

# *Officer Academy*

Club, Society & Project Training

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   @icunion  @imperialcollegeunion  帝国理工学生会ICU

[imperialcollegeunion.org/csptraining](https://imperialcollegeunion.org/csptraining)

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union

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> Fitness First Aid	<b>7</b>
<b>8</b>	<b>9</b> Student Activities Training MR1, MR2 17:00-20:00	<b>10</b> Student Activities Training MR5 12:30-15:30	<b>11</b> Student Activities Training MR1, MR2 17:00-20:00	<b>12</b>	<b>13</b> General First Aid MR1, MR2 9:00-17:00	<b>14</b>
<b>15</b> Student Activities Training MR4 17:00-20:00	<b>16</b> Student Activities Training MR3 17:00-19:30	<b>17</b>	<b>18</b> ICXP: Level Up your Club! JCR 11:30-14:30 Student Activities Training MR4 17:00-19:00	<b>19</b>	<b>20</b> General First Aid MR1, MR2 10:00-14:30	<b>21</b>
<b>22</b> ICXP: Level Up your Club! JCR 11:30-14:30 Student Activities Training MR5 17:00-20:00	<b>23</b> Student Activities Training MR1, MR2 17:00-20:00	<b>24</b> Student Activities Training MR1, MR2 12:30-15:30	<b>25</b> Student Activities Training MR4 17:00-20:00	<b>26</b>	<b>27</b> Fieldwork/Outdoor First Aid MR1, MR2 9:00-17:00	<b>28</b> Fieldwork/Outdoor First Aid MR1, MR2 9:00-17:00
<b>29</b> Student Activities Training SAF 119 17:00-20:00	<b>30</b> ICXP: Level Up your Club! JCR 11:30-14:30 Student Activities Training MR5 17:00-20:00	<b>31</b> Student Activities Training MR3 12:30-15:30				

# October

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			<b>1</b> Student Activities Training MR5 17:00-20:00	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b> Student Activities Training MR5 17:00-20:00	<b>6</b> ICXP: Level Up your Club! JCR 11:30-14:30 Student Activities Training MR1&2 17:00-20:00	<b>7</b> Student Activities Training MR3 12:30-15:30	<b>8</b> Student Activities Training MR1 MR2 17:00-20:00	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b> Student Activities Training MR1 MR2 17:00-20:00	<b>13</b> Student Activities Training MR1 MR2 17:00-20:00	<b>14</b> Student Activities Training SAF 121 12:30-15:30	<b>15</b> Student Activities Training MR1 MR2 17:00-20:00	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b> Student Activities Training MR3 17:00-20:00	<b>20</b> Student Activities Training MR5 17:00-20:00	<b>21</b> Student Activities Training MR5 12:30-15:30	<b>22</b> Student Activities Training MR1 MR2 17:00-20:00	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b> Student Activities Training MR5 17:00-20:00	<b>27</b> Student Activities Training MR1 MR2 17:00-20:00	<b>28</b> Student Activities Training MR3 12:30-15:30	<b>29</b> Student Activities Training MR1 MR2 17:00-20:00	<b>30</b>		

# November

# Officer Academy

## Workshops

### Club Finance

Understand Union financial transactions and how to effectively manage club money. Learn how to sell online, raise a sales invoice, bank cash & cheques, raise a Purchase Order, authorise expenses claims, event budgets and VAT, and how this impacts your Club, Society or Project.

### Safety & Risk Management

Understand your key responsibilities and the Duty of Care you hold to your members as a club officer. Learn about Financial Responsibility and its implications, risks to your members and how to mitigate them, how to write an effective Risk Assessment and Contingency Plan, and handling your members' data in line with the General Data Protection Regulation (GDPR).

### Team Management

Learn how to develop, manage and lead teams effectively. Explore what contributes to an effective team, motivational theory, the causes of team conflict, review strategies to overcome conflict, the value of diversity within teams, and the importance of using team members' skills sets effectively.

### Project & Event Management

Explore how to deliver your projects and events successfully. Learn about the different stages of planning and delivering a project or event, project management tools, contingency planning, evaluating project/event success, problem solving methodologies and assessing your individual strengths and weaknesses in time management.

### Creating Inclusive Environments

Understand how to embed inclusivity in everything you do as a Club, Society or a Project. Learn about unconscious bias and how it can be challenged, practices that marginalise or exclude people, the skills of a diversity of students within your group, and creating a plan of specific steps you can take to ensure your Club, Society or a Project is inclusive.

### Exploring Sponsorship

Explore sponsorship as an option for your Club, Society or Project. Learn how to get to know your membership and your worth as a CSP. Understand the relationship with your sponsor and boundaries as well as the resources available to you, the sponsorship process and associated timescales.

### Resources

#### Training Hub

This should be your first port of call if you need answers! Go to <https://eactivities.union.ic.ac.uk/training>

#### Management Group/Constituent Union

Your MG or CU Executive Committee has been in your position before and will have a good understanding of the ins and outs of the Union and our processes. You can find their contact information on the Training Hub.

#### Student Activities Team

For all other enquiries contact us on

 [activities@imperial.ac.uk](mailto:activities@imperial.ac.uk)

**Please note:** you must book online before attending a training workshop.

To find out what other workshops we deliver, visit: [www.imperialcollegeunion.org/csptaining](http://www.imperialcollegeunion.org/csptaining)

To book onto a workshop visit: [www.imperialcollegeunion.org/whats-on](http://www.imperialcollegeunion.org/whats-on)

To learn more about first aid courses visit: [www.imperialcollegeunion.org/firstaid](http://www.imperialcollegeunion.org/firstaid)