

## **Carmichael's Spring Summer 2025 Scheduled Training Programme (<https://www.activelink.ie/node/114602>)**



**Carmichael.**

*Carmichael's Spring Summer 2025 Scheduled Training Programme (<https://cts.vresp.com/c/?Carmichael/4dde81e898/306450cf3e/0ff44f549f/type=scheduled-courses>) is kindly sponsored by BoardEffect (<https://cts.vresp.com/c/?Carmichael/4dde81e898/306450cf3e/d2f6bd27a5>), which is part of Diligent (<https://cts.vresp.com/c/?Carmichael/4dde81e898/306450cf3e/5062b426c1>), the leader in modern governance. BoardEffect delivers an agile board management solution optimised for governance leaders of nonprofits, higher education institutions, community healthcare organisations, and credit unions with the right tools, analytics, and insights to drive more efficient, transparent, and secure governance.*

**Spring/Summer 2025 Scheduled Training Programme (<https://www.carmichaelireland.ie/courses/?type=scheduled-courses>) sponsored by BoardEffect (<https://www.boardeffect.com/en-gb/blog/>).**

**Full details of the Spring Summer Scheduled Training Programme here (<https://www.carmichaelireland.ie/courses/?type=scheduled-courses>).**

**Cyber Security for Management/Board – Online (<https://www.carmichaelireland.ie/courses/cyber-security-for-management-online-2025/>)**

(10:00am–12:00pm – Wed 26th Mar 2025)

**Instructor:** Liam Lynch

This interactive workshop will provide the participant with a view of the cyber security risks faced by charities and not-for-profits and measures they can take to reduce these risks.

1. Introduction:

- What is cyber security and why is it important?
- The different types of cyber threats.
- The impact of a cyber attack on a charity or not-for-profit.
- The importance of cyber security awareness for management.

2. Case studies

3. Cyber security best practices:

- Social engineering
- Password security

- Email security
- Physical security
- Incident response

**Session delivered via Google Meet. Fee = €80.00 per person for non-profits.**

## **Digital Fundraising for Non-Profits – Online**

**(<https://www.carmichaelireland.ie/courses/digital-fundraising-for-non-profits-online/>)**

(10:00am–12:00pm – Thurs 27th Mar 2025)

**Instructor:** Andrew Parle

### 1. Introduction:

- What is digital fundraising, and why is it important?
- The pros and cons of digital fundraising

### 2. Case Studies

### 3. Steps to Follow When Creating a Digital Fundraising Campaign:

- Review past strategies and results.
- Set goals and KPIs – What does your charity want to achieve? Work backward from there.
- Ensure your digital fundraising strategy resonates with your donors.
- Create a communication plan that aligns with your strategy.
- Identify all relevant channels.
- Choose the right tools for your strategic fundraising plan.
- Engage and cultivate relationships with your donors throughout the campaign.
- Measure and track performance.
- Review the campaign's performance.

### 4. Q&A to Finish

**Session delivered via Zoom. Fee = €80.00 per person for non-profits.**

## **Mastering PowerPoint for Impactful Presentations – Online**

**(<https://www.carmichaelireland.ie/courses/powerpoint-impactful-presentations/>)**

(10:00am–1:00pm – Tues 1st Apr and 10:00am–1:00pm – Tues 24th Jun 2025)

**Instructor:** Fiona Walsh

1. **Slide Theory** – what to think about before opening PowerPoint
2. **PowerPoint Fundamentals** – time-saving tools to help you create professional slides
3. **Present with Confidence** – tools to help you feel in control when you deliver your presentation

**Session delivered via MS Teams. Fee = €80.00 per person for non-profits.**

## **Board Roles and Responsibilities - Online**

**(<https://www.carmichaelireland.ie/courses/board-roles-responsibilities/>)**

(6.00pm–8.30pm – Thurs 3rd Apr and 10:00am–12:30pm – Tues 17th Jun 2025)

**Instructor:** Marian Barnard

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.

**Session delivered via Zoom. Fee = €80.00 per person for non-profits.**

## **Implementing and Managing a Strategic Plan – In-Person Course (Carmichael Centre, D7) (<https://www.carmichaelireland.ie/courses/implement-strategic-plan-2025/>)**

(10:00am – 12:30pm – Tues 8th Apr 2025)

**Instructor:** Jillian van Turnhout

How do you move from launching your strategic plan to ensuring effective implementation? This workshop will bring a mix of theory, best practice and practical steps on how to implement. You don't have to have a shiny strategic plan to attend – this workshop will support people interested in how to turn words into positive outcomes.

This workshop will break down the steps to implement your organisation's strategic plan effectively. Participants will be given best practice examples to illustrate how each implementation step can be approached. Participants can, if they wish, bring their Strategic Plan with them to use for group work.

This workshop introduces essential internal planning and reporting framework that will help align your work and your organisation's work with its strategic goals. Applicable to all levels in an organisation i.e., anyone who is passionate about maximising their productivity and focusing their work will have something to gain by coming along.

**Fee = €80.00 per person for non-profits.**

## **The Charities Governance Code – Online (<https://www.carmichaelireland.ie/courses/charities-governance-code-online/>)**

(6:30pm–9:00pm – Tues 8th Apr and 10:00am–12:30pm – Thurs 3rd Jul 2025)

**Instructor:** Andrew Madden

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.

**Session delivered via Zoom. Fee = €80.00 per person for non-profits.**

## **Microsoft Excel – Advanced – Online (<https://www.carmichaelireland.ie/courses/microsoft-excel-advanced-online-2025/>)**

(3:15pm–4:45pm – Wed 9th Apr 2025 x 4 weeks)

**Instructor:** Anne Walsh

The course will take place on Zoom over 4 sessions as per details below. Homework will be assigned between sessions. Resources and links will be stored on a platform called GiraffePad. Please note these sessions will be recorded and recordings will be sent to attendees only. Full instructions and links will be given after registration.

### **Session One (90 minutes) Wed 9th Apr starting at 3.15pm**

Pivot Tables beyond the basics – learn how to use pivot tables even more effectively:

- Learn how to combine datasets without the use of a vlookup or index/match.
- Learn how to use the GetPivotData() function to extract information from a pivot table to use elsewhere.
- Introduction to PowerPivot to create more complex calculations that currently feasible in standard pivot tables.

### **Session Two (90 minutes) Wed 16th Apr starting at 3.15pm**

Automate your work:

- Introduction to Macros.
- Learn to create more complex formulas e.g. nested ifs, index/match

### **Session Three (90 minutes) Wed 23rd Apr starting at 3.15pm**

Automate data cleaning with Power Query:

- For regular data cleansing tasks – set them up in Power Query – do them once and that's it. Speed up those tedious data cleansing tasks.

**Session Four (90 minutes) Wed 30th Apr starting at 3.15pm**

Visualising your data with Dashboards:

- Present your data in a more user friendly way by summarizing it in an interactive dashboard.

**Session delivered via Zoom. Fee = €160.00 per person for non-profits.**

## **Introduction to Social Media – Online** **(<https://www.carmichaelireland.ie/courses/social-media/>)**

(10:00am – 12.00pm – Thurs 10th Apr 2025)

**Instructor:** Seán Fahey

1. Introduction to Social Media (15 mins)
2. Overview of Key Social Media Platforms (30 mins)
  - Facebook, Twitter, Instagram, LinkedIn, YouTube & TikTok
3. Developing a Social Media Strategy (30 mins)
4. Content Creation and Storytelling (20 mins)
  - Content that resonates with your mission and audience
  - Visual elements, use of images, and videos
5. Community Engagement and Growth (20 mins)
6. Tools and Analytics (20 mins)
7. Case Studies and Best Practices (25 mins)
  - Practical Exercise (15 mins)
  - Groups to create a mini social media campaign plan (10 mins)
8. Presenting and feedback (5 mins)
9. Q&A and Conclusion (15 mins)

**Session delivered via Zoom. Fee = €80.00 per person for non-profits.**

## **Companies Act 2014 and the Charities Act 2009 for Non-Profit Organisations – Online** **(<https://www.carmichaelireland.ie/courses/companies-act-2014-and-the-charities-act-2009-for-non-profit-organisations-online3/>)**

(10:00am – 12:00pm – Tues 29th Apr and 10:00am – 12:00pm – Tues 3rd Jun 2025)

**Instructor:** Andrea Shupinski

This online workshop explores how the Companies Act 2014 impacts on Charities and Not-for Profit Companies that are Limited by Guarantee, the requirements of the Charities Act 2009, the role of members, the duties and responsibilities of Directors and Other Officers and the preparation of Financial Statements under Companies Act 2014.

**Session delivered via Zoom. Fee = €80.00 per person for non-profits.**

## **Data Protection and GDPR for Management – Online** **(<https://www.carmichaelireland.ie/courses/gdpr-data-protection-management/>)**

(10:00am – 12:00pm – Wed 30th Apr 2025)

**Instructor:** Liam Lynch

This interactive workshop will provide the participant with an easy to understand background on the GDPR as well as comprehending their organisation's obligations under the legislation.

1. Introduction:

- What is data protection and why is it important?
- What is the GDPR and how does it apply to charities and not-for-profits?
- The key principles of the GDPR.
- The benefits of GDPR compliance.

2. Data subject rights

3. Data protection obligations for charities and not-for-profits:

- Lawful basis for processing personal data.
- Data protection by design and by default.
- Data security.
- Data breach reporting.
- International transfers of personal data.
- Required policies, procedures and records.

4. The Data Protection Commission (DPC):

- What is their role?
- What actions can they take?
- What proceedings have they taken?

**Session delivered via Google Meet. Fee = €80.00 per person for non-profits.**

## **Facebook Advertising for Beginners – Online**

**(<https://www.carmichaelireland.ie/courses/facebook-advertising-for-beginners-online/>)**

(10:00am – 12:00pm – Thurs 1st May 2025)

**Instructor:** Andrew Parle

- How to set up a Facebook Business Manager and Ad Account.
- Learn ways of protecting your ad account by complying with Facebook ad policies.
- List the steps need to launch your first Facebook ads campaign.
- Ways to test your first Facebook campaign.
- Describe ways create your ideal audience.
- List different types of Facebook ads and learn which works best.
- Avoid common mistakes made by new advertisers.
- Select and develop unique and eye-catching ad images.
- Ways to make appealing ad headlines and text.

**Session delivered via Zoom. Fee = €80.00 per person for non-profits.**

## **Cyber Security for Staff – Online**

**(<https://www.carmichaelireland.ie/courses/cyber-security-for-staff-online-may2025/>)**

(10:00am – 12:00pm – Tues 6th May 2025)

**Instructor:** Liam Lynch

This interactive workshop will provide the participant with a detailed view of the cyber security measures they can take to help protect themselves and their organisation from being compromised by a cyber security incident.

1. Introduction:

- What is cyber security and why is it important?

- Understanding Social Engineering.
2. Recognising and handling fraudulent messages
  3. Protecting online accounts
  4. Cyber security best practices

**Session delivered via Google Meet. Fee = €80.00 per person for non-profits.**

## **Excel Experts – Visualise Your Data With Power BI – Online** **(<https://www.carmichaelireland.ie/courses/excel-powerbi/>)**

(3:15pm–4:45pm – Wed 7th May 2025 x 5 weeks)

**Instructor:** Anne Walsh

The course will take place on Zoom over 5 sessions as per details below. Homework will be assigned between sessions. Resources and links will be stored on a platform called GiraffePad. Please note these sessions will be recorded and recordings will be sent to attendees only. Full instructions and links will be given after registration.

### **Session One (90 minutes) Wed 7th May starting at 3.15pm**

Accessing and preparing data:

- How to load data from Excel and CSV files
- Use Get and Transform/Power Query to cleanse and prepare the data
- Preparing the tables in Power Query
- Linking them together

### **Session Two (90 minutes) Wed 14th May starting at 3.15pm**

Data Modeling and Exploration:

- Create a range of charts
- Highlight and cross filter
- Create new groups and hierarchies
- Create measures to the model to do additional analysis

### **Session Three (90 minutes) Wed 21st May starting at 3.15pm**

Data visualisation:

- Building a complete report ready to be published to PowerBI service
- How to do conditional formatting
- Add a logo
- Import a custom visual
- Apply a custom theme
- Add bookmarks to tell a story

### **Session Four (90 minutes) Wed 28th May starting at 3.15pm**

Publishing and Accessing reports:

- Create a mobile view of your report
- Publish this report to PowerBI service
- Create a dashboard in PowerBI service

### **Session Five (90 minutes) Wed 4th Jun starting at 3.15pm**

Collaboration:

- Learn how to share your dashboard and collaborate with other users

**Session delivered via Zoom. Fee = €160.00 per person for non-profits.**

## **Environmental, Social and Governance (ESG) in the Charity & Non-Profit**

## **Sector – Online (<https://www.carmichaelireland.ie/courses/esg-2-online/>)**

(10:00am – 12:30pm – Thurs 8th May 2025)

**Instructor:** Maighr ad Kelly

- Learn about what is the ESG Framework and why it is such a hot topic.
- What impact the ESG framework will have on Charities and Non-Profits
- An introduction to EU Green Deal, SFRD, and CSRD and what it will mean for charities and non-profit organisations
- Learn about how to begin preparing your organisation for reporting on your environmental, social and governance in the future.
- The Role of The UN Sustainable Development Goals plays in ESG
- The advantages and benefits of preparing your organisation for reporting on ESG.

**Session delivered via Zoom. Fee = €80.00 per person for non-profits.**

## **Role & Responsibilities of Designated Liaison Person (DLP) – Online (<https://www.carmichaelireland.ie/courses/designated-liaison-person-dlp-role-responsibilities/>)**

(10:00am – 1:00pm – Tues 13th May 2025)

**Instructor:** Olive Ring

This online training session aims to provide an understanding of the role and responsibilities of a Designated Liaison Person (DLP) and the organisational responsibilities in relation to child safeguarding and protection.

**Session delivered via Zoom. Fee = €80.00 per person for non-profits.**

## **Microsoft Excel – Introduction to Spreadsheets – Online (<https://www.carmichaelireland.ie/courses/microsoft-excel-introduction-to-spreadsheets-online-13-05-2025/>)**

(3:15pm–4:45pm – Tues 13th May 2025 x 4 weeks)

**Instructor:** Anne Walsh

The course will take place on Zoom over 4 sessions as per details below. Homework will be assigned between sessions. Resources and links will be stored on a platform called GiraffePad. Please note these sessions will be recorded and recordings will be sent to attendees only. Full instructions and links will be given after registration.

### **Session One (90 minutes) Tues 13th May starting at 3.15pm**

- Open A New Spreadsheet
- Identify Data Types
- Use Autofill
- Enter Data / Text
- Select Data / Text
- Format Data / Text
- Use Basic Formulae
- Copy Formulae
- Homework

### **Session Two (90 minutes) Tues 20th May starting at 3.15pm**

- Review of homework
- Use Absolute Cell Reference
- Use built in functions: Sum, Average, Max, Min, Count, CountA
- Start on preparing lists
- Add/Delete Rows/Columns
- Sorting and Filtering
- Homework

### **Session Three (90 minutes) Tues 27th May starting at 3.15pm**

- Review of homework

- Continue Sorting and filtering
- Printing
- Introduction to chart
- Homework

**Session Four (90 minutes) Tues 3rd June starting at 3.15pm**

- Review of homework
- Worksheets-Housekeeping: Add, delete, rename, move/copy, hide
- Worksheets – Formulas – adding up entries across sheets.
- Final Q&A

**Session delivered via Zoom. Fee = €160.00 per person for non-profits.**

**WordPress for Non-Profits: Building and Managing a Website for Social Impact – Online (<https://www.carmichaelireland.ie/courses/wordpress-for-non-profits/>)**

(10:00am–1:00pm – Wed 14th May 2025)

**Instructor:** Seán Fahey

1. Introduction to WordPress for Non-Profits
  - Benefits of using WordPress (cost-effective, customisable, scalable)
2. WordPress Basics: Creating and Managing Content
3. Essential Plugins for Non-Profits
4. Customising Your WordPress Site for Impact
5. Enhancing User Engagement with Key Features
  - Integrating contact forms (e.g., WPForms, Contact Form 7)
  - Embedding social media feeds and donation buttons
  - Adding newsletter subscription forms (e.g., Mailchimp integration)
6. Security and Backup Strategies
  - Importance of securing a non-profit website
7. SEO and Analytics for Non-Profit Success
  - Understanding basic SEO principles for visibility
8. Case Studies and Best Practices
9. Q&A and Hands-On Workshop

**Session delivered via Zoom. Fee = €80.00 per person for non-profits.**

**Facilitation Skills for Online Settings - Online (<https://www.carmichaelireland.ie/courses/facilitation-skills-for-online-settings/>)**

(10:00am–12:00pm – Thurs 15th May 2025)

**Instructor:** Clare Mulvany

In this workshop you will be introduced to methodologies, tools and techniques for effective online facilitation. The workshop includes live demos of interactive collaborative tools which will save you time and provide skills to bring your events alive.

**Session delivered via Zoom. Fee = €80.00 per person for non-profits.**

**Grant Applications – In-Person Course (Carmichael Centre, D7)**



## **(<https://www.carmichaelireland.ie/courses/grant-applications/>)**

(10:00am – 1:00pm – Wed 21st May 2025)

**Instructor:** Evelyn Fitzpatrick

How do we make successful grant applications? This workshop provides an opportunity to identify the challenges, the most common mistakes applicants make and also what errors causes application disqualifications. Participants should come away with a better understanding of appropriate language & wording to help better make the case for their grant application.

**Fee = €80.00 per person for non-profits.**

## **Media Coverage and Introduction to Public Relations for Non-Profits - Online** **(<https://www.carmichaelireland.ie/courses/media-coverage-and-introduction-to-public-relations-for-non-profits-online-2025/>)**

(10:00am–12:00pm – Tues 27th May 2025)

**Instructor:** Seán Fahey

### **1. Introduction**

### **2. Part 1: Understanding Public Relations**

- What is Public Relations?
- Differences Between Public Relations and Marketing
- Why Use a Public Relations Agency?

### **3. Part 2: Media Landscape Today**

- Are Newspapers Still Relevant Today?
- Different Types of Media Outlets

### **4. Part 3: Crafting Your PR Strategy**

- Planning a Public Relations Calendar
- What Makes a Good Story?

### **5. Part 4: Crisis PR Introduction**

- Introduction to Crisis PR
- Best Practices in Crisis PR

### **6. Interactive Session**

### **7. Q&A and Wrap-up**

### **8. Closing Remarks**

**Session delivered via Zoom. Fee = €80.00 per person for non-profits.**

## **Understanding and Influencing the Oireachtas – Online** **(<https://www.carmichaelireland.ie/courses/understanding-and-influencing-the-oireachtas-4/>)**

(10:00am–12:30pm – Wed 28th May 2025)

**Instructor:** Jillian van Turnhout

Ever wondered how can our organisation secure a legislative or policy win? This workshop has been developed to share an insider-outsider perspective on how to succeed in influencing policy or legislative change for your organisation. The workshop will inform and provide a practical roadmap.

*Part 1: Understanding – knowledge building*

- The Oireachtas
- The legislative calendar and process

- Seanad Commencement Matters and Dáil Topical Issues
- Parliamentary Questions
- Tips on how to inform and influence TDs and Senators

*Part 2: Influencing – how to effect change*

- Defining your issue and policy/legislative solution
- Setting goals and objectives
- Identify the target audience and who to influence
- Stakeholder mapping and building partnerships/alliances
- Creating effective communications

Ending: Questions and Answers – draw on Jillian’s expertise for your organisations’ campaign.

**Session delivered via Zoom. Fee = €80.00 per person for non-profits.**

## **The Role of the Chairperson - Online**

**(<https://www.carmichaelireland.ie/courses/role-of-the-chairperson/>)**

(10:00am–12:00pm – Thurs 29th May 2025)

**Instructor:** Jillian van Turnhout

- The role of the Chairperson in relation to the governance and leadership of the organisation
- Boundaries and critical relationships
- Developing a culture of transparency, accountability and integrity
- Managing board meetings effectively
- Ensuring suitable board renewal takes place
- Policy to practice – key areas for Chairs
- Board effectiveness

**Session delivered via Zoom. Fee = €80.00 per person for non-profits.**

## **Leveraging AI Software for Non-Profits – Online**

**(<https://www.carmichaelireland.ie/courses/leveraging-ai-software-for-non-profits/>)**

(10:00am–12:00pm – Wed 4th June 2025)

**Instructor:** Seán Fahey

### **1. Introduction to AI in Non-Profits**

- Overview of AI and its relevance to non-profits
- Benefits and ethical considerations

### **2. Understanding Chat GPT**

- What is Chat GPT?
- Practical Demonstrations

### **3. Writing Effective Prompts**

- Basics of prompt writing
- Techniques to enhance prompt effectiveness

### **4. Refining ChatGPT Outputs**

- Iterative refinement techniques

### **5. Custom GPTs**

- Introduction to Custom GPTs
- Use cases for non-profits

### **6. AI in Speeding Up Internal Processes**

- Streamlining communication
- Data analysis and insights
- Enhancing customer service

## 7. AI-Generated Imagery

- Introduction to AI-generated imagery
- Tools and platforms
- Practical guide to generating images
- Ethical use of AI imagery

## 8. AI Video Editing Tools

- Overview of AI video editing tools
- Enhancing video production
- Practical demonstrations
- Best practices for professional video output

## 9. Case Studies and Best Practices

- Real-world examples
- Lessons learned and pitfalls to avoid

## 10. Q&A and Hands-On Workshop

Session delivered via Zoom. Fee = €80.00 per person for non-profits.

## **Data Protection and GDPR for Staff – Online**

**(<https://www.carmichaelireland.ie/courses/gdpr-data-protection-regulation-for-staff/>)**

(10:00am – 12:00pm – Thurs 5th Jun 2025)

**Instructor:** Liam Lynch

This interactive workshop will provide the participant with an easy-to-understand background on the GDPR as well as a way to identify data breaches and looking at measures on how to appropriately protect personal data, whether it's on paper or held electronically.

### 1. Introduction:

- What is data protection and why is it important?
- What is the GDPR and how does it apply to charities and not-for-profits?
- The key principles of the GDPR.
- The benefits of GDPR compliance.

### 2. Data subject rights

### 3. Data breaches:

- What is a data breach?
- How to respond to one.
- Some examples of real-world data breaches.

### 4. Measures to protect personal data

Session delivered via Google Meet. Fee = €80.00 per person for non-profits.

## **Board Member Induction – Online**

**(<https://www.carmichaelireland.ie/courses/board-member-induction2/>)**

(6:30pm–9:00pm – Thurs 5th June 2025)

**Instructor:** Michelle Walshe

A comprehensive induction is an important first step in ensuring that new Board Members, Directors and Charity Trustees have the understanding needed to carry out their roles, responsibilities and obligations effectively. This workshop aims to

form part of that induction process.

Below is an outline of the topics covered:

- Governance Overview
- Board Members' Roles and Responsibilities
- The Chairperson
- Board Relationship with CEO/Staff
- Company Limited by Guarantee – Directors
- Charity – Charity Trustees
- What more to expect from a Board Induction

**Session delivered via Zoom. Fee = €80.00 per person for non-profits.**

## **Preparing a Charity for a Cyber Security Incident – Online**

**(<https://www.carmichaelireland.ie/courses/incident-response-planning-for-cyber-security/>)**

(10:00am – 12:00pm – Tues 10th Jun 2025)

**Instructor:** Liam Lynch

This training course is designed to engage non-technical management and staff of charities and non-profits, helping them understand the importance of preparing to handle a cyber security incident. The topics are presented in a practical and accessible manner to inspire confidence in the attendees that they would have the ability to handle an unexpected incident.

### **1. Introduction**

- a) What is incident response?
- b) Why is it important for charities and non-profits?
- c) Common types of incidents that such organisations face
- d) The benefits of having an incident response plan

### **2. Planning for Incidents**

- a) Identifying your organisation's assets and risks
- b) Developing incident response procedures and playbooks
- c) Assembling an incident response team
- d) Testing your incident response plan

### **3. Responding to Incidents**

- a) Review of the incident response plan template
- b) Detecting and analysing incidents
- c) Containing and eradicating incidents, by using playbooks
- d) Carrying out risk assessments
- e) Recovering from incidents
- f) Communicating with stakeholders during an incident

### **4. Conclusion**

- a) Best practices for incident response
- b) Resources for charities and non-profits

**Session delivered via Google Meet. Fee = €80.00 per person for non-profits.**

## **Social Media Strategy for Non-Profits - Online**

**(<https://www.carmichaelireland.ie/courses/social-media-strategy-june25/>)**

(10:00am–12:00pm – Wed 11th June 2025)

**Instructor:** Seán Fahey

**1. Introduction** (10 minutes)

**2. Module 1:** Understanding Social Media Landscape (20 minutes)

- Popular Platforms: Facebook, Twitter, Instagram, LinkedIn, TikTok
- Audience Demographics
- Case Studies: Successful Non-Profit Social Media Campaigns

**3. Module 2:** Setting Objectives and KPIs (20 minutes)

**4. Module 3:** Content Strategy (30 minutes)

- Types of Content: Educational, Inspirational, Call-to-Action
- Content Calendar
- Tools for Content Creation

**5. Module 4:** Audience Engagement (20 minutes)

**6. Module 5:** Analytics and Reporting (20 minutes)

- Tools for Analytics
- Metrics to Track
- Reporting and Insights

**7. Q&A and Wrap-up** (20-30 minutes)

**Session delivered via Zoom. Fee = €80.00 per person for non-profits.**

## **Microsoft Office/Microsoft 365 - Productivity Tools – Online**

**(<https://www.carmichaelireland.ie/courses/microsoft-office-microsoft-tools-june2025-10am-to-1pm/>)**

(10:00am–1:00pm – Thurs 12th Jun 2025)

**Instructor:** Fiona Walsh

In this course you will learn productivity tips from the following Microsoft programs:

Outlook

- Cleaning up your inbox
- Scheduling emails in advance
- Creating simple rules
- Using quick parts

Word

- Working with styles
- Contents pages
- Cover pages
- Watermarks

Excel

- Cleaning data
- Separating text from within a cell
- Locking cells
- Displaying data visually

PowerPoint

- Using slides from another presentation
- Changing fonts throughout the entire presentation
- Working with images and shapes
- Using the presenter view

**Session delivered via MS Teams. Fee = €80.00 per person for non-profits.**

## **The Role of the Company Secretary - Online**

**(<https://www.carmichaelireland.ie/courses/the-role-of-the-company->)**

## **secretary-3/)**

(10:00am–12:00pm – Wed 18th June 2025)

**Instructor:** Caroline Egan

- The Companies Act 2014 – implications for new and existing CLG
- The governing instrument – company constitution
- Legal duties of a Company Secretary
- Administrative duties assigned by the Board to a Company Secretary
- Appointing a Company Secretary
- Administrative obligations of a company to the CRO
- Compiling documentation for board meetings and AGM
- Role of Company Secretary as a trusted Board advisor

**Session delivered via Zoom. Fee = €80.00 per person for non-profits.**

## **Business Continuity Planning for Charities, with IT Disaster Recovery – Online (<https://www.carmichaelireland.ie/courses/business-continuity-planning/>)**

(10:00am – 12:00pm – Thurs 19th Jun 2025)

**Instructor:** Liam Lynch

This training course is designed to engage non-technical management and staff of charities and non-profits, helping them understand the importance of Business Continuity Planning (BCP) with IT Disaster Recovery (ITDRP). These are also referred to as Business Resilience Planning in other sectors.

This planning is essential in safeguarding organisations from wide ranging, catastrophic events which would have a significant impact on the continuing operation of charities and non-profits. The topics are presented in a practical and accessible manner so the attendees would have the ability to put in place the requisite plans to handle a crisis event, cyber security related or otherwise.

### **1) Introduction**

- a) What is Business Continuity Planning?
- b) The elements of continuity planning:
  - Business Impact Analysis (BIA)
  - Business Continuity Plan (BCP)
  - IT Disaster Recovery Plan (ITDRP)
- c) Why are these important for charities?
- d) Common risks for charities
- e) The benefits of having business continuity and IT disaster recovery plans

### **2) Planning for Continuity**

- a) Identifying your organisation's critical functions
- b) Analysing the risks to these critical functions using an BIA
- c) Developing business continuity and IT disaster recovery plans from the BIA
- d) Best practices for testing your plans

### **3) Responding to Crises**

- a) Activating your business continuity and IT disaster recovery plans
- b) Managing the crisis
- c) Communicating with stakeholders during a crisis
- d) Recovering from the crisis

**Session delivered via Google Meet. Fee = €80.00 per person for non-profits.**

## **Boards, Chairs and CEOs: Roles, Relationships & Boundaries – Online (<https://www.carmichaelireland.ie/courses/boards-chairs-and-ceos-online->**

**june25/)**

(10:00am–12:30pm Thurs 26th Jun 2025)

**Instructor:** Jillian van Turnhout

- Roles and responsibilities - Board, CEO, Chair
- Governance vs. Management
- Division of responsibilities
- Communication between CEO and Chair (Board)
- HR sub-committee (CEO Selection, Review, Remuneration, Succession Planning)
- CEO role in relation to the Board
- CEO performance appraisals - how to conduct appropriately
- Board only sessions
- Code of conduct
- Board evaluation (its value and purpose)
- Board Dilemmas

**Session delivered via Zoom. Fee = €80.00 per person for non-profits.**

## **Safeguarding Adults at Risk: Training for Community Organisations – Online** **(<https://www.carmichaelireland.ie/courses/safeguarding-adults-at-risk/>)**

(10:00am – 1:00pm – Thurs 26th Jun 2025)

**Instructor:** Maighr ad Kelly

- Find out about Safeguarding and your obligations to it.
- Learn about the 6 Principles of Safeguarding.
- Discover how to identify adults in your organisation or community who may be at risk.
- Learn about recognising the signs of abuse.
- Learn how to Report Concerns and Respond to Allegations.
- Introduction to the newly launched “Assisted Decision Making (Capacity) Act 2015”.
- How to develop a Safeguarding Culture.

This course aims to enable to learner to understand:

- The principles of safeguarding.
- The indicators of abuse.
- The roles, responsibilities, and actions a person should take in safeguarding adults at risk of abuse.
- Learn about newly introduced Legislation.

**Session delivered via Zoom. Fee = €80.00 per person for non-profits.**

## **Setting Up and Running a Small Non-Profit Organisation – Online** **(<https://www.carmichaelireland.ie/courses/setting-up-and-running-a-small-non-profit-organisation-online/>)**

(10:00am – 1:00pm – Tues 1st Jul 2025 x 2 weeks)

**Instructor:** Maighr ad Kelly

**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

**Session delivered via Zoom. Fee = €160.00 per person for non-profits.**

## **The Role of the Treasurer – Online**

**(<https://www.carmichaelireland.ie/courses/the-role-of-the-treasurer-online-2025/>)**

(10:00am – 12:30pm – Wed 2nd Jul 2025)

**Instructor:** Andrea Shupinski

The main areas covered will be:

- Main responsibilities and duties of a treasurer
- Characteristics of a good treasurer
- Useful skills for a treasurer
- Tips for being an effective treasurer
- Pit falls to avoid
- Basic rules of dealing with money
- How the Treasurer fits into the management committee or Board
- Accountability

The workshop will include discussions and practical examples of how to carry out the duties of a treasurer and good practice.

**Session delivered via Zoom. Fee = €80.00 per person for non-profits.**

## **Understanding the AHBRA Standards for AHBs – Online**

**(<https://www.carmichaelireland.ie/courses/approved-housing-bodies-standard/>)**

(10:00am – 12:00pm – Wed 9th Jul 2025)

**Instructor:** Phillip Morrison-Gale

The Approved Housing Bodies Regulatory Authority (AHBRA) is an independent authority, established in February 2021. The organisation is tasked with the regulation of Approved Housing Bodies (AHBs) for the purposes of protecting housing assets provided or managed by such bodies. Section 37(8) of the Housing (Regulation of Approved Housing Bodies) Act 2019 requires all AHBs to comply with the Standards. The AHBRA establish a set of outcomes that AHBs are required to achieve to demonstrate the protection of housing assets provided or managed by AHBs.

Compliance with the Standards is a statutory requirement and clearly this presents many challenges for AHBs at the smaller end of the scale, particularly from a human and financial resource perspective.

The primary objective of the training programme is to provide AHBs categorised as 'Micro' (less than 20 dwellings) and 'Small' (between 20 and 100 dwellings with a clear understanding of the Standards for AHBs, enabling them to effectively implement and maintain compliance.

The training content supports:

- develop an increased awareness of the Standards for AHBs and what it means for them;
- enhance operational efficiency and help understand to a greater extent how compliance can be demonstrated; and
- undertake gap analysis to identify weaknesses or non-compliance with the Standards.



Session delivered via Zoom. Fee = €80.00 per person for non-profits.

## **SORP Requirements for Charities – Online** **(<https://www.carmichaelireland.ie/courses/sorp/>)**

(10:00am–12:30pm – Thurs 10th Jul 2025)

**Instructor:** Andrea Shupinski

SORP requirements for Charities and the responsibilities of the Board of Directors under the Charities Act.

The main areas covered will be:

- What are the responsibilities of the Board of Directors under the Charities Act
- What are SORP's (Statements of Recommended Practice)
- What is the purpose of SORP
- Why are they necessary in charity financial reporting
- What are the requirements of SORP for Charities
- What is the connection between the Charities Act 2009 and SORP
- What are the key requirements of SORP FRS102 (latest SORP)
- How to lay out Financial Annual Accounts in SORP Format
- What is a Statement of Financial Activities (SOFA) and how to construct it
- The rules on Income recognition under SORP
- The rules of allocation Overheads by Charity Activity
- What is happening in the Regulators office for implementing a SORP in Ireland
- Latest information on the consultation process
- What is an Activity Report which is required from all charities regardless of size

Session delivered via Zoom. Fee = €80.00 per person for non-profits.

## **Free Resources from Carmichael** **(<https://www.carmichaelireland.ie/resources/>)**

Charities SORP Compliance Issues (<https://www.carmichaelireland.ie/resources/charities-sorp-compliance-issues/>) information resource is a list of the compliance issues identified by our Technical Assessors in the 2024 Good Governance Awards.

Improving Your Annual Report (<https://www.carmichaelireland.ie/resources/improving-your-annual-report-2024/>) resource is taken from a webinar hosted by Carmichael. The panellists on the webinar shared some of their pointers on how nonprofits can improve their annual reports and financial statements.

Optimising Board Oversight using Key Performance Indicators (<https://www.carmichaelireland.ie/resources/optimising-board-oversight-using-key-performance-indicators/>) explores the use of performance metrics by boards and the process for selecting and assessing key performance indicators. It is an extract from a Carmichael report "Improving the quality of board packs for better decision making in Irish Nonprofits (<https://www.carmichaelireland.ie/resources/improving-the-quality-of-board-packs-for-better-decision-making-in-irish-nonprofits/>)".

Carmichael Podcast (<https://www.carmichaelireland.ie/resources/introducing-carmichael-podcast/>) – many episodes available where Carmichael CEO, Diarmaid Ó Corrbuí, chats with different guests on various governance topics.

## **E-Learning courses (<https://www.carmichaelireland.ie/courses/?type=e-learning-courses>)**

The Non-Profit eLearning Bundle (<https://www.carmichaelireland.ie/courses/non-profit-elearning-bundle/>) consist of 5 modules for a special bundle price of €350: Governance and Charities Governance Code Carmichael (eLearning) (<https://www.carmichaelireland.ie/courses/governance-and-charities-governance-code-carmichael-elearning/>), Employing Staff and Managing Human Resources (eLearning) (<https://www.carmichaelireland.ie/courses/employing-staff-and-managing-human-resources/>), Financial Management for Non-Profits (eLearning) (<https://www.carmichaelireland.ie/courses/financial-management-for-non-profits/>), Business and Organisation Development for Non-Profits (eLearning) (<https://www.carmichaelireland.ie/courses/business-and-organisation-development-for-non-profits/>), Marketing and Sales for Non-Profits (eLearning) (<https://www.carmichaelireland.ie/courses/marketing-and-sales-for-non-profits/>).

[Quick Start Excel \(https://www.carmichaelireland.ie/courses/quick-start-excel-elearning/\)](https://www.carmichaelireland.ie/courses/quick-start-excel-elearning/)

[Role of the Treasurer \(https://www.carmichaelireland.ie/courses/role-of-the-treasurer-elearning/\)](https://www.carmichaelireland.ie/courses/role-of-the-treasurer-elearning/)

[The Companies Act – Implications for Companies Limited by Guarantee \(https://www.carmichaelireland.ie/courses/the-companies-act-implications-for-companies-limited-by-guarantee-elearning/\)](https://www.carmichaelireland.ie/courses/the-companies-act-implications-for-companies-limited-by-guarantee-elearning/)

**For the full list of e-Learning courses, visit <https://www.carmichaelireland.ie/courses/?type=e-learning-courses> (<https://www.carmichaelireland.ie/courses/?type=e-learning-courses>).**

**Please contact [training@carmichaelireland.ie](mailto:training@carmichaelireland.ie) (<mailto:training@carmichaelireland.ie>) if you have any queries on Carmichael's training or other resources.**

**Region**

Online / Dublin 7

[Full details of the Spring Summer Scheduled Training Programme\(https://www.carmichaelireland.ie/courses/?type=scheduled-courses\)](https://www.carmichaelireland.ie/courses/?type=scheduled-courses)

**Date Entered/Updated**

24th Mar, 2025

**Expiry Date**

24th May, 2025

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**Source URL:** <https://www.activelink.ie/community-exchange/training/114602-carmichaels-spring-summer-2025-scheduled-training-programme>