



**Clackmannanshire Tenants & Residents Federation**  
**Tenants & Residents Associations / Community Groups**  
**Information and Training Questionnaire 2010/11**

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Clackmannanshire Tenants & Residents Federation was established in 1994. The Federation aims to promote the rights of tenants and tenants and residents groups in Clackmannanshire in the maintenance and improvement of their housing conditions and communities.

As part of our work we aim to ensure that tenants, tenants and residents groups and other member groups have the information, advice, support and training needed to effectively influence decisions taken about our homes and communities.

We are currently planning our new support, information and training programme and we need your views.

Please complete the short questionnaire attached and tell us you would like to find out more about and how you would like to take part.

When you have completed the questionnaire, please return it in the freepost envelope provided or email.

**In the questions below, please tick all those which apply.**

**1. Tell us which subjects or issues you would you like to develop your skills and knowledge.**

- |  |  |
|--|--|
| <input type="checkbox"/> Committee Skills                | <input type="checkbox"/> Revising Your Groups Constitution |
| <input type="checkbox"/> Chairing Skills                 | <input type="checkbox"/> Public Speaking                   |
| <input type="checkbox"/> Secretary Skills                | <input type="checkbox"/> Writing Newsletters               |
| <input type="checkbox"/> Treasurer Skills                | <input type="checkbox"/> Negotiation Skills                |
| <input type="checkbox"/> Housing Finance                 | <input type="checkbox"/> Preparing a Speech                |
| <input type="checkbox"/> Tenant Participation            | <input type="checkbox"/> Effective Decision Making         |
| <input type="checkbox"/> Tenant Participation Strategies | <input type="checkbox"/> Partnership Working               |
| <input type="checkbox"/> Understanding Housing Services  | <input type="checkbox"/> Planning Meetings                 |
| <input type="checkbox"/> Understanding Rent Structures   | <input type="checkbox"/> Writing Letters                   |
| <input type="checkbox"/> Common Housing Registers        | <input type="checkbox"/> Effective Communication           |
| <input type="checkbox"/> Neighbourhood Management        | <input type="checkbox"/> Writing Reports                   |
| <input type="checkbox"/> Building your group membership  | <input type="checkbox"/> Your Group – Getting Organised    |

If you can't find what you are looking for..... let us know and we will do our best to provide the support, information or training you require

Other required .....

**2. Tell us how you would like to receive support, information and training.**

- Training Session in your Group
- Training Session with other group members from throughout Clackmannanshire
- Joint training Session with Housing staff
- Home study Work Books (to complete in the comfort of your Own home)
- Receiving Written Information

**3. If you would like to take part in information / training sessions, please tell us times which suit you.**

- Weekday Morning
- Saturday Daytime
- Weekday Afternoon
- Sunday Daytime
- Weekday Evening

Name:.....
Address:.....
Postcode:.....
Name of Group / Organisation:.....
Tel No.....Email:.....