

August 2019

Running Successful Committee Meetings

Wednesday 14th August 2019, 6.30pm to 9.30pm

This session will assist you to have productive meetings where everyone feels like they have contributed, achieved the tasks required, want to return again and importantly, be willing to recommend people they know to join too.

Food Handling Basics

Tuesday 27th August 2019, 9.30am to 11.30am

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.

September 2019

Community Grants

Monday 2nd September 2019, 6.30pm to 9.30pm

Learn about what grants are available and how to apply. Build your grant writing skills while gaining insights and developing strategies on how to secure funding for your project or event.

Committee Roles and Responsibilities

Thursday 12th September 2019, 6.30pm to 9.30pm

Do you really know what your role is on the committee? Do you know what should be in place to make the committee function successfully? This interactive workshop will help your group understand the responsibilities of the committee and what accountabilities are relevant for each committee member's role.



October 2019

Volunteers and the Law

Wednesday 9th October 2019, 9.30am to 12.30pm

Does your community organisation engage volunteers? The way the law applies to volunteers can be complex and confusing. This session will step you through the components of a successful and legally-compliant volunteer program.

Community Grants

Monday 14th October 2019, 6.30pm to 9.30pm

Learn about what grants are available and how to apply. Build your grant writing skills while gaining insights and developing strategies on how to secure funding for your project or event.

Starting a Community Organisation

Wednesday 23rd October 2019, 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.

December 2019

Community Grants

Monday 2nd December 2019, 6.30pm to 9.30pm

Learn about what grants are available and how to apply. Build your grant writing skills while gaining insights and developing strategies on how to secure funding for your project or event.



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, 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



Wyndham VOLUNTEER & COMMUNITY GROUP Training Calendar 2019

www.wyndham.vic.gov.au/volunteering



February 2019

Attracting, Recruiting and Retaining Volunteers

Tuesday 19th February 2019, 6.30pm to 9.30pm

Attracting volunteers and committee members is an important part of maintaining a sustainable organisation. Who do you need? What skills are required? How do you find the right people? This workshop is designed to give community organisations the plan to maximise opportunities to attract, retain and support the right volunteers for your group.

Community Grants

Thursday 21st February 2019, 6.30pm to 9.30pm

Learn about what grants are available and how to apply. Build your grant writing skills while gaining insights and developing strategies on how to secure funding for your project or event.

March 2019

Building Community with Social Media

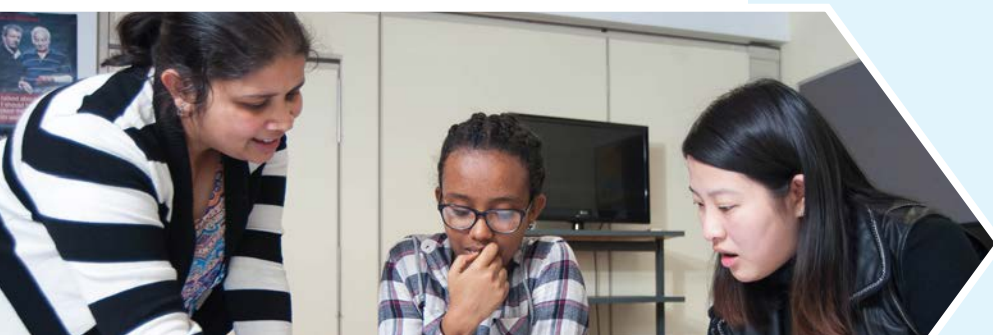
Tuesday 5th March 2019, 9.30am to 12.30pm

Facebook, Twitter, LinkedIn, Instagram, Pinterest – does it all seem so confusing to know what to use for your organisation and how to use it effectively? This interactive session will provide a basic overview of the most popular social media platforms used in Australia and insights into the best way they can be used effectively.

Understanding Financials for Committee Members

Thursday 21st March 2019, 6.30pm to 9.30pm

Are financials like another language to you? Do you find it hard to understand what those numbers really mean or need a refresher? Understand the facts and figures presented in financial reports and help your organisation to survive and thrive.



April 2019

Food Handling Basics

Wednesday 3rd April 2019, 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.

A Guide to Event Planning

Tuesday 30th April 2019, 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.

May 2019

Community Grants

Monday 20th May 2019, 6.30pm to 9.30pm

Learn about what grants are available and how to apply. Build your grant writing skills while gaining insights and developing strategies on how to secure funding for your project or event.

Starting a Community Organisation

Thursday 30th May 2019, 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.

June 2019

The Great Idea!

Tuesday 11th June 2019, 6.30pm to 9.30pm

Have you got a great idea but are not sure where to start? Funding opportunities can be unpredictable with funding applications being accessible at various times of the year. Are you ready for them? Have you had time to develop your idea? This session will give you the chance to start from scratch and develop your idea into a project plan.

Managing Conflicts and Disputes within your Community Group

Wednesday 26th June 2019, 6.30pm to 9.30pm

Conflicts and disputes can be stressful events, and the success of your community group can depend on how effectively you manage them. In this session you will learn what the law requires you to do when a conflict or complaint arises in your not-for-profit organisation.



July 2019

Planning for Success (strategic planning)

Tuesday 16th July 2019, 6.30pm to 9.30pm

Where are we now? Where do we want to be? How do we get there? This session will help your organisation understand the planning process and the importance of this preparation in steering you into a clear and defined direction.

Community Grants

Monday 22nd July 2019, 6.30pm to 9.30pm

Learn about what grants are available and how to apply. Build your grant writing skills while gaining insights and developing strategies on how to secure funding for your project or event.

A Guide to Event Planning

Tuesday 30th July 2019, 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.

