

**SPECIAL
POINTS OF IN-
TEREST:**

IRD Duhallow

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TRAINING
COURSES

SERVICES

ALL THINGS
NATURE

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Enterprise Working Group

Start Your Own Business Bootcamp

Expressions of interest are currently being taken in a Start Your Own Business Bootcamp for Start Up Businesses. Register your interest today by contacting **Louise at 029-60633**.

National Ploughing Championships 2014

Be sure to visit the IRD Duhallow stand in the LEADER Village at the National Ploughing Championships from the **23rd - 25th September**.

Community Development Working Group

Duhallow Community Laundry

This new facility has been put in place to assist the elderly, low income households and carers with washing and drying clothes, which at home can become a difficult task especially with pressure on families to have supply of clean linen, towels and clothes. The Duhallow Community Laundry has been set up in the James O’Keeffe Institute, Newmarket to assist these people in keeping on top of things. This project was the brainchild of our Active Retired SAOI Network. Laundry can be dropped into Duhallow Community Laundry, Monday to Friday from 9.00am to 5.30pm. We can also arrange for laundry to be collected and brought back to households who may have transport difficulties. **For further information please contact Yvonne at 029-60633**.

Bringing People Closer Together

Duhallow Area Rural Transport (DART) operates for those living within the Duhallow Area. It is our aim to provide an integrated accessible and affordable public transport service. If you are interested in setting up a service in your area or would like a brochure on current services available, **please contact DART at 029-60648**. Special Trips and Outings organised by your local community such as Bingo, Swimming, Matches, Social Outings during the day or night can be organised through DART where quotations are provided on request. DART is currently offering subsidies to Youth Clubs and Schools both Primary and Post Primary in the Duhallow Region. **For further information please contact DART at 029-60648**.

Safe Talk & Assist Workshop

If someone is at risk, suicide first aid prepares us to work with them to increase their immediate safety and get further help. IRD Duhallow will hold a workshop and two day training course for all caregivers (any person in a position of trust), including professionals, paraprofessionals and lay people. It is suitable for Mental Health Professionals, Nurses, Physicians, Teachers, Counsellors, Youth Workers, Gardaí, School Support Staff, Clergy, and Community Volunteers in the coming weeks. This training is for persons aged 18 years or older who are interested in supporting people who may be at risk of Suicide and is an intensive, and interactive course where participants develop their skills through simulations and role-plays. Dates to be confirmed for this course but it will run from 9am-5pm on a weekday. **If interested contact Helen at 029-60633**.

Warmer Homes Scheme

*If you are in receipt of **one** of the following payments you will now be eligible to receive the insulation services **free of charge** :*

Fuel Allowance **Or** Family Income Supplement **Or** Job Seekers Allowance (for more than 6 months and have children under 7 years of age).

Houses must be owner occupied and constructed before 2006.

Contact IRD Duhallow Warmer Homes at 029-60633.



Employment & Training Working Group

We are proposing to deliver the following **Workshops** :

Job Search Strategy & Skills which will enable participants to create a powerful targeted CV to win interviews and to write cover letters which will sell your CV to potential employers. Additionally participants will be shown the smart way to job hunt in today's fast moving environment and develop methods for researching employers.

Career Decision Maker Programme will allow individuals to identify a range of career/employment/self-employment options that they are suited to and motivated towards. The programme will encourage people to consider training courses to maximise attractiveness to employers and broaden their skill base allowing participants to access new roles and opportunities. Each person will receive a detailed career report, will achieve career clarity and make confident and informed career decisions.

Interview Skills Workshop which will help participants learn how to prepare for meeting with prospective employers. Participants will learn techniques for reducing pre-interview nerves; identify Interview Checklist of Dos and Don'ts and also learn about grooming and Dress Guidelines. Each workshop will be two days in duration from 10a.m. to 4p.m (dates to be confirmed).

We are proposing to deliver the following **Training Courses**:

FETAC Level 6 Accredited Supervisory Management Training Course

This accredited Supervisory Management Training Course is for people who are about to undertake a supervisory management position or for those who wish to seek employment at this level. This course will equip learners with essential knowledge to strengthen and develop their supervisory management skills and participants will learn how to promote good practice in planning, managing and delivering a quality service. The modules that will be covered include Analysis and Decision Making; Quality and Customer focus; Planning, Organising and Prioritising; Strategic Planning and lastly Change Management. Preferred entry level for this is Level 5 Certificate, Leaving Certificate or equivalent qualifications and/or relevant life and work experiences.

Introduction to Accounts / Bookkeeping

A one day training programme aimed to introduce learners already familiar with a computerised bookkeeping/accounts software package to two alternative similar systems. The two packages outlined are **Sage Line 50** and **QuickBooks**. On completion of this course learners will be able to access the key functions involved in the Bookkeeping Process, namely Purchases, Sales and Cash/Bank. The course will focus on transferring the knowledge and practices from their existing software into the two new systems as well as obtaining financial reports from each package. This programme will include practical and computer exercises, case studies and group discussion.

Taxation for Beginners Training

A training programme designed to provide learners with a basic knowledge of the Irish Taxation System, and a practical knowledge of the working of Income Tax and VAT. This training will take place during the day time and will be held 1 day per week over a six week period (dates to be confirmed). Participants will gain an understanding and knowledge of the administration of Income Tax and VAT, Capital gains Tax and RCT. Complete Income Tax forms and VAT 3 and annual VAT returns. Explain the PAYE System and Self Assessment System. Participants will learn about Tax Credits, reliefs, deductions, cut off points and benefits in kind. They will have an ability to calculate employees tax computations, taxation of married couples; calculate self employed computations, investment & rental income to name but a few of the elements to be covered. Please note that Preferred Entry level is that Basic Keyboard Skills will be required.

Fast Forward to Work Programme to include - Accreditation in Bookkeeping and Payroll

This training programme will be delivered over a period of 8 weeks that will include Manual and Computerised Bookkeeping and Payroll whereby learners will be equipped with the necessary skills to operate an integrated accounts system for small to medium sized businesses. 2 days will also be spent offering an insight and guidance on what is required to achieve that job vacancy. A further 2 days will be spent learning how to use various Social Media platforms as a tool for Job Searching with a view to securing employment. Areas that will be covered will include LinkedIn, Facebook, Twitter and Networking. This course will take place during the day time and will take place over 12 days (dates to be confirmed). Please note that Preferred Entry level is that Basic Keyboard Skills will be required.

Computer Training for Beginners

We are trying to ensure that no one is left behind as the digital gap widens therefore we are taking names of people interested in participating in a beginners computer course. This course is designed to provide learners with the necessary skills and knowledge required to access a website, access web addresses, social media and how to shop and bank online. Two further hours will be available on Digital Photography and/or Skype. This training is open to everyone and will be delivered during the day or night time one session a week for five weeks.

Upcycling / Recycling Training

This course will run once a week for 10 weeks and allow you to discover the sense of achievement in revamping or altering your once loved clothing whilst learning a new skill. Be provided with inspiration and ideas and how to develop your skill level on a domestic sewing machine. Learn how to upcycle using fabric, buttons, classic embroidery stitches, corsages and beads.

Employment & Training Working Group continued....

Personal Development Training Course

This course will commence in September and will include the following modules: Positive versus Negative Thinking, Saying No, Developing Self – Esteem, Rights and Responsibilities, Communication Skills, Conflict Resolution, Anger Management, Listening to your Intuition, Management of Feelings. The duration of this course will be once a week for eight weeks.

Basic Sign Language Classes

The classes will run for 6 weeks and will cover such topics as: *Vocabulary, Expressions, Family, Numbers, Hospital, Colours, Conversation, Fun Stories etc.* The Sign Language Classes will empower and educate participants in the use of Sign Language thereby heightening awareness of those with disabilities in our community. Please note that there is a course fee of €55 per person to take part in this course.

Please note places are limited on each of these workshops / training courses.

If you are interested in taking part in any of these workshops or training courses please contact Mary Mc Hugh at 029-60633.

IRD Duhallow has recently applied for funding through the **Equality for Women Measure** and if successful we hope to deliver the following training programmes for Women this Autumn: Personal Development Training, FETAC Level 5 Occupational First Aid Course, Customer Service Course, Frontline Skills in Hospitality, Reception and Front line Office Skills, Key Board Skills, Assertiveness Workshop, Career Management Workshop and Effective Report Writing and Presentation Skills Workshop. **If you are interested in participating in any of these proposed courses please contact Mary Mc Hugh at 029-60633.** Places limited and training will commence in late September.

IRD Duhallow Community Employment Scheme is recruiting two Childcare Assistants for Banteer Creche and a Green attendant for Banteer Village if you are in receipt of a Social welfare payment, over 25 years of age, unemployed 12 months or more, or on a disability payment 6 months or more, you may be interested in applying. You must be registered with the Employment Services Officer. Please note the successful applicants will need to obtain Garda Clearance. To apply for these positions please forward your CV together with your PPS number to Paddy O'Connor, IRD Duhallow, James O'Keeffe Institute, Newmarket. **Closing date for applications is 26th September 2014.**

Bursaries Available for Adult and Second Chance Education

IRD Duhallow has **4 bursaries** available to facilitate access and entry to further and higher level education and training opportunities for adults who may not have had the previous opportunity to continue or complete their education.

For further information or an application form please contact Mary at 029-60633.

Equality Working Group

Bereavement Support

If you find that the intensity of loss is unsettling, causing you undue grief and sadness, there is help at hand. The Bereavement Support Group consists of a group of trained volunteers who provide a **free confidential service** to people who have experienced a loss in their lives whether it is loss through death, separation, divorce, job loss etc. **This is not a counselling service but a friendly and supportive listening service.** A trained volunteer currently meets in a one to one setting with a client at a time suitable to both parties. To make an appointment call **087-6279000.**

ALCOHOLICS ANONYMOUS - Closed meeting of Alcoholics Anonymous is held in the James O'Keeffe Institute, Newmarket every Sunday morning at 11.30am and Thursday night at 8.30pm.

AI ANON If you are affected by somebody else's drinking, come and hear the experience of others at the James O'Keeffe Institute, Newmarket, every Thursday night at 8.30pm.

MABS An Outreach Clinic is available in the James O'Keeffe Institute, Newmarket. Contact the MABS Mallow Office to arrange an appointment **Tel. No: 076-1072440.**

Domestic Violence Support Helpline

IRD Duhallow's Domestic Violence Support Helpline is operated locally by trained volunteers and provides support and information to people experiencing domestic violence. This service is for both men and women who are sufferers of domestic violence and volunteers are available to provide a supportive and listening ear. **One to One sessions** are also available with a trained volunteer at a time suitable to the individual. Family members and Friends who are concerned for a loved one can also contact this helpline for information. **Domestic Violence Support Helpline @ 087-7733337 from Monday to Saturday from 10am – 10pm.**

Emotional Support Service

IRD Duhallow is offering a One to One Integrative Counselling service. This service is being offered by Masters Level Counselling Students and is free of charge.

If you would like to make an appointment or have any further enquiries please contact Kate or Aoife on 029-60633.

"A Journey of a thousand miles begins with a single step" - Confucius

SAOI Network

Mobile Phone

Are you an older person who needs help using their mobile phone? IRD Duhallow can provide one to one support to get you started and teach you the basics of using your mobile phone. **For more information contact Louise on 029-60633.**

SAOI - Photography

Expressions of interest are currently being taken in basic and advanced photography classes. Register your interest today by contacting **Louise on 029-60633.**

Youth and Education Working Group

Newmarket After Schools Service

The **After Schools Service** continues to operate from 2pm - 6pm for children attending school in Newmarket. Currently transport is available from the two schools in Newmarket. A warm nutritious home cooked dinner is provided along with homework support daily. Children attending the **IRD Duhallow Literacy Programme** can also avail of this transport from school and receive dinner before starting their classes. Please note IRD Duhallow offers a **tiered pricing system** allowing families in receipt of a social welfare payment to receive a reduction in price. There is no requirement to book a place for a full week parents instead have the opportunity to be flexible and book a place only when they need to. **If you are interested in sending your child to the After Schools please contact Helen at 029-60633.**

Careers Exhibition

IRD Duhallow is organising a Careers Exhibition on **Tuesday 7th October, 2014 in the Edel Quinn Hall, Kanturk from 10am to 1.00pm.** Entry is free for students. Both local and national further institutes will be in attendance on the day. For further information or to book a place, please contact Yvonne Brosnan, at 029-60633.

Agriculture Working Group

The **Rural Social Scheme** was introduced to provide income support for low income farmers or fisherpersons in return for part-time community based work. Participants also experience new opportunities to use and develop their skills while being involved in valuable community work. Participants would work across the ranges of the Rural Social Scheme measures which include; The Warmer Homes Scheme, grass cutting, village maintenance, painting, landscaping, walkways, caretaking and meal delivery throughout the Duhallow region. The Rural Social Scheme is constantly updating its data base. To qualify for the RSS a person needs to be in receipt of a **social welfare payment, have use of a herd number and have a copy of their single farm payment application.** If you feel you meet the criteria or have any queries **please contact Sheila or Billy at 029-60633.**

To Communities: The Rural Social Scheme provides valuable work for communities. Any community groups, National Schools, Community Centres, Community Councils, Childcare facilities or Sports Halls wishing to have indoor or outdoor work completed by RSS participants should submit a **written request to the Manager of IRD Duhallow.** Communities or groups must cover cost of materials and of other work undertaken.

Attention all Farm Families of Duhallow: To celebrate the International Year of Family Farming IRD Duhallow is organising an outing to the "**Farm Grenagh**" on **Friday 19th September.** A bus will depart the James O'Keeffe Institute at 11am and return by 5.00pm why not immerse yourself in Ireland's history as you walk through the forge, hardware shop, old and modern farmhouse, milking parlour, garage and more. Vintage Enthusiasts can browse the Ferguson collection, Massey Harris and Massey Ferguson tractors, as well as other equipment and machinery from the 1930's to 1970's. **if interested in attending contact Katie at 029-60633.**

Boom Sprayer Pesticide Application FETAC Level 5 Training - New regulations in relation to the sustainable use of Pesticides in Ireland is currently being rolled out, the regulation states that all professional users including operators, technicians, employers and self employed people will be required to be registered by 2015 with the Pesticide Control Service to apply pesticides authorised for use in Ireland. In order to register with them professional users will be required to complete a FETAC Level 5 programme **if you are interested in completing this training please contact Katie at 029-60633 for further information.**

Calling all NATURE Enthusiasts - IRD Duhallow is organising an Information Seminar with Mr. Victor Froome a Naturalist, Ecologist and Environmentalist on **Tuesday the 16th Sept commencing at 7.30pm.** Victor will speak on ALL THINGS NATURE from creating Insect Hotels, to Hedgehog Houses, to developing Small Nature Reserves in your garden. He will also give advice on how to attract more wildlife into your garden. The talk is open to everyone who has an interest in nature and Victor is very interested in passing on his knowledge to children in the area. This will be his only lecture in Ireland this year so if interested in attending **please contact Katie to book your place at 029-60633.**

GIY Duhallow - GIY Duhallow will hold its next meeting on **Tuesday 30th Sept in the James O'Keeffe Institute, commencing at 7.30pm.**