

# Tenants and Residents Group Training Courses

## COURSE

Setting Up A Tenants/Residents  
Association

Committee Skills

Chairing Effective Meetings

Minute Taking and Effective  
Communication

Managing Finances

Producing Newsletters And Publicity  
Material

## WHO SHOULD ATTEND

Anyone living in Inverclyde who wants  
advice on how to go about setting up a  
group in their area.

It is recommended that all committee  
members attend this course.

Chairpersons, vice chairpersons and  
anyone else who may have to be  
responsible for chairing a meeting at any  
time.

Aimed at secretaries/minute secretaries  
although open to all committee members.

Aimed at treasurers but open to all  
committee members.

General interest.

**Courses are FREE to  
all members of FITRA**

**Note: Where possible, courses will be held at the FITRA offices**

## Contact FITRA

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