

CAPACITY BUILDING PROJECT

EVENTS DIARY OCT-DEC 2003



ENGLISH AS SECOND LANGUAGE COURSE 63 Niddrie Mains Terrace

Tuesdays 12:45 - 2:45 p.m. every week ongoing

These weekly sessions are run by an experienced English Language tutor from Jewel & Esk Valley College and will be run as long as the demand is there, although the class started in October, you can join in any time places permitting.

BUILDING A DATABASE 63 Niddrie Mains Terrace

Thursday 30th October & Thursday 6th November 2 - 4 p.m.

This basic introduction to Microsoft Access will let you build a computer database for whatever it is you want to be able to search through on the computer - whether it's clients, recipes, your record collection or your address book ... you can get more organised!

ELEMENTARY FOOD HYGIENE 63 Niddrie Mains Terrace

Wednesday 5th November 9:30 a.m. - 4 p.m.

A one day course for anyone who works in public kitchens. Whether you are a volunteer, worker or user, this course will help you meet the standards of environmental health inspections.

EUROPEAN COMPUTER DRIVING LICENCE 63 Niddrie Mains Terrace

6 weeks from Tues 4th November until Tues 9th December 9:30 a.m. - 12:30 p.m.

This course is ideal for those who want to upgrade their computer skills and want a qualification to prove it. Courses are available in Word, Excel, Access, Powerpoint and Internet.

MINUTE TAKING 63 Niddrie Mains Terrace

Wednesday 12th & 19th November 2 - 4 p.m.

Learn how to take effective notes and turn them into clear and well laid out minutes for your group or project. This will be two practical sessions on both note taking and laying out your minutes.

VISIT TO THE SCOTTISH PARLIAMENT - meet at 63 Niddrie Mains Terrace

Thursday 13th November 11:30 a.m. - 3:30 p.m.

Meet with your constituency MSP - Susan Deacon for lunch, see parliament in session and listen to First Minister's Questions. There are limited places on this trip so call up quickly.

ADMINISTRATION SKILLS TRAINING - INFO SESSION 63 Niddrie Mains Terrace

Friday 14th November 9:30 - 10:30 p.m.

We are offering local project administrators, who are between the age of 16-25, the opportunity to get recognised accredited training in administration skills. Come along to the information session and find out more about this work based training programme.

DRAMA PROJECT The Arts Centre, Newcraighall Road

Mondays 1:30 - 3:30 p.m. from November 17th until February

Organised by the DAM project (Drama Arts & Music) this course is for all those who want to be an actor or actress. Tutor Morna Burden and local actress Nikki Barnes will help you develop your skills.

SUPPORT & SUPERVISION TRAINING 63 Niddrie Mains Terrace

Thurs 20th November 1:30 - 3:30 p.m.

An introduction to approaches used in supporting and supervising staff, looking at reviewing performance, tackling difficulties in the workplace and dealing with concerns. Ideal for those who supervise staff, volunteers and placement students.

UNDERSTANDING ACCOUNTS 63 Niddrie Mains Terrace

Friday 21st November 9:30 - 11:30 a.m.

This 2 hour workshop is for anyone with responsibility for overseeing accounts or managing small group finances. Alan Jamieson from the City of Edinburgh Council will show you how to understand the terms and numbers used in accountancy.

DRUGS AWARENESS & DRUGS INFORMATION SESSION 63 Niddrie Mains Terrace

Thursday 27th November & a follow up date to be arranged 63 Niddrie Mains Terrace

Keep yourself up to date on the latest issues around Drugs in Craigmillar. This course will be run by The Castle Project who deal with these issues on a daily basis.

COMMUNITY DEVELOPMENT WORKSHOP 63 Niddrie Mains Terrace

Wednesday 3rd December 12 noon - 1:30 p.m.

Come along to this important workshop to discuss what it means to be involved in 'Market Led Sustainable Development'. We will invite someone from the firm of developers responsible for the regeneration of Craigmillar to discuss the theory behind the practice.

BASIC COMPUTER MAINTENANCE 63 Niddrie Mains Terrace

Date to be confirmed - call now to register your interest.

Learn what to try first when your computer does something unexpected and find out the first steps in dealing with those pesky viruses. Our tutor will be an experienced computer technician who can speak normal english!

ACT - Youth Work Level 1 63 Niddrie Mains Terrace

Starting in the new year - call now to register your interest.

COMMUNITY LUNCHES

WOMANZONE

29 October 12:30 p.m.

progress report on keeping children safe

CAPRO

26 November 12:30 p.m.

find out what new & exciting initiatives the Adventure Project have planned for the future and how you and your group can use their services

CHRISTMAS LUNCH HOSTED BY CBP

17 December 1 p.m.

the highlight of the social calendar is the 4 course C.B.P. Christmas lunch. Treat yourself and others to a £5 ticket. Book early to avoid disappointment.

PARTNERSHIP DATES

Education Strategy

8/10/03 2:30pm at the Craigmillar Community Centre, 63 Niddrie Mains Terrace

CHACC

15/10/03 10:30am at the Thistle Foundation

Housing & Environment

8/10/03 10am at the Craigmillar Community Centre, 63 Niddrie Mains Terrace

Partnership Board

29/10/03 & 10/12/03 9:30am at the Craigmillar Community Centre, 63 Niddrie Mains Terrace

Equalities Forum

11/11/03 10:30am at the Craigmillar Partnership 32 Niddrie Mains Road

Economic Development

13/11/03 2pm at Cre8te, Castlebrae Business Centre, Peffer Place

Community Safety

18/11/03 10am at Craigmillar Police Station



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Making it work together



Craigmillar
European Programme

CALL CAPACITY BUILDING ON 661 0200 TO BOOK PLACES

CHECK OUT THE CBP WEBSITE FOR INFO ON RESOURCES TO BORROW www.craigmillarcapacitybuilding.org