

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 – Spring/Summer 2026



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.

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)	Leveraging AI Software for Non-Profits – Online 10:00am – 1:00pm – 19/05/2026 (Tues)
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)	Digital Fundraising for Non-Profits – Online 21/05/2026 10:00am – 1:00pm – 21/05/2026 (Thurs)
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)	Implement & Manage a Strategic Plan – In-Person Course (Carmichael Centre, D7) 10:00am – 12:30pm – 26/05/2026 (Tues)
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)	Board Roles & Responsibilities – Online 6:00pm – 8:30pm – 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)	Facilitation Skills for Online Settings - Online 10:00am – 12:00pm – 27/05/2026 (Wed)
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)	Companies Act 2014 and the Charities Act 2009 for Non-Profit Organisations – Online 10:00am – 12:00pm – 03/06/2026 (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)	Mastering PowerPoint for Impactful Presentations – Online 10:00am – 1:00pm – 08/06/2026 (Mon)
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)	Social Media Strategy for Non-Profits – Online 10:00am – 12:00pm – 28/04/2026 (Tues)	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)	Microsoft Excel for Experienced Users: Data Visualisation–Online 3:15pm – 4:45pm – 29/04/2026 (Wed)	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)	Sources of Funding for Non-Profits – Online 10:00am – 12:30pm – 30/04/2026 (Thurs)	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)	Using AI with Microsoft Excel – Online 3:15pm – 4:45pm – 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	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)
Facilitation Skills for In-Person Settings - Online 10:00am – 12:00pm – 05/03/2026 (Thurs)	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)
Microsoft Office/Microsoft 365 – Productivity Tools – Online 10:00am – 1:00pm – 11/03/2026 (Wed) (Also on 8th July)	MS Excel for Experienced Users: Complex Formulas – Online 3:15pm – 4:45pm – 06/05/2026 (Wed)	Business Continuity Planning for Charities with IT Disaster Recovery – Online 10:00am – 12:00pm – 25/06/2026 (Thurs)
Boards, Chairs and CEOs: Roles, Relationships & Boundaries – Online 10:00 – 12:30pm – 12/03/2026 (Thurs). (Also on 4th June)	Facebook Advertising for Beginners – Online 10:00am – 12:00pm – 07/05/2026 (Thurs)	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)	Cyber Security for Staff – Online 10:00am – 12:00pm – 12/05/2026 (Tues)	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)	Digital Efficiency with Microsoft OneNote – Online 10:00am – 12:00pm – 13/05/2026 (Wed)	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)	Canva for Beginners – Online 10:00am – 12:00pm – 15/05/2026 (Fri)	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