

One-Stop Training Shop Programme	
9am-10.40am	
Presidents' Workshop	A guide to understanding the role of the President within the WI. Learning about the requirements, NFWI guidelines and ideas for running your WI. Ideal for current and prospective Presidents.
Secretaries' Workshop	A guide to understanding the Secretary's role within the WI. Learning about the requirements, NFWI guide- lines and where to find the resources necessary for your role. Ideal for current and prospective secretaries.
Treasurers' Workshop (1)	Two part workshop covering all aspects necessary for understanding the role of WI treasurer. Essential to signup for both parts.
Campaigning	A vibrant and exciting look at recent NFWI campaigns, how to engage with them and encourage members too. Tips and hints to break NFWI campaigns into local events.
Get the most out of emails	A guide to sending emails, attachments, storing files and using various features available with many email accounts.
Committee Workshop	A general guide to being a committee member at your WI. A brief description of roles and responsibilities within the committee and tips to support each other to be an effective committee.
11.10am-1pm	
Extra Activities	Exploring the types of extra activities that WIs engage in. Sharing ideas, tips and hints. Fundraising tips and the dos and don'ts of successful sub-groups.
Confident Speaking	An opportunity and introduction to explore ways to improve your confidence when addressing a group using proven tips and techniques.
Treasurers' Workshop (2)	Part two of the above course. Both parts to be attended.
Getting the best out of social media	Do you have WI social media accounts that could be better used? Tips, hints and reasoning behind the ways to use your accounts successfully.
Resolutions	A guide to understanding the resolution process and how you could be involved in creating a national campaign. A look at recent ones and what makes a successful resolution.
Creating Powerpoints	Using the NFWI templates, an introduction to creating your own Powerpoint presentation. Tips, hints and what to include and why.
Lunch Break, 1-2pm: A time to chat in a social setting or go into a breakout room with an Adviser to go over anything arising from the morning sessions.	
2pm-4pm	
Promoting your WI	Exploring ways to promote your WI using various tools, including the NFWI poster and leaflet templates. What to include and where to advertise.
IT: Setting up social media accounts	A beginner's guide to setting up social media accounts for your WI. The difference between Facebook, Twitter and Instagram. Their uses and pitfalls.
Programme Planning	The window to your WI. Tips, hints and guidance to create a varied programme using members ideas. Ways to create the printed programme using the NFWI template and other ideas.
Growing your WI	Exploring WI differences and areas of growth required. Tips and hints to further engage current members and discussing reasons why that doesn't happen as well as ways to attract new members.
Getting the best out of social media	Do you have WI social media accounts that could be better used? Tips, hints and reasoning behind the ways to use your accounts successfully.
Committee Workshop	A general guide to being a committee member at your WI. A brief description of roles and responsibilities within the committee and tips to support each other to be an effective committee.
After 4pm: Time to chat in small or larger groups about the day or anything else that you want to. The size and number of small groups will depend on how many of you come along to this.	