on 661 0200.

FUTURE COURSES IN THE PIPELINE - ACT Youth Work - Levels 1 & 2 HNC in Community Work COSCA Certificate in Counselling Streetwork Training Fundraising in the Voluntary Sector

These courses will be run in the new year so contact us to get more information and to register your interest.

COMMUNITY MEETING DATES

Economic Development

24/01/05 2pm at Cre8te,
Castlebrae Business Centre,
Peffer Place

Community Council
Craigmillar Community Council
is the democratically elected
representative body for
Craigmillar and has a statutory
role in terms of Community
Planning and Consultation.
Meetings are open to the
public.

Dates for year ahead are:

25/01/05
15/03/05
03/05/05

21/06/05 - AGM

09/08/05
18/10/05
29/11/05

7pm at the Community Centre,
63 Niddrie Mains Terrace

Finance Forum

27/01/05 10am at the
Community Centre, 63 Niddrie
Mains Terrace

Community Safety

01/02/05 10.15am at
Craigmillar Police Station

Equalities Forum

23/02/05 2pm at the
Craigmillar Partnership, 32
Niddrie Mains Road

**CHECK OUT OUR WEBSITE FOR CBP NEWSLETTERS &
PUBLICATIONS, UP TO DATE EVENTS LISTINGS AND FIND OUT
WHAT RESOURCES COMMUNITY GROUPS CAN BORROW.**

www.craigmillarcapacitybuilding.org