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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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Training & Support – Spring/Summer 2026

government supporting communities

Rialtas na hÉireann
Government of Ireland

Carmichael.

Scheduled Training Programme Spring/Summer 2026. Courses are held online unless otherwise indicated. Sponsored by BoardEffect.

The Charities Governance Code – Online 10:00am – 12:30pm – 08/01/2026 (Thurs)	**Understanding & Preparing Budgets – In-Person Course (Carmichael Centre, D7)** 2:00pm – 5:00pm – 25/03/2026 (Wed)	**Canva for Beginners – Online** 10:00am – 12:00pm – 15/05/2026 (Fri)
Board Roles & Responsibilities – Online 10:00am – 12:30pm – 13/01/2026 (Tues)	**Practical GDPR: Implementing Required Policies and Procedures – Online** 10:00am – 12:00pm – 26/03/2026 (Wed)	**Leveraging AI Software for Non-Profits – Online** 10:00am – 1:00pm – 19/05/2026 (Tues)
Microsoft Excel – Introduction to Spreadsheets – Online 3:15pm – 4:45pm – starting 21/01/2026 (Wed) x 4 weeks	**Unlocking Productivity with Copilot Chat – Online** 10:00am – 12:00pm – 14/04/2026 (Tues)	**Digital Fundraising for Non-Profits – Online 21/05/2026** 10:00am – 1:00pm – 21/05/2026 (Thurs)
Canva for Beginners – Online 10:00am – 12:00pm – 22/01/2026 (Thurs)	**The Charities Governance Code – Online** 6:30pm – 9:00pm – 14/04/2026 (Tues)	**Implement & Manage a Strategic Plan – In-Person Course (Carmichael Centre, D7)** 10:00am – 12:30pm – 26/05/2026 (Tues)
SORP Requirements for Charities – Online 10:00am – 12:30pm – 05/02/2026 (Thurs)	**Microsoft Excel for Experienced Users: Pivot Tables – Online** 3:15pm – 4:45pm – 15/04/2026 (Wed)	**Board Roles & Responsibilities – Online** 6:00pm – 8:30pm – 26/05/2026 (Tues)
Time Management – Online 10:00am – 12:00pm – 10/02/2026 (Tues)	**Cyber Security for Management/Board – Online** 10:00am – 12:00pm – 16/04/2026 (Thurs)	**Facilitation Skills for Online Settings - Online** 10:00am – 12:00pm – 27/05/2026 (Wed)
Leveraging AI Software for Non-Profits – Online 10:00am – 1:00pm – 12/02/2026 (Thurs)	**Financial Oversight for Board Members – Online** 10:00am – 12:00pm – 22/04/2026 (Wed)	**Companies Act 2014 and the Charities Act 2009 for Non-Profit Organisations – Online** 10:00am – 12:00pm – 03/06/2026 (Wed)
Understanding Protected Disclosures – Online 10:00am – 1:00pm – 24/02/2026 (Tues)	**Microsoft Excel for Experienced Users: Power Query – Online** 3:15pm – 4:45pm – 22/04/2026 (Wed)	**Grant Applications – In-Person Course (Carmichael Centre, D7)** 10:00am – 1:00pm – 09/06/2026 (Tues)
Data Protection and GDPR for Management – Online 10:00am – 12:00pm – 25/02/2026 (Thurs)	**Mastering PowerPoint for Impactful Presentations – Online** 10:00am – 1:00pm – 23/04/2026 (Thurs)	**Running an Effective Meeting – Online** 10:00am – 12:30pm – 10/06/2026 (Wed)
Introduction to Social Media – Online 10:00am – 12:30pm – 26/02/2026 (Thurs)	**Social Media Strategy for Non-Profits – Online** 10:00am – 12:00pm – 28/04/2026 (Tues)	**Preparing a Charity for a Cyber Security Incident – Online** 10:00am – 12:00pm – 11/06/2026 (Thurs)
Board Member Induction – Online 6:30pm – 9:00pm – 03/03/2026 (Tues) **(Also on 17th June)**	**Microsoft Excel for Experienced Users: Data Visualisation–Online** 3:15pm – 4:45pm – 29/04/2026 (Wed)	**Role & Responsibilities of Designated Liaison Person (DLP) – Online** 10:00am – 1:00pm – 16/06/2026 (Tues)
Introduction to Risk Management – Online 10:00am – 12:00pm – 04/03/2026 (Wed)	**Sources of Funding for Non-Profits – Online** 10:00am – 12:30pm – 30/04/2026 (Thurs)	**Mastering Report Writing – Online** 10:00am – 12:00pm – 17/06/2026 (Wed)
Microsoft Excel – Intermediate Level – Online 3:15pm – 4:45pm – starting 04/03/2026 (Wed) x 4 weeks	**Using AI with Microsoft Excel – Online** 3:15pm – 4:45pm – 30/04/2026 (Thurs)	**Business Continuity Planning for Charities with IT Disaster Recovery – Online** 10:00am – 12:00pm – 18/06/2026 (Thurs)
Facilitation Skills for In-Person Settings - Online 10:00am – 12:00pm – 05/03/2026 (Thurs)	**Understanding and Influencing the Oireachtas – Online** 10:00am – 12:30pm – 05/05/2026 (Tues)	**Understanding the AHBRA Standards for AHBs – Online** 10:00am – 12:00pm – 23/06/2026 (Tues)
Microsoft Office/Microsoft 365 – Productivity Tools – Online 10:00am – 1:00pm – 11/03/2026 (Wed) **(Also on 8th July)**	**Data Protection and GDPR for Staff – Online** 10:00am – 12:00pm – 06/05/2026 (Wed)	**The Role of the CEO – Online** 10:00am – 12:00pm – 24/06/2026 (Wed)
Boards, Chairs and CEOs: Roles, Relationships & Boundaries – Online 10:00 – 12:30pm – 12/03/2026 (Thurs). **(Also on 4th June)**	**MS Excel for Experienced Users: Complex Formulas – Online** 3:15pm – 4:45pm – 06/05/2026 (Wed)	**Setting Up & Running a Small Non-Profit Org. – Online** 10:00am – 1:00pm – starting 30/06/2026 (Tues) x 2 weeks
WordPress for Non-Profits: Building and Managing a Website for Social Impact – Online 10:00am – 1:00pm – 19/03/2026 (Thur)	**Facebook Advertising for Beginners – Online** 10:00am – 12:00pm – 07/05/2026 (Thurs)	**The Role of the Company Secretary – Online** 10:00am – 12:00pm – 01/07/2026 (Wed)
Introduction to Strategic Planning – Online 10:00am – 12:30pm – 24/03/2026 (Tues)	**Cyber Security for Staff – Online** 10:00am – 12:00pm – 12/05/2026 (Tues)	**The Charities Governance Code – Online** 10:00am – 12:30pm – 09/07/2026 (Thurs)
Introduction to Book-keeping for Charities – In-Person Course (Carmichael Centre, D7) 10:00am – 1:00pm – 25/03/2026 (Wed)	**Digital Efficiency with Microsoft OneNote – Online** 10:00am – 12:00pm – 13/05/2026 (Wed)	**SORP Requirements for Charities – Online** 10:00am – 12:30pm – 16/07/2026 (Thurs)

Full details and online booking on: https://www.carmichaelireland.ie/courses/. Email: training@carmichaelireland.ie