

Starting a Community Organisation

Wednesday 5 August 2020, 6.30pm to 9.30pm

Congratulations! You're thinking about starting a community group. The best organisations have solid foundations. We have heaps of handy tips and loads of important legal information to share, to help your group get off to the best possible start.

Social Media and the Law

Thursday 13 August 2020, 6.30pm to 9.30pm

Make the news for all the right reasons and learn how to stay #social without getting# sued. We'll give you our top tips to help your not-for-profit spot key legal issues and minimise risk for your socials.

Disability Confidence Training

Thursday 20 August 2020, 9.30am to 12.30pm

A 'disability confident' community group/organisation should be able to routinely and seamlessly accommodate differences when managing volunteers who may have a disability. This session will assist you to build confidence to know the right things to say and do when interacting with a person with disability.

Step into Volunteering

Wednesday 26 August 2020, 6.30pm to 8.30pm

Are you interested in volunteering but you're not sure what you would like to do, how to go about it and where to find more information? Come along to this informal introduction to volunteering and find out what the expectations are – from both sides.

September 2020

Measuring the Impact of Your Volunteer Program

Tuesday 1 September 2020, 9.30am to 12.30pm

Volunteers add immeasurably to our not for profit organisations. And that's just the challenge – it's difficult to measure their contribution and the effectiveness of our volunteer programs. This session will provide the tools to help conduct a volunteer program evaluation and articulate what the value of the volunteer contribution really is.

Community Grants

Monday 7 September 2020, 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.

Food Handling Basics

Wednesday 9 September 2020, 6.30pm to 8.30pm

Are you an individual or a member of a sporting club or community group? This information session (non-accredited) 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.

October 2020

Building a Culturally Competent Organisation

Thursday 15 October 2020, 6.30pm to 9.30pm

All organisations operate in a culturally diverse environment and need to have the ability to interact with this ever-changing landscape. This interactive and thought-provoking program will enhance your team's skills to take steps towards building a culturally competent organisation.

November 2020

Community Grants

Monday 9 November 2020, 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.

December 2020

Community Grants

Monday 7 December 2020, 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

Online 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'.

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

For more information on training sessions or accessibility, contact the Volunteer Development Officer on 9742 0777.

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

Wyndham
Volunteers

wyndhamcity

www.wyndham.vic.gov.au/volunteering



Wyndham
Volunteer &
Community Group

Training Calendar 2020

wyndhamcity

www.wyndham.vic.gov.au/volunteering

February 2020

Community Grants

Monday 3 February 2020, 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.

Step into Volunteering

Monday 10 February 2020, 10am to 12pm

This volunteer information session is an informal introduction to volunteering for prospective volunteers to find out what volunteering is and what the expectations are – from both sides.

Training for New and Aspiring Treasurers

Monday 24 February 2020, 6.30pm to 9.30pm

This training workshop will help you understand the mechanisms to record the finances and requirements involved in the role of a Treasurer of a small community group.

March 2020

Food Handling Basics

Tuesday 3 March 2020, 9.30am to 11.30am

Are you an individual or a member of a sporting club or community group? This information session (non-accredited) 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.



Help Wanted!

Wednesday 11 March 2020, 6.30pm to 9.30pm

Determine what your community group needs from its volunteering workforce, breaking down those needs and creating a volunteering plan to match. It will help to maximise engagement with potential volunteers and give some tips and tricks to promote the organisation and potential volunteering opportunities.

Disability Confidence Training

Thursday 19 March 2020, 6.30pm to 9.30pm

A 'disability confident' community group/organisation should be able to routinely and seamlessly accommodate differences when managing volunteers who may have a disability. This session will assist you to build confidence to know the right things to say and do when interacting with a person with disability.

Building a Culturally Competent Organisation

Monday 23 March 2020, 9.30am to 12.30pm

All organisations operate in a culturally diverse environment and need to have the ability to interact with this ever-changing landscape. This interactive and thought-provoking program will enhance your team's skills to take steps towards building a culturally competent organisation.

April 2020

Community Grants

Monday 6 April 2020, 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.

Budget Planning for Community Organisations

Wednesday 22 April 2020, 6.30pm to 9.30pm

Do you need to understand the fundamentals of budgeting for your community group? This session will provide community group leaders with the confidence to be able to understand the fundamentals of budgeting. It will help them to formulate a budget for their projects/programs and use a budgeting tool which will help them to forward plan and manage their program's success.



A Guide to Event Planning

Wednesday 29 April 2020, 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 2020

The Great Idea!

Wednesday 6 May 2020, 6.30pm to 9.30pm

Have you got a great idea but are not sure where to start? We will help you to develop it into a project plan, building a solid base for knowing exactly what you intend to do, how you intend to do it and how much money is required to make it successful for the community.

June 2020

Community Grants

Monday 1 June 2020, 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.

Project Management Essentials

Wednesday 3 June 2020, 6.30pm to 9.30pm

Every successful program or project is based on great design and loads of planning and the development of a project takes focus and creativity. So how do you design a project that is successful, on time, on budget and achieves all of the goals set? It's a big ask when there are limited resources.

Top Legal Tips for Community Organisations

Thursday 18 June 2020, 6.30pm to 9.30pm

Looking for a simple, practical overview on a range of legal issues affecting community organisations? Arm yourself with our top ten essential legal tips for running a community organisation at this handy, practical session.

Conflict Management

Wednesday 24 June 2020, 6.30pm to 9.30pm

A diverse group of people from different backgrounds, experiences and varying opinions can enhance community groups or non-profits. This session will help you prepare a plan to prevent or mitigate potential conflicts through positive culture, improved communication, good policy and early intervention.

July 2020

A Guide to Event Planning

Wednesday 22 July 2020, 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 2020

Community Grants

Monday 3 August 2020, 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.

