

CAPACITY BUILDING PROJECT

EVENTS DIARY JULY-OCTOBER 2003



CAPACITY BUILDING
PROJECT

WELFARE RIGHTS TRAINING 63 Niddrie Mains Terrace Wed 23rd July, 30th July & 6th August, 1 - 4 p.m.

Training for anyone interested in giving advice or information on benefits, social services and welfare rights generally.

SAGE TRAINING 63 Niddrie Mains Terrace Tues & Thurs for 3 weeks, starting 12th August, 9 a.m. - 12 noon

Six sessions of training in SAGE accountancy software. A chance to learn how to work out your project or organisation accounts.

FORMAL LETTER WRITING 63 Niddrie Mains Terrace Wed 13th August 1 - 4 p.m.

A short course to help community activists and workers be more confident in writing official letters that will get positive responses - learn about layout, style and content.

MIDAS MINIBUS DRIVERS TRAINING 2 available dates for 1/2-day theory test - 9th Sept & 23rd Sept

Before you can sit the practical test for driving a minibus, you must attend this one day theory course. Call the CBP to book one of the dates above. Practical test will be organised thereafter.

MAINTAINING YOUR WEB PRESENCE 63 Niddrie Mains Terrace Thurs 21st, 28th August & Thurs 4th September 2 - 4 p.m.

Three sessions covering how to update a website, test it for accessibility, and market it effectively.

EUROPEAN COMPUTER DRIVING LICENCE 63 Niddrie Mains Terr. 6 weeks from Tues 26th August until Tues 30th September 1 - 4 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.

OPERATIONAL MANAGEMENT PLANS 63 Niddrie Mains Terrace Fri 29th August 9:30 - 11:30 a.m.

The council is now requiring all voluntary organisations to produce operational management plans - to find out what they are, and how to put one together attend this half day seminar.

CHILD PROTECTION - PART 2 63 Niddrie Mains Terrace Thurs 11th & Wed 17th September 6 - 8 p.m.

For those who have already done the introductory course on child protection, this session will act as a reminder, but will also go into more depth and keep you up to date.

INTRO TO CHILD PROTECTION 63 Niddrie Mains Terrace Wed 1st & 8th October 6 - 8 p.m.

Sue Hamilton will once again run these important training sessions for all those working with children and young people.

ELEMENTARY FOOD HYGIENE Date to be confirmed

Training for anyone using public kitchens. Call 661 0200 to let us know you are interested.

Capacity Building Project's first AGM - Everyone Welcome 11 a.m. Thursday 14th August at 63 Niddrie Mains Terrace

COMMUNITY LUNCHES

Multi-cultural Lunch

Wed 30th July 2003
12:30 p.m.
Bring something
along if you can ...

Communiversity

Wed 27th Aug 2003
12:30 p.m.

Community Learning Plan

Wed 1st October
12:30 p.m.

PARTNERSHIP DATES

Community Safety 5/8/03 9:30am
Craigmillar Police Station
Equalities Forum 12/8/03 10:30am
Craigmillar Partnership offices
CHACC 13/8/03 10:30am
Thistle Foundation
Education Strategy 27/8/03 2:30pm
Community Centre 63 NMT
Housing & Environment 26/8/03
10am Hays Community
Business Centre
Craigmillar Partnership Board
3/9/03 9:30am Community Centre
Economic Development 7/8/03
2pm Cre8te



CALL CAPACITY BUILDING ON 661 0200 TO BOOK PLACES

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