

The Institute of Professional Training®

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FÁS/EI REGISTERED 903488

FETAC APP. NO. 1318

Local Governance Training Seminar

“Personal Development Skills”

Friday 2nd – Sunday 4thth September ‘11

Silver Tassie Hotel,

Letterkenny, Co. Donegal(074 9125619)

PLEASE CIRCULATE TO ELECTED MEMBERS

Friday 2nd September

6.00 pm. Registration

7.00 pm Publications to date

Saturday 3rd September: Registration 9.30am

10.00am onwards

- 1) Chairing a Meeting**
- 2) Report Writing**
- 3) Child Protection Guidelines Briefing**
- 4) Questions and Answers**

Training Seminar Administrator: David Walsh, BA, MBA, Dip P.A., Past President of IITD

Tea / Coffee 11.15am

LUNCH will be served Circa 1.00pm

Speaker; Mr. David Walsh, BA, MBA, Dip P.A.,

Sunday 4th September:

10.00am-12.00pm Councillor networking

Seminar fee: € 145

Booking: Bookings for the Seminar must be made in advance to:

Ms. Carol Johnson, Secretary,

Kadenza Consultancies Ltd.,

PO Box 97, GPO, Clonmel, Co. Tipperary

Phone/Email: 087 6281261

kadenzaconsultancies@gmail.com

Seminar Organisers: The Seminar organisers reserve the right to change any of the details of this programme to facilitate the safe and efficient running of this event.

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