

CAPACITY BUILDING PROJECT

EVENTS DIARY NOV - DEC 2007



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APPOINTED PERSON FIRST AID

Greengables Nursery, 8a Niddrie House Gardens
Tuesday 6th & 13th November

9.15am - 12.15pm

This is a 6 hour course, carried out over 2 sessions, 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 of both sessions.

EUROPEAN COMPUTER DRIVING LICENCE (ECDL)

63 Niddrie Mains Terrace

6 weeks from Wednesday 7th Nov - 12th Dec

6 - 8.30pm

Friday 9th Nov - 14th Dec

9.30am - 12pm

This course will benefit anyone wanting to upgrade their computer skills and get a qualification that is recognised throughout Europe. Modules are available in Word, Powerpoint, Access, Excel, the Internet and also in more general housekeeping such as basic concepts and managing files. Each 6-week block that we run is generally enough time to complete one single module. Spaces are limited so give us a call to book your place.

DRIVING THEORY TEST PRACTICE

Haywired IT Centre, Hay Avenue

Tuesday 13th November - 18th December 6 - 8pm

This course is designed to help you prepare for the official DSA theory test examination, but does not include the test itself - any test is to be organised independently by each participant. The questions cover a wide range of driving and road safety issues, with the aim being to increase the knowledge of the driver in terms of traffic signs and regulations, vehicle safety, hazard awareness, first aid and also environmental issues.

MIDAS MINIBUS TRAINING

Thursday 15th November or Monday 10th December

9.30am - 1.30pm or 4.30pm

Gain a minibus driving licence by sitting a theory test on one of the above dates shown, and then a practical test at a later date convenient to you and the examiner. In order to sit the test you must already hold a full driving licence for a minimum of 2 years. Give us a call if you would like to book a place.

WORKING WITH GROUPS

63 Niddrie Mains Terrace

Thursday 22nd November

6.30 - 8.30pm

Do you work with groups of people, young or old? Are you keen to learn ways of thinking and practical skills that would help you to be a more effective group leader? This session is designed to give participants the chance to explore their learning needs in this area, with the intention that they will undertake a tailored programme, specific to their needs, in the new year.

INTRODUCTION TO SAGE

63 Niddrie Mains Terrace

4 weeks from Monday 26th Nov - 17th Dec 1 - 4pm

This course is designed to look at the help needed so that you can gain recognised qualifications in book keeping and accountancy. Many jobs advertised in that field require the applicant to be competent with SAGE so it is a very useful qualification to hold. If you would like to sign up then please just give us a call.

COMMUNITY LUNCHES



Craigmillar Youth Challenge
Wednesday 28th November
12.30 - 1.30pm

Find out about this exciting local youth initiative

CBP Christmas Lunch
Wednesday 12th December - 12.30pm

You'll need to book your place for this traditional Christmas Lunch - tickets are £6 each



CRECHE FACILITIES ARE AVAILABLE IF BOOKED IN ADVANCE



CALL CAPACITY BUILDING ON 661 0200 TO BOOK PLACES

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INTRODUCTION TO CHILD PROTECTION GUIDELINES

63 Niddrie Mains Terrace

Monday 26th November & 3rd December 6.30 - 8.30pm

It is very important for anyone who works in a child care setting to recognise the importance of working in a co-ordinated manner in relation to Child Protection issues. This course will help participants to understand the broad definitions of child abuse and neglect, deal appropriately with disclosures, act appropriately on suspicion or knowledge that a child may be at risk or suffering harm and understand the Child Protection system and the differing professional roles within this.

INTRODUCTION TO OUTLOOK EXPRESS

63 Niddrie Mains Terrace

Tuesday 27th November 1 - 4pm

This introductory session will cover the basic elements of this computer package. It's much more than just an email system so if you want to find out more about it then give us a call to book your place.

COMMITTEE SKILLS

Thursday 13th December

10am - 1pm

This session will give you the opportunity to better understand the functions of committees and the dynamics of meetings. Participants will gain an insight into the roles of different office bearers, and also how good meetings are conducted - ideal for new committees and their members. **This specific course is being run with the new Student Council at Castlebrae High School, but if you think this course would benefit your group then please give us a call here.**

ACT WORK WITH YOUNG PEOPLE - LEVEL 1

Now recruiting for early 2008

We are planning to run this course at the beginning of next year so if you are interested in attending then please phone us to register your interest. It will be a 6 week course ideally suited to anyone who already works with or wants to work with young people. It will cover a range of educational activities for young people, society and young people, discrimination and prejudice, the roles and responsibilities of a youth worker, and also some different styles of youth work. It also includes a weekend residential which is an essential part of the course.

This is just a taster of some of the courses that we can put on. If there is a specific course that you would like us to run then please let us know and we will try and accommodate your request.

You can give us a call here at the office or simply download a Training Request form directly from our website.

COMMUNITY MEETING DATES

Partnership Board

07/11/07 9.30am at Cre8te, Castlebrae Business Centre, Peffer Place

Community Council

20/11/07 7pm at Craigmillar Settlement, 63 Niddrie Mains Terrace

Housing & Environment

27/11/07 10.30am at the Hays Business Centre, Hay Avenue

Economic Development

16/01/08 2pm at Cre8te, Castlebrae Business Centre, Peffer Place

Community Safety

24/01/08 10am at the Hays Business Centre, Hay Avenue

CHACC

29/01/08 10.30am (venue still to be confirmed)

Funding Panel - to be arranged

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