



Committee Skills:

3 x 2 hour sessions that will provide you with a short and punchy course on how to fulfil your role within a committee, suitable for secretaries, treasurers, and chairing roles, good for newly formed groups and those wishing to brush up on their committee skills.

How to set up and run a community project Course Outline:

This exciting session will take you through the full stages of running a community project. It will include: initial ideas stage, formulating an action plan, deciding on priorities, how to apply for funding, getting the community involved and publicity.

The course will create confidence to organise projects that will benefit your community or scheme,

Valuing Diversity:

A great way to take a fresh look at who lives in your community, different cultures and traditions, and to gain an understanding of why it is important to keep up to date with Equality & Diversity issues.

Mystery Shoppers:

Learn how to be a mystery shopper: it is a great way to get involved in improving our services, build on confidence and assessment skills, and get paid for it too!

How much do the courses cost?

All the courses are free to Muir Group residents and communities.

How many courses can I attend?

You can attend as many courses as you want to.

What will I get out of attending these courses?

You will increase your skills and knowledge, meet new people, gain confidence, and you will receive a certificate for each course attended..

How do I book onto a course?

Its easy... Here are the options... Complete the attached booking form
Call 01925 790624 Text 07717 300036 Fax 01244 404026
Email beverley.price@muir.org.uk

Do not forget to leave your name, address and number so we can get back to you.

What happens then?

We will contact you to confirm the date and time; that your place is reserved; and where the course will be held.

How will I get there?

You can drive or get someone to drive you there; or you can use public transport. Expenses can be reimbursed, we will help you to do this.
If you are disabled or have mobility problems we can arrange a taxi for you.
If there are several people coming together we can arrange transport for you, so please be prepared to share.

What if I have child care needs, or need someone older in my care to be looked after?

We will be happy to reimburse you for childcare or carer costs while you are attending courses, just provide us with verification or a receipt.

What if the course dates are not convenient to me?

Let us know which course you are interested in and we will try to arrange another course at a more suitable time, or provide you with all the course information.

Name _____

Address _____

Telephone Numbers _____

Home _____

Work _____

Mobile _____

Email _____

Male Female

Will you incur childcare or carer costs?
Yes No

Do you have any dietary requirements?
Yes No

If yes, please state: _____

Do you have any special needs such as a hearing loop, large print, require wheelchair access or anything else?
Yes No

If yes, please state: _____

Please feel free to call and discuss 01925 790624

Will you require transport?
Yes No

Which course would you like to attend?

Valuing Diversity

Yes No

Committee Skills

Yes No

How to set up and run a community project

Yes No

How to become a Mystery Shopper

Yes No

Are you interested in any other courses not listed here?
Yes No

Yes No

Please complete the form (see reverse) and return to:

Beverley Price - Community Engagement Officer
 Muir Group Housing Association, Oakmere House, Mere's Edge, Helsby, Nr Chester, Cheshire WA6 0DJ
 Or
 Text your contact details to 07717 3000 36
 Phone 01925 790624 and leave your contact details
 Email: beverley.price@muir.org.uk
 Tell your Community Housing Officer, who will forward your details
 Phone customer services on 01928 728000 to register your interest

Muir Group Housing
**Training
 Program
 2008**

If you are interested in any other relevant courses that are not listed here, please let us know and we will look into it.
 If you are unsure please call us on 01925 790624

Training Program 2008

Course Title	July 08	August 08	September 08	October 08	November 08	December 08
Valuing Diversity	Wed 30th July 11am to 2:45pm Southern Region		Thurs 11th Sept 11am to 2:45pm North Region		Wed 19th Nov 11am to 2:45pm North West Region	
Commitee Skills		Thurs 21st Aug 6pm to 8pm North Region		Wed 15th Oct 6pm to 8pm Southern Region		Tue 2nd Dec 6pm to 8pm North West Region
How to set up a Community Project			Thurs 11th Sept 10am to 3pm North Region & North West Region	Thurs 16th Oct 10am to 3pm Southern Region		
How to be a Mystery Shopper				Thurs 9th Oct 10am to 3pm North Region & North West Region	Thurs 20th Nov 10am to 3pm Southern Region	

Your training co-ordinator is: **Beverley Price (Community Engagement Officer)**
 Tel: 01925 790624 or 07717 300036 or Email: beverley.price@muir.org.uk

How do I know which region I belong to?
 The boxes below will tell you if you are still unsure please call on 01925 790624

North Region

North Yorkshire
 West Yorkshire
 West Lancashire
 Lancashire
 Greater Manchester

North West Region

Cheshire
 Merseyside
 North Wales

Southern Region

Berkshire
 Cambridgeshire
 Worcestershire
 Herefordshire
 Monmouthshire
 Northamptonshire
 Lincolnshire
 Leicestershire