

INFORMATION & SKILLS SHARING SESSIONS AUTUMN/WINTER 2008

Organised by the London Older People's Resource Facility in Partnership with LOPSG

PLACES ARE LIMITED AND MUST BE BOOKED by calling 020 7785 3873 or emailing nabilla.stelter@london.gov.uk. For up-to-date information please visit www.lopsg.org.uk.

BOOKABLE SESSIONS

Designing a Bus

2.30 to 4.30pm, 16 September, Conference Room 9, City Hall

A competition to design a London bus of the future is firing the imaginations of would-be inventors in London and all over the globe. Join LOPSG members to create a design fit for older people. We will be submitting ideas to the 'imagine' side of the competition, for which technical skills are not required. This session will include a discussion of older people's needs on London's buses, agreement on key design elements, group work and a mock-up of the design to be submitted to the competition.

Word Processing

11am-4pm, 14 October, Conference Room 10, City Hall

This course is for beginners. It will include: getting started on your computer; basic functions on the keyboard and mouse; use of Microsoft Word for word processing; open, saving and closing files; changing font; cutting and pasting; adding bullet points and numbers; creating your own letterhead; automatic dating.

AskSARA

2-4pm, 27 or 28 October (date tbc), Boardroom, 1 London Bridge

The Disabled Living Foundation invites you to take full advantage of AskSara, a newly developed self-assessment tool to help individuals make adjustments to their life to improve it. Come along to identify your needs and find solutions. This will be an interactive session where you can learn to use the tool and are sign-posted to services that might be useful for you.

Chairing Meetings and Preparing Agendas

11am-1pm, 21 November, Room 1a, 1 London Bridge

This interactive session includes: defining the purpose of the meeting; role of the chair; keeping to time; handling difficult situations; and, managing discussion. There will be an opportunity to discuss your own experiences.

FORTHCOMING SESSIONS

Please note that **no bookings** are currently being taken for the following sessions. Further details, including dates, times and venues will be sent to LOPSG members in due course, after which you may contact the London Older People's Resource Facility to secure a place. The programme of forthcoming sessions is subject to change.

Capacity Building

This session will include the following using examples and case studies: governance, leadership, mission and strategy, administration, partnerships and collaboration, evaluation, marketing and planning.

Campaigning

You are invited to discuss key skills required for effective campaigning with a LOPSG group, which has been successful in this area. This session will include: thinking strategically; targeting energy; action planning; tips on how to influence decision; using the media; using creative skills to get noticed; an ideas generating exercise about imaginary campaign.

Leading and Developing an Older People's Organisation

This session will consider key elements of leading and developing an older people's organisation from the basis of the experience of participants. Topics covered will be: determining aims and goals; organisational structure; making a difference; getting others involved; looking to the future.

Fundraising

This session will include: prioritising your financial needs; identifying possible sources of funding; successful applications; monitoring use of funds.

Public Speaking

This session will consider: fear of public speaking; building confidence; making presentations more compelling; skills of effective presenting; use of teaching aids; use of the voice; effective structures.

The Potential of Networking

The aim of this session is to encourage LOPSG member groups to benefit from networking opportunities. This interactive session will include; tips to increase your confidence; knowing your worth; maximising opportunities; and using networking as a tool to combat loneliness.

Key Internet Skills

This session will include: how to get an email address; creating and sending emails; searching for information using Google. This course will not cover word processing.

Intergenerational Computer Course

This session aims to bring older and younger people together for mutual benefit. It aims to increase understanding between generations, build on low confidence levels, and improve basic computing skills.

Using Publishing Software

This is an opportunity for LOPSG members to gain useful tips on how to use publishing packages to improve your organisation's newsletter. The session will include: tutorial on Serif Photo Plus; tutorial on Serif Page Plus; advice and help in formatting an actual newsletter; time to experiment with the software

Online Forums as Tool to Combat Isolation

This session will include: an introduction to online forums and social networking sites; exercises with participants setting up online accounts; uploading photos from digital camera; and, conversing online.

Fear of Crime

This session will consider how fear of crime may be damaging to quality of life and will look at a real life example of how one borough tackled the issue.

Your 2012 Games

Come along to hear an update on plans for the 2012 Olympics and feed in your opinions on the issues that are important to you, including: regeneration, volunteering and the Cultural Olympiad.

The Impact of Volunteering

This session will consider: the benefits of volunteering; volunteering opportunities on offer; barriers to volunteering amongst older people; and, overcoming these barriers.

Arts and Health

Join us to discuss the benefits of active involvement in the arts. This session will include: discussion of research into the impacts of the arts on health; your experiences; and opportunities for you to get involved in the arts.

Your Transport Concerns as an Older Londoner

Find out more about the work of the LOPSG Transport Group, including key achievements, issues and how concerns are fed into relevant organisations. This will also be an opportunity to feed in your transport concerns.

Equalities and Diversity

This session will include: a presentation on diverse groups of older people in London; discussion about what equality and diversity means; an overview of LOPSG's forward work on equalities and diversity; how LOPSG and member groups can increase participation of diverse groups of older Londoners.

My Older People's Organisation

Join a LOPSG member organisation to learn more about their work programme, aims and future aspirations. The aim of this session is to strengthen links between LOPSG member groups and to share expertise.

Understanding Local Area Agreements

LAAs set out the priorities for a local area agreed between central government, local areas and other key partners at the local level. By understanding the way in which these agreements are formed, you can influence outcomes for older people. Join us to find out more about LAAs, what you can do, and the current priorities in your borough.

Becoming Greener

This informal session will allow participants the opportunity to circulate between various tables presenting elements of the green agenda, including: becoming greener, cutting costs; cycling; benefiting from local foods; conservation; town planning; and, allotments.

Intergenerational Dialogue: Bridging the Divide

Come along to discuss the perceptions younger and older people have of one another. The aim of this session is to challenge negative perceptions and learn from one another.

Elder Abuse

The aim of this session is to raise awareness about elder abuse, to stimulate debate and to inform you about what steps you should take if you or some one you know is being abused.

Lifelong Learning

This session will consider: the benefits and importance of learning to older people; funding cuts to adult education in London; opportunities to learn; what can be done to promote lifelong learning and fight cuts.

ALL SESSIONS MUST BE BOOKED. BOOKINGS CANNOT YET BE MADE FOR FORTHCOMING SESSIONS.