

NEWS for MEMBERS

Support, Training and Advice for Community Groups

January 2008



community
change

**We would like to
welcome our new
members for 2008:**

Mallusk Community
Playgroup,
Mallusk

Clanmeen
Community
Association,
Craigavon

Emergency Medical
Services,
Magherafelt

Age Concern,
Magherafelt

North West
Volunteer Centre,
Strabane

Philip House
123-137 York Street
BELFAST BT15 1AB
Tel 028 9023 2587

Community Change February Training

There are still **three** places left on Facilitative Leadership course! This course is particularly useful for anyone who facilitates, leads, discusses and encourage collaborative working. It will expand abilities to encourage others in agreeing & achieving common goals. The course is delivered over three full days and is FREE of charge but there is a £100 charge for the training manual.

Dates of training: Wed 27th, 28th, 29th February 2008

Venue: Groundwork Training Room, Belfast

Time: 10am-4pm



irresistible learning

There is limited spaces so book early to avoid disappointment **contact Áine on 90-232587 or e-mail Aine.Maguire@communitychange-ni.org**

New Board member for Community Change

Anne McKinley from Community Focus Learning Centre in Portglenone has joined the Community Change Board. Anne having recently completed the 'Get on Board' course and responded to the article in our December newsheet regarding vacancies on our Board. Anne arranged to meet and discuss the work of Community Change, commitment required etc and applied to join the Board. Her application was considered and approved at the December Board meeting so welcome on board Anne and we look forward to working with you! If like Anne you are interested in joining our Board. Please feel free to phone Margaret on 90-232587 to discuss. We still have two places vacant.

Did you know??

- 1 Under new Company Legislation if you are a Company Limited by Guarantee all pages of minutes must be signed and dated by the Chairperson and approved;
- 2 Comic Relief is keen to attract good quality applications from N.I if you want to discuss an application contact Joe Blake on 0771-858-5401
- 3 In the year 2006/2007 Community Change delivered 225 development sessions to 146 groups with approximately 1430 participants;
- 4 '2008' is the charity 'Concerns' fortieth year in operation which also reflects 40 years of great need;
- 5 ALL members of a Management Committee board are legally responsible for the finances of the group not just the Treasurer;
- 6 Northern Ireland Tenants Action Project (NITAP) has become Supporting Communities N.I as from Jan 2008;
- 7 Staff personnel records must be kept for seven years after employment CEASES;

Work-Life Balance

Without a doubt the world of work has changed. The world of work is within a 24-hour, 7 day a week, instant service society with technology ensuring constant accessibility. More and more people are attempting to balance responsibilities at home and in the work place whilst some changes in legislation and work practices such as Flexible Working Policies has helped many people strive towards a work/life balance it is still a difficult 'balancing act' for many of us.



In his book *Managing work-life balance* David Clutterbuck gives a few tips as to how to realise that work-life balance by:

- Being aware of different demands on time and energy
- Having the ability to make choices in the allocation of time & energy
- Knowing what values to apply to choices making choices
- Remind yourself of your personal goals and motivations. Remember long working days don't necessarily equal a better performance. If you can't get everything done in a normal working day, review whether your workload is realistic

Time Management

Everyone has high and low periods of attention and concentration. Allocate the best periods to perform more complex or analytical tasks—fit more routine tasks such around this. Organise your day into blocks of time for specific tasks.



The Myth of Time Management

Time management is actually a myth!! We actually can't manage time only ourselves and how we use it. So 'time management' is about how we as individuals function and organise ourselves. Below are a few useful points & tips on time management you might find useful for 2008!

- 1 Know how you work:** individually and the impact on and by others;
- 2 Be prepared to make changes:** be creative to find different ways of doing things;
- 3 Be realistic** and know how you actually spend your work time;
- 4 Always define your objectives as clearly as possible.** This involves regular planning. having established your goals prioritise them. Regular line management aids this process;
- 5 Make a daily 'to do' list**—gives a daily guide to action fulfilling longer term planning. Prioritise work: ABC system—must do / should do / nice to do. Whatever you're A1 is DO IT NOW. Don't over plan & try grouping work together.
- 6 Use your diary effectively:** Plan for prep/ set-up/ travel/ follow up/ TOIL (time off in lieu) in your diary;
- 7 Protect your life outside work:** Ensure that you take your TOIL;
- 8 Use technology:** IF it saves you time;
- 9 Change your environment:** if it is not conducive to work in;

If you have any queries or comments you can e-mail us on info@communitychange-ni.org

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