

Carmichael.

Scheduled Training

We offer an extensive programme of activities including scheduled courses and eLearning modules designed to address the needs of people working in non-profits across Ireland.

Individual courses concentrate on a specific topic but are practically focused and use participative methods to allow participants the opportunity to learn from others working in the sector. Training can also be delivered on a customised basis at any location around the country.

Customised Training & Support

Carmichael runs customised training throughout Ireland to meet the specific needs of your organisation. Let us know how we can help. Topics include:

Charities Governance Code
Governance & Compliance
Board Roles & Responsibilities
Board Induction
Charities Act / Companies Act
Strategic Planning
Finance
Developing Business Plans
Communications/Social Media

Other supports include:

Governance Reviews
Charities Governance Code Compliance Reviews
Board Evaluations (see website for more details)
Board Skills Audits
Strategic Planning

E-Learning

We want to give learners the information and professional development needed in an accessible and flexible format and we have developed a number of e-learning courses designed to meet those needs.

Why choose E-Learning:

Easy access: Learners can access courses from the comfort of their own home or office.

Flexibility: Self-paced learning to meet individual needs.

Cost-effective: Less time and expense to travel to and from training.

Environmentally friendly: e-Learning can mean less paperwork is created and no travel reduces the carbon footprint.

Topics available are:

- How to take Meeting Minutes
- Role of the Chairperson
- Role of the Treasurer
- The Role of Company Secretary of a CLG
- GDPR – Level 1 or Level 2
- The Companies Act – Implications for CLG
- Risk Management
- Outputs & Outcomes
- Marketing and Sales for Non-Profits
- Employing Staff & Managing HR
- Financial Management for Non-Profits
- Business & Organisation Development
- Social Enterprise Income & Impact Strategy
- Governance & Charities Governance Code
- Board Member Induction
- The Charities Act For Charity Trustees
- Analysing the External Environment for Non-Profit Business Strategy
- Internal Analysis for Non-Profits
- Trading Income Strategy
- Quick Start Excel
- AI Awareness Training



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www.carmichaelireland.ie

Training & Support – Autumn/Winter 2025



Rialtas na hÉireann
Government of Ireland

The Scheme to Support National Organisations is funded by the Government of Ireland through the Department of Rural and Community Development.

The Role of Treasurer – Online 10:00am – 12:30pm – 03/09/2025 (Wed)	Implementing & Managing a Strategic Plan – In-Person (Carmichael Centre, D7) 10:00am – 12:30pm – 16/10/2025 (Thurs)
Microsoft Excel – Introduction to Spreadsheets – Online 3:15pm – 4:45pm – starting 03/09/2025 (Wed) x 4 weeks	Understanding & Preparing Budgets – In-Person (Carmichael Centre, D7) 10:00am – 1:00pm – 22/10/2025 (Wed)
SORP Requirements for Charities – Online 10:00am – 12:30pm – 04/09/2025 (Thurs)	Board Member Induction – Online 6:30pm – 9:00pm – 23/10/2025 (Thurs)
Charities Governance Code – Online 10am – 12:30pm – 09/09/2025 (Tues)	Financial Oversight for Board Members – Online 10:00am – 12:00pm – 28/10/2025 (Tues)
Leveraging AI Software for Non-Profits – Online (Fully booked) 10:00am – 12:00pm – 11/09/2025 (Thurs)	Understanding and Influencing the Oireachtas – Online 10:00am – 12:30pm – 04/11/2025 (Tues)
Time Management – Online 10:00am – 12:30pm – 16/09/2025 (Tues)	Companies Act 2014 and the Charities Act 2009 for Non-Profit Organisations – Online 10:00am – 12:00pm – 04/11/2025 (Tues)
Board Roles & Responsibilities – Online 6:00pm – 8:30pm – 18/09/2025 (Thurs)	Microsoft Excel – Pivot Tables Advanced – Online 3:15pm – 4:45pm – 05/11/2025 (Wed)
Facilitation Skills for In-Person Training – Online (Fully booked) 10:00am – 12:00pm – 23/09/2025 (Tues)	Data Protection & GDPR for Management/Board – Online 10:00am – 12:00pm – 06/11/2025 (Thurs)
Practical GDPR - Online 10:00am – 12:00pm – 24/09/2025 (Wed)	Boards, Chairs and CEOs: Roles, Relationships & Boundaries – Online 10:00am – 12:30pm – 11/11/2025 (Tues)
Introduction to Social Media – Online 10:00am – 12:30pm – 30/09/2025 (Tues)	Microsoft Excel Advanced – Power Query-Automate Your Data Cleansing – Online 3:15pm – 4:45pm – 12/11/2025 (Wed)
Grant Applications – In-Person Course (Carmichael Centre, D7) 10:00am – 1:00pm – 01/10/2025 (Wed)	SORP Requirements for Charities – Online 10:00am – 12:30pm – 18/11/2025 (Tues)
Sources of Funding for Non-Profits – Online 10:00am – 12:30pm – 02/10/2025 (Thurs)	Microsoft Excel Advanced – Data Visualisation with Excel – Online 3:15pm – 4:45pm – 19/11/2025 (Wed)
Introduction to Book-keeping for Charities – In-Person (Carmichael Centre, D7) 10:00am – 1:00pm – 07/10/2025 (Tues)	Cyber Security for Management/Board – Online 10:00am – 12:00pm – 20/11/2025 (Thurs)
Microsoft Excel – Intermediate Level – Online 3:15pm – 4:45pm – starting 07/10/2025 (Tues) x 4	Leveraging AI Software for Non-Profits – Online (Fully booked) 10:00am – 12:00pm – 25/11/2025 (Tues)
Introduction to Risk Management – Online 10:00am – 12:30pm – 08/10/2025 (Wed)	Google Ad Grants for Beginners – Online 10:00am – 12:00pm – 26/11/2025 (Wed)
Introduction to Strategic Planning – Online 10:00am – 12:30pm – 09/10/2025 (Thurs)	Microsoft Office/Microsoft 365 – Productivity Tools – Online 10:00am – 1:00pm – 02/12/2025 (Tues)
Email Marketing for Beginners – Online 10:00am – 12:00pm – 14/10/2025 (Tues)	Charities Governance Code – Online 6:30pm – 9:00pm – 04/12/2025 (Thurs)
Social Media Strategy for Non-Profits – Online 10:00am – 12:00pm – 15/10/2025 (Wed)	Microsoft Excel Advanced – Working With More Complex Formulas in Excel – Online 3:15pm – 4:45pm – 10/12/2025 (Wed)