



SOUTHWARK GROUP OF TENANTS ORGANISATIONS

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| Leading Your TRA to Success | This session using filmed simulated TRA meetings illustrates the importance of communication skills for successful TRA meetings. It also covers procedure for organising and conducting meetings. |
| TRA Finances: ethics and good practice | This training looks at general good practice for TRA money matters including paying people, hiring halls, handling petty cash, preparing for an annual audit and general accounting ethics. |
| Web design and maintenance | Two trainings – for those who want to know how to design and put together a basic website for their TRA The second training is for those who have websites and need to learn how to update and maintain them. |
| Repairs: Your Rights and Responsibilities as a Council Tenant | This session will provide tenants with an overview of their rights and responsibilities as a Southwark Council tenant, how repairs are actioned via the Call Centre and means of redress when repairs are not carried out to satisfaction. The session will look at the tenants and council's obligations. |
| First Aid and Food Hygiene | SGTO to contact external providers for these courses. |
| IT basics | SGTO to offer certificates of competency on basic IT packages |
| How to run a community hall | This session, to be led by SGTO, will cover what you need to consider when managing premises including risk assessment, health and safety and insurance. To include speakers from the LBS Noise Team. |
| Organising a Public Event/Fun Day and Fundraising | Two part training – one delivered by LBS on event organisation and subsequent session by SGTO on fundraising. This session will inform you of the requirements that you need to take into account for putting on a TRA event. |
| Equality & Diversity Training | <p>Our Equality and Diversity Training looks at: Creating diversity & equality awareness</p> <ul style="list-style-type: none"> • Deploying best practice • Delivering inclusive policies • Realising your legal obligations and, • Supporting your Community Social Responsibility <p>We also examine how the Equality Act of 2010 can affect you as an association</p> |
| Handling Violence & Aggression | The aim of this course is to provide delegates with knowledge of what constitutes violence and aggression, the causes effects; understand the role communication plays and the legislation aligned to handling violence and aggression. |