

INFORMATION NOTE
INSPIRE Training
14th & 15th February 2020



Overview

The INSPIRE Training Programme is a training programme, run annually since 2016, to support female activists. The aim of the programme is to equip participants with the necessary confidence and skills to enable them to take on leadership positions at various levels across the Union. The course was developed in recognition of the low number of women at senior decision making levels across the Union, in contrast to the majority number of women in membership and active at Branch Executive Level.

Course Outline

This is a one day training course led by the Director of Training & Development, Linda Kelly and Lead Organiser Ruth Crowley in partnership with Women for Election. Registration for the course takes place the day before (14th February), and is followed by a welcome reception for all participants. The course itself runs on Saturday 15th February.

Course Schedule

- ✉ Registration – 4pm to 6pm, Friday 14th February 2020
- ✉ Welcome Reception – 6pm to 8pm, Friday 14th February 2020
- ✉ Training Day – 10am to 4.30pm, Saturday 15th February 2020

Application Process

Members interested in participating in this training course must complete the attached application form and return it to training@forsa.ie no later than **Friday 24th January 2020**.

1. All applications must be signed by the relevant Branch Executive Committee Officer.
2. If you have previously completed this course, your application will not be considered.
3. Incomplete / unsigned forms will not be accepted.
4. The maximum number of participants on this course will be forty. Where more than forty applications are received, a waiting list system will operate.
5. Successful applicants will be informed when they have been accepted for this course week beginning 27th January 2020.
6. Wait listed applicants will be informed that they have been placed on a wait list week beginning 27th January 2020.
7. Applicants should not attend for training unless they have received confirmation of their place.
8. Applications received after the closing date will not be accepted.

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Travel & Subsistence

- A separate note will issue to all successful applicants in advance of the commencement of the training in relation to Travel & Subsistence arrangements.
- Applicants should be aware that overnight subsistence expenses will be available to those who attend. However expenses are not paid in advance of attending the training.
- Successful applicants will be responsible for booking and paying for their own accommodation. Members must then submit the relevant claim forms to the Union for payment. Detailed information on this process will be shared with successful participants closer to the date of the training.

Queries

All queries in relation to the INSPIRE Training should be directed to training@forsa.ie.