

Winter | Spring 2019 Workshop Series

Volunteering Geelong & the City of Greater Geelong presents a series of workshops for Volunteers & Volunteer Leaders from not- for- profit community organisations or groups.



Bookings are essential - <https://volunteeringgeelong.org.au/events-training/>
Enquiries: info@volunteeringgeelong.org.au or Phone: 5221 1377

Course	Date	Time	Venue	VG Financial Member	Non-Financial Member
<p>Thinking about Volunteering: workshop designed to inform anyone interested in volunteering What's involved to become a volunteer What's in it for me? Creating a volunteer profile and translating volunteering into a resume</p>	Thursday 11 th July	2.00pm – 3.30pm	Volunteering Geelong (St Mary's Terrace), 192 Myers St, Geelong	FREE	\$25.00
<p>HLTAID003 Provide First Aid: Certificate Course **Registrants must have a USI number to attend this course – check website for details ** Limited to 2 subsidised places per session for VG Financial Members ** Bookings online – Payment required at time of booking</p> <p>CPR Update Only – 8.30 – 12.30pm = \$55 per session</p> <p><i>Delivered by Accredited trainer from Bellarine First Aid</i></p>	<p>12th July 26th July</p> <p>9th August 23rd August</p> <p>13th September 27th September</p> <p>11th October 25th October</p> <p>8th November 29th November</p> <p>6th December 13th December</p>	9.00am – 4.00pm	Volunteering Geelong (St Mary's Terrace), 192 Myers St, Geelong	\$55 ** Subsidy - Limited to 2 per session	Full Course - \$130 CPR Only - \$55
<p>Volunteer Recruitment – attracting and recruiting volunteers! Workshop: Attracting volunteers and committee members is an important factor in not for profit “business as usual”. Designed to tease out what your organisation volunteering workforce needs and creating a plan. Topics include volunteer position descriptions, induction checklist, volunteer recognition, finding committee members and structuring a committee *Limited places – book in early Delivered by Non Profit Training</p>	Monday 22 nd July	9.30am – 12.30pm	Volunteering Geelong (St Mary's Terrace), 192 Myers St, Geelong	FREE	\$50.00
<p>Governance Workshop: (Running a committee meeting / AGM) Understand your committee's role in oversight and monitoring. In this workshop we will cover financial management, organisational risk, legal structure and implications, roles and responsibilities. * Limited places – book in early Delivered by Non Profit Training</p>	Thursday 1 st August	9.30am – 12.30pm	Volunteering Geelong (St Mary's Terrace), 192 Myers St, Geelong	FREE	\$50.00
<p>Finance Essentials Workshop: Understand how to assess if good financial governance is in place for your group. Interpreting financial reports including the balance sheet, profit & loss and cash flow reports. Developing your budget for the Financial year. Calculating your organisations financial health. Linking your strategic plan to budget and financial reports. * Limited places – book in early Delivered by Non Profit Training</p>	Wednesday 11 th September	9.30am – 12.30pm	Volunteering Geelong (St Mary's Terrace), 192 Myers St, Geelong	FREE	\$50.00
<p>Leading and managing volunteers: An interactive workshop designed to empower volunteer coordinators and managers with their management and recognition of volunteers and their volunteer programs. *Limited places – book in early Delivered by Non Profit Training</p>	Wednesday 9 th October	9.30am – 12.30pm	Volunteering Geelong (St Mary's Terrace), 192 Myers St, Geelong	FREE	\$50.00
<p>Conflict Coaching Workshop: Identify, prevent and resolve conflict – Provided by Kerry-Anne Williams - Department of Justice - for volunteers and/or Volunteer Coordinators and Managers</p>	Wednesday 27 th November	9.30am- 12.30pm	Volunteering Geelong (St Mary's Terrace), 192 Myers St, Geelong	FREE	FREE
<p>Improve your TechKnowledgeY: Workshop: coaching to learn to utilise your digital technology *Limited places – book in early Delivered by Non Profit Training</p>	Tuesday 29 th October	9.30am- 12.30pm	Volunteering Geelong (St Mary's Terrace), 192 Myers St, Geelong	Express your interest at Volunteering Geelong	\$50.00
<p>Geelong Volunteer Leaders Network – 2019 Forums: an active, robust network of Volunteer Managers and Coordinators defining the needs of volunteering and its impact across the G21 region within not-for-profit and / or charitable organisations.</p> <p>Committed to the National Standards of Volunteer Involvement into daily practice, development of training & workshop opportunities for professional development and lobbying all levels of Government to ensure the importance of volunteering is impacting social and economic benefit for our community and our organisations.</p>			<p>FREE for network members 9.30am – 11.00am Wednesday 7th August Wednesday 2nd October Wednesday 4th December</p>	Volunteering Geelong 192 Myers St, Geelong	Want to join this network- Inquire at Volunteering Geelong to join this network