Society Training September 2018

Tuesday 18th

6pm – 7pm **Societies 101**: how to use the dashboard, the SocsBox and the USCG**(Aras Ui Cathail, Lecture Hall)**

7pm – 9pm **Secretary**: The role of the secretary, managing meetings and taking minutes. **(Aras Ui Cathail, Lecture Hall)**

7pm – 9pm **Leadership Skills:** How to be an Auditor/Vice Auditor, Leadership and creating an effective team, leadership styles, setting aims and goals. Chairing skills and effective meetings. **(Large Lecture Theatre, Human Biology Building)**

Wednesday 19th

All training cancelled in the interest of safety. Rescheduled for Thursday as below.

Thursday 20th

6pm – 8pm **Event Organising & Health & Safety**: How to organise events, create safety statements and adhere to best practice in health and safety. **(Large Lecture Theatre, Human Biology Building)**

6pm - 7:30pm **Conflict Resolution** how to deal with conflict. **(Aras Ui Chathail, Lecture Hall)**

6pm – 8pm **Treasurer:** Managing your money, using the finance website and balancing your books. (There will be one to one sessions later) **(Aras Ui Cathail, Lecture Hall)**

7 30pm - 9pm **PRO: Effective Marketing**, promoting your society on and off campus, creating digital content. **(Large Lecture Theatre, Human Biology Building)**

7 30pm - 9pm **Societies 101:** how to use the dashboard, the SocsBox and the USCG (repeat) **(Large Lecture Theatre, Human Biology Building)**

8pm-9pm **Fundraising:**How to fund your great ideas, the schedule of allowances (society grant), getting sponsorship and fundraising ideas the do's and don'ts. **(Aras Ui Cathail, Lecture Hall)**

Friday 21st

*Friday sessions are all repeats of the sessions earlier in the week)

12 pm – 1.30pm

Employability Award, how prepared are you, what is you leadership style, how can you add this award to your portfolio. (This is one of the requirements for the Employability Award, your additional society training is also and your work with societies, so you will have 3/5 of the award completed. Apply for the award through yourspace.nuigalway.ie.) **(Aras Ui Cathail, Lecture Hall)**

2pm – 4pm

***Secretary**: The role of the secretary, managing meetings and taking minutes. **(Bailey Allen A)**

***Leadership Skills:** How to be an Auditor/Vice Auditor, Leadership and creating an effective team, leadership styles, setting aims and goals. Chairing skills and effective meetings. **(Bailey Allen B)**

***Event Organising & Health & Safety**: How to organise events, create safety statements and adhere to best practice in health and safety. **(Bailey Allen C)**

***Treasurer:** Managing your money, using the finance website and balancing your books. (There will be one to one sessions later) **(Aras Ui Cathail, Lecture Hall)**

4pm – 5.30pm

Employability Award, how prepared are you, what is you leadership style, how can you add this award to your portfolio. (repeat) **(Bailey Allen A)**

***Fundraising:** How to fund your great ideas, the schedule of allowances (society grant), getting sponsorship and fundraising ideas the do's and dont's. **(Bailey Allen B)**

***PRO: Effective Marketing**, promoting your society on and off campus, creating digital content. **(Bailey Allen C)**

5.30pm – 6.30pm

***Societies 101**: how to use the dashboard, the SocsBox and the

USCG **(Bailey Allen A)**

***Conflict Resolution** how to deal with conflict. **(Bailey Allen B) Smart**

Consent: This workshop will help you explore all the different

dimensions of consent. **(Aras Ui Cathail, Lecture Hall)**

The Hub and the WELL Crew society opportunities and how to make your society an inclusive and supportive space. **(Bailey Allen C)**

Friday Attendees who register will get a food voucher for SULT. Pizza will be served at the mid-week training please register.