

July 2018

### Grants Information Session

Wednesday 18 July, 6.30pm to 8.30pm

This session will help kick start you into the world of grants. It will assist you to understand what grants are available and what you need to think about when putting in a grant application.

### Grant Writing Workshop

Thursday 19 July, 6.30pm to 8.30pm

Pick up useful tips to have the best chance of writing a successful grant application. This workshop includes insights into what grant makers are looking for in an application and understanding grants jargon, assessment processes and expectations.

### A Guide to Event Planning

Wednesday 25 July, 9.30am to 12.30pm

Are you planning an event in Wyndham? No matter what the size, scale or nature of your event, our Wyndham City Event Officers will provide advice on how to develop event plans, what to consider when planning an event and guide you through the potential requirements for your event.

August 2018

### Starting a Not For Profit Community Organisation

Wednesday 15th August, 6.30pm to 9.30pm

Are you involved in setting up or running a community organisation and keen to understand the legal issues? This introductory session will provide you with an overview of the key legal requirements.

### Planning for Success (strategic planning)

Tuesday 28th August, 6.30pm to 9.30pm

A good strategic plan is a logical map of where your organisation is now, where it needs to go and how it will get there. This session will help your organisation understand the planning process and the importance of this preparation to take your organisation in a clear and defined direction.

September 2018

### Social Enterprise – Is it right for us?

Thursday 13 September, 9.30am to 12.30pm

Social enterprises exist to benefit the public, and when successful, reflect the needs of the community. This session is for those who have never established a social enterprise before and wonder if it's the right response to the social need or issue they are experiencing.

### Grants Information Session

Wednesday 19 September, 6.30pm to 8.30pm

This session will help kick start you into the world of grants. It will assist you to understand what grants are available and what you need to think about when putting in a grant application.

### Grant Writing Workshop

Thursday 20 September, 6.30pm to 8.30pm

Pick up useful tips to have the best chance of writing a successful grant application. This workshop includes insights into what grant makers are looking for in an application and understanding grants jargon, assessment processes and expectations.

October 2018

### Understanding your Not for Profit's Rules

Wednesday 10 October, 6.30pm to 9.30pm

Do you find the rules or constitution of your community organisation confusing? How, and when, should you change the rules? The rules of a group can resolve many day-to-day issues that arise so it's vital that everyone involved understands them.

### Food Handling Basics

Tuesday 23 October, 1.30pm to 3.30pm

Are you an individual or a member of a sporting club or community group? This information session will provide you with a basic understanding of the requirements of the Food Act 1984 and safe food handling for a community fete, canteen, sausage sizzle, market or public event. Please note this is not accredited training.



#### ELIGIBILITY

FREE to Wyndham residents, volunteers and community organisations.

#### BOOKINGS

Registration will open 4 weeks prior to each session and bookings are essential. Please notify us if you are no longer able to attend a session.

#### TO REGISTER

Visit [www.wyndham.vic.gov.au/volunteering](http://www.wyndham.vic.gov.au/volunteering), click on 'Volunteering and Community Group Training' and click on the 'What's On Calendar'.

#### WHERE IS THE TRAINING?

At various locations in Wyndham. Please check the website at time of registration.

#### TRANSLATING AND INTERPRETING SERVICES

The information in this brochure can be translated by contacting 131 450 and ask to be connected to Wyndham City on 9742 0777.

#### FURTHER INFORMATION

Contact the volunteering team on 9742 0777.

*Please note session dates and times may be subject to change.*

[www.wyndham.vic.gov.au/volunteering](http://www.wyndham.vic.gov.au/volunteering)



## Wyndham Volunteer & Community Group Training Calendar 2018

[www.wyndham.vic.gov.au/volunteering](http://www.wyndham.vic.gov.au/volunteering)

## February 2018

### Grants Information Session

Monday 12 February, 6.30pm to 8.30pm

This session will help kick start you into the world of grants. It will assist you to understand what grants are available and what you need to think about when putting in a grant application.

### Grant Writing Workshop

Thursday 15 February, 6.30pm to 8.30pm

Pick up useful tips to have the best chance of writing a successful grant application. This workshop includes insights into what grant makers are looking for in an application and understanding grants jargon, assessment processes and expectations.

### Understanding Financials for Committee Members

Wednesday 21 February, 6.30pm to 9.30pm

As a committee member, you have individual responsibility to understand the financial reports and ensure your group is solvent. Learn how to read and understand the facts and figures presented in financial reports and help your organisation to survive and thrive.

### A Guide to Event Planning

Tuesday 27 February, 6.30pm to 9.30pm

Are you planning an event in Wyndham? No matter what the size, scale or nature of your event, our Wyndham City Event Officers will provide advice on how to develop event plans, what to consider when planning an event and guide you through the potential requirements for your event.



## March 2018

### Working with other Organisations: from MOUs to Mergers

Wednesday 7 March, 6.30pm to 9.30pm

Thinking of working with other community groups or not-for-profits? There are many benefits to collaborating with other Not For Profits – from accessing funding to increasing your reach in the community. However, it's important you understand the legal side of various working arrangements and what they might mean for your organisation.

### Grants Information Session

Tuesday 13 March, 1pm to 3pm

This session will help kick start you into the world of grants. It will assist you to understand what grants are available and what you need to think about when putting in a grant application.

### Grant Writing Workshop

Thursday 15 March, 1pm to 3pm

Pick up useful tips to have the best chance of writing a successful grant application. This workshop includes insights into what grant makers are looking for in an application and understanding grants jargon, assessment processes and expectations.

### Starting a Not For Profit Community Organisation

Thursday 22 March, 9.30am to 12.30pm

Are you involved in setting up or running a community organisation and keen to understand the legal issues? This introductory session will provide you with an overview of the key legal requirements.



## April 2018

### Running a Successful Annual General Meeting (AGM)

Tuesday 17 April, 6.30pm to 9.30pm

The AGM is a time to communicate the successes and challenges of the past year and importantly, what's planned for the future. Bringing all your stakeholders together to celebrate the year through a well-run meeting, which provides information and inspiration for the members, helps to enhance your organisation's reputation in many ways.

### Volunteers and the Law

Monday 23 April, 6.30pm to 9.30pm

Does your community organisation engage volunteers? Do you know the legal difference between paid and unpaid workers? This session will step you through the components of a successful and legally compliant volunteer program.

## May 2018

### Grants Information Session

Wednesday 16 May, 6.30pm to 8.30pm

This session will help kick start you into the world of grants. It will assist you to understand what grants are available and what you need to think about when putting in a grant application.

### Grant Writing Workshop

Thursday 17 May, 6.30pm to 8.30pm

Pick up useful tips to have the best chance of writing a successful grant application. This workshop includes insights into what grant makers are looking for in an application and understanding grants jargon, assessment processes and expectations.

### Food Handling Basics

Thursday 24 May, 6.30pm to 8.30pm

Are you an individual or a member of a sporting club or community group? This information session will provide you with a basic understanding of the requirements of the Food Act 1984 and safe food handling for a community fete, canteen, sausage sizzle, market or public event. Please note this is not accredited training.

## June 2018

### Privacy Laws for Community Organisations

Tuesday 5 June, 6.30pm to 9.30pm

Are you handling the personal details of volunteers, members or clients? Privacy laws can be tricky for community organisations to navigate, particularly with developments in technology and increasing numbers of organisations collaborating to deliver services. Attend this session to make sure your organisation is doing the right thing.

### Grants Information Session

Wednesday 6 June, 6.30pm to 8.30pm

This session will help kick start you into the world of grants. It will assist you to understand what grants are available and what you need to think about when putting in a grant application.

### Grant Writing Workshop

Thursday 7 June, 6.30pm to 8.30pm

Pick up useful tips to have the best chance of writing a successful grant application. This workshop includes insights into what grant makers are looking for in an application and understanding grants jargon, assessment processes and expectations.

### Managing Volunteers

Wednesday 13 June, 9.30am to 12.30pm

This workshop will cover the fundamentals of managing volunteers, including some practical approaches to managing conflict.

### Victorian Child Safe Standards

Wednesday 27 June, 6.30pm to 9.30pm

This training provides an overview of the Victorian Child Safe Standards and unpacks the legislative context and requirements of each standard. The program aims to provide awareness and understanding of child abuse with a focus on how to prevent, recognise and respond to instances of abuse.