

TRAINING & EVENTS



JANUARY TO JUNE 2019

GOOD GOVERNANCE

GOOD GOVERNANCE FOR BOARD MEMBERS

Wednesday 13 February 2019,
9.30-11.30am, Oak Flats
\$55 members, \$75 non members

Join us for this practical training course which provides a great foundation for understanding a board's role and responsibilities under the NSW Associations Incorporation Act 2009.

Learn about your role on the board, explore conflict of interest and develop skills in creating a more effective and efficient board.



OUTCOMES MEASUREMENT

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Two locations • Wednesday 6 March 2019, Nowra, 10am-2pm.
• Thursday 7 March 2019, 10am-2pm, Cafe Essay, Wollongong
\$30 for members, \$55 for non members

The workshop provides the opportunity to examine how to develop, implement and evaluate community-based activities through using evidence and measuring outcomes. The workshop will provide opportunities to engage in 'hands on' activities to help you follow processes to identify the evidence base for and impact of your activities/programs, develop outcomes and tools to measure them, and reflect on programs that are relevant to the reformed TEI funding programs and/or an outcomes measurement framework.

Activities during the workshop include turning your existing survey questions into outcome measures and using a FACS template to develop a program logic for one of the activities you currently deliver. It is assumed that participants will have a basic knowledge of Outcomes Measurement. Please bring to the workshop an activity/program or service survey that your organisation currently uses.



DEMENTIA FRIENDS



LAUNCH OF DEMENTIA FRIENDS TRAINING

We are offering this free training in two locations • Tuesday 19 February 2019, 9.30-11.30am, Oak Flats • Tuesday 5 March 2019, 10.30am-12.30pm, Nowra

A Dementia Friend is someone who wants to make a positive difference to the lives of people living with dementia through increased awareness and support. This training will outline individual actions you can undertake to support people with dementia to remain included, accepted and connected with their community.

GUARDIANSHIP & THE NDIS



GUARDIANSHIP & THE NDIS

Tuesday 19 March 2019, 10am-12 noon, Wollongong CBD
Free for members/non members

This workshop will cover:

- The difference between NSW Trustee and Guardian (NSWTG) and Public Guardian (PG) e.g. financial decision making vs lifestyle decision making.
- The role of NSWTG and PG in the NDIS.
- How PG make decisions, specifically substitute decision making and the process of how this is done.
- An introduction to supported decision making for support workers.

OUTCOMES MEASUREMENT



OUTCOMES MEASUREMENT FOR THE AGED CARE SECTOR

Tuesday 2 April 2019, 9.30-4pm, Gerroa Fisherman's Club
\$55 for members/ \$75 non members

What difference are you really making to your consumers lives? How can you assess if positive changes in a consumers life can be attributed to the support you provide?

This subsidised workshop identifies and explores a range of options available to you to measure consumer outcomes. Content includes an overview of a range of validated tools, goal measurement strategies and considerations in developing specific tools for different community care service types. Facilitator: Glen Sorensen.

SOCIAL MEDIA FOR NOT FOR PROFITS



SOCIAL MEDIA FOR NOT FOR PROFIT ORGANISATIONS

Tuesday 9 April 2019, 9.30am-11.30am, Oak Flats
Free for members, \$10 non members

This training is designed to show not for profit organisations how they can best utilise their time for social media activities. We'll

discuss some free software options, reaching your target audience, creating a marketing strategy, paid advertising options, creating content including videos and scheduling posts.

Social media is always evolving and strategies should be assessed regularly.

LIFELINE DV TRAINING



LIFELINE DV TRAINING

Thursday 2 May & Friday 3 May 2019, 9.00am-4.30pm, Oak Flats

Free for health, allied health and community frontline workers who come in contact with women and their children subjected to domestic and family violence DV-alert

empowers participants to be confident first responders when facing issues of domestic and family violence.

Participants who complete this nationally recognised training are also provided with resources on how to respond and refer cases.

CHILDSAFE WORKSHOP



CHILDSAFE WORKSHOP

Tuesday 7 May 2019, 10am-4.30pm, City Diggers Club, Wollongong
Free for members/non members

The full day child safe training session is aimed for people working or volunteering in child related organisations in NSW.

The sessions will provide you with skills and resources to help you establish more effective

methods to manage risk and focus on creating safe environments for children and young people. Topics include • Creating a child safe culture • Codes of conduct • Situational prevention and effective risk management Recruitment and selection tips • Obligations under the Working With Children Check • Complaints management techniques.

SAFE SERIES WORKSHOP



SAFE SERIES(EARLY CHILDHOOD)

Wednesday 8 May 2019, 10am-12pm, IACC, Warrawong
Free for members/non members

The NSW Office of the Children's Guardian introduces the SAFE series, a set of four books containing protective behaviour messages aimed at children 2-6 years old. The series is a free resource that will be made available only

to organisations attending this interactive workshop. Participants will learn about learning outcomes which link to the child safe personal safety messages, practical hints, tips and tools, points of discussion for engaging children, ready-made activities and ways for children to better understand how the books relate to them.

SAFE SPACE WORKSHOP



SAFE SERIES (EARLY CHILDHOOD)

Wednesday 8 May 2019, 6-8pm, Big Fat Smile, Corrimal, Free for members/non members

The NSW Office of the Children's Guardian introduces the SAFE series, a set of four books containing protective behaviour messages aimed at children 2-6 years old. The series is a free resource that will be

made available only to organisations attending this interactive workshop. Participants will learn about learning outcomes which link to the child safe personal safety messages, practical hints, tips and tools, points of discussion for engaging children, ready-made activities and ways for children to better understand how the books relate to them.

SAFE SPACE WORKSHOP



SAFE SPACE (DISABILITY)

Thursday 9 May 2019, 10am-4.30pm,
City Diggers, Wollongong
Free for members/non members

The NSW Office of the Children's Guardian has developed Child Safe Organisation training for the disability sector. The interactive workshop will assist participants in developing and implementing effective and practical child safe policies and procedures in the workplace.

Participants will receive a workbook which includes templates and Child Safe tools and learn about creating a child safe culture, situational prevention and effective risk management.

CHILDSAFE WORKSHOP



CHILDSAFE WORKSHOP

Tuesday 14 May 2019, 10am-4.30pm,
Milton Ulladulla Ex-Servo's Club
Free for members/non members

In partnership with Family and Community Services, the NSW Office of the Children's Guardian has developed Child Safe Organisation training for the disability sector. The interactive workshop will assist participants in developing and implementing effective and practical child safe policies and procedures in the workplace. Participants will receive a workbook which includes templates and Child Safe tools and learn about creating a child safe culture, situational prevention and effective risk management.

SAFE SERIES WORKSHOP



SAFE SERIES (EARLY CHILDHOOD)

Wednesday 15 May 2019, 6-8pm,
Shoalhaven Family Day Care
Free for members/non members

The NSW Office of the Children's Guardian introduces the SAFE series, a set of four books containing protective behaviour messages aimed at children 2-6 years old.

The series is a free resource that will be made available only to organisations attending this interactive workshop. Participants will learn about learning outcomes which link to the child safe personal safety messages, practical hints, tips and tools, points of discussion for engaging children, ready-made activities and ways for children to better understand how the books relate to them.

SAFE SPACE WORKSHOP



SAFE SPACE (DISABILITY)

Thursday 16 May 2019, 10am-4.30pm,
Milton Ulladulla Ex-Servo's Club
Free for members/non members

The NSW Office of the Children's Guardian has developed Child Safe Organisation training for the disability sector. The interactive workshop will assist participants in developing and implementing effective and practical child safe policies and procedures in the workplace.

Participants will receive a workbook which includes templates and Child Safe tools and learn about creating a child safe culture, situational prevention and effective risk management.

NETWORKING EVENT



TAFE EMPLOYER & STUDENT NETWORKING EVENT

Tuesday 28 May 2019, 10am-12noon,
Wollongong TAFE
Free for members/non members

This networking event will bring together employers from the aged and disability sectors with TAFE students undertaking Certificate 3 in Individual Support. The event

will provide employers the opportunity to:

- Meet multiple new recruits in one place
- Provide a short punchy pitch for your organisation
- Engage students in your recruitment process

PROJECT PLANNING



PROJECT PLANNING FOR NOT FOR PROFIT ORGANISATIONS

Wednesday 5 June 2019,
9.30am-12noon,
Nowra
\$55 members, \$75 non members

This workshop is specifically designed for the not for profit sector.

It teaches practical project management skills that can be applied immediately, including the development of a project plan.

TEA & TOAST SERIES



TEA & TOAST TALK: SOCIAL ENTERPRISES & PROCUREMENT

Tuesday 11 June 2019, 9.30am-11.30am,
Oak Flats
Free for members \$10 non members

A social enterprise is a business venture that trades to achieve a social outcome and generate enough income to cover its running costs. While these businesses operate like any other, aspiring to the highest commercial and service standards, its difference is that serving the community is their priority. Join us as we profile some of the Illawarra's key social enterprises and find out how your organisation can create partnerships.

Community Industry Group host various professional development opportunities throughout the year including Aged Care forums, conferences and networking events.

Sign up to our free newsletter at www.communityindustrygroup.org.au to keep up to date with industry news, training courses and events.

ON DEMAND TRAINING OPTIONS



PONE (POSITIONING ORGANISATIONS FOR NEW ENVIRONMENTS) TRAINING

PONE provides sector specific training to support organisations (including their board, management team and workers) to find clarity and confidence in negotiating NDIS, CDC and aged care reforms. The PONE program was developed by Macarthur Disability Services in partnership with Integrated Living, Mid Coast Communities and Ethnic Communities Council of NSW and is tailored to provide training packages for CALD, Aboriginal, and mainstream organisations and clients. Each package offers training modules in • Strategic Planning • Organisational Culture • Corporate Governance • Service Delivery and Person Centred Organisations • Viability and Sustainability. Training modules can be delivered as one 3 hour workshop focussing on one of the above training modules, or combined to deliver half, full day and 2 day training packages. Cost will vary, depending on number of training modules and locality, please contact us for a quote.



VOLUNTEER TRAINING PACKAGE

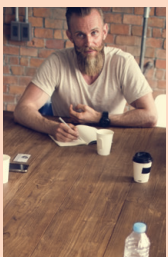
Community Industry Group offers in-house training tailored to volunteers working within the aged and community services sector. Our experienced trainer will provide volunteers with both a legislative and practical understanding of • Confidentiality and Privacy • Boundaries and Ethical Framework • Safe Home Visiting • Person Centred Approach; and • Preventing Elder Abuse. Training can be delivered as one 1.5 hour workshop focussing on one of the above training modules, or combined to deliver half, full day and 2 day training packages. Groups are limited to 15 people to enable in depth discussion of case studies and detailed Q & A between volunteers and the trainer. Cost will vary, depending on number of training modules and locality, please contact us for a quote.



ABORIGINAL CULTURAL AWARENESS

Gain a practical and insightful understanding of Aboriginal culture through our Aboriginal Cultural Awareness Training.

Learn about • Important milestones in recent Aboriginal history • The impact of legislation and government policies on Aboriginal people • Cultural changes and achievements • Racism – what does it look like? • An introduction to Aboriginal cultural protocols • An understanding of Aboriginal sensitivities in the workplace • Overcoming communication challenges and dispelling myths • Answering your own questions.



GOOD GOVERNANCE

This training provides a great foundation for understanding a board's role and responsibilities. At the end of the training you will • Understand your legal and financial responsibilities • Learn about your role on the board in your organisation • Explore areas of conflict • Develop skills in creating a more effective and efficient board.



FABULOUS FINANCE TRAINING

This session will provide board members with the skills to read financial reports, assist with budgeting, and ensure key risk and fraud prevention policies are in place. At the end of the training you will • Develop skills in reading financial statements • Understand key financial ratios • Be able to develop budgets • Understand and reduce financial risk & fraud.



STRATEGIC PLANNING

A strategic planning session will assist your governance team to review the purpose and mission of your organisation, explore the current context in which the organisation is operating, plan for long term sustainability and set achievable goals.



MENTAL HEALTH FIRST AID

This accredited course runs for 12 hours and can be facilitated in a range of flexible options to suit your organisation. This workshop enables the participant to assist a person with a mental illness prior to professional help and is suitable for frontline workers, volunteers, managers, receptionist and administration staff.

SOMETHING ELSE?

If your organisation needs some training that isn't listed in this brochure please feel free to contact us to discuss your needs. Our staff are highly qualified with years of experience working in community services and teaching and designing courses. We can cover a wide range of topics including aged care, disabilities, children & families, strategic direction, marketing, submission writing, Aboriginal cultural preparedness, recruitment practices and many more. We can also arrange for guest speakers and presenters in our training room or yours. Members of Community Industry Group are eligible for significant discounts on most training courses.