![Community Industry Group logo]

Training Calendar
July - Dec 2023

Time Management

Wednesday 26 July 2023
9:00am - 11:00am
Community Industry Group Mortlock House, Port Kembla

Thursday 26 October 2023
8:00am - 10:00am
Community Industry Group Mortlock House, Port Kembla
Light breakfast provided

At the end of the training, participants will learn how to:

- Improve productivity for yourself and others through effective time management techniques.
- Competently select and use a system for prioritising goals and tasks.
- Prepare work schedules and learn to prioritise according to importance and urgency.
- Set goals that are SMART (Specific, Measurable, Actionable, Realistic, Timely).

Aboriginal Art Experience

Thursday 27 July 2023
10:00am - 1:00pm
Coomaditchie United Aboriginal Corporation
Light Lunch Provided
Members Only - $50

Work with local Aboriginal artists at Coomaditchie to make an artwork

As part of our commitment to Reconciliation, Community Industry Group has partnered with Coomaditchie United Aborigianl Corporation to offer this discounted opportunity to learn about local Aboriginal culture in an immersive art experience. Local artists will guide you through creating your very own take-home Aboriginal artwork. No previous art experience is required, come along and have fun! Please bring a smock or old shirt to work in.

Become an Incredible Board Chair

Thursday 3 August 2023
4:00pm - 6:00pm
Community Industry Group Mortlock House, Port Kembla

Wednesday 18 October 2023
6:00pm - 8:00pm
Online - Zoom

No board can function without a competent board chair

They are essential to:

- Keeping meetings on track - productivity and the ability to be assertive.
- Communicate efficiently and compromise when necessary.
- Value fellow board members and promote collaboration in all situations.

Aged Care Quality Standards Workshop

Thursday 10 August 2023
9:15am - 4:00pm
Shellharbour Civic Centre - Jungah Room 2
Moning Tea and Lunch Provided
FREE

This interactive workshop explores what you need to know about the Aged-Care Quality Standards and the review process.

Facilitated by Anna and Clare from ACCPA, each with a long history in quality and review processes. This is an opportunity to talk about how you provide client services and explore practical ways to provide evidence to comply with the Aged Care Quality Standards.

Get On Board
Creating a vibrant, capable & sustainable Board

Tuesday 15 August 2023
9:30am - 11:30am
Community Industry Group Mortlock House, Port Kembla

Friday 15 September 2023
8:30am - 10:30am
Community Industry Group Mortlock House, Port Kembla

What a board does is governance; what staff do is management and implementation.

Effective functioning of a not for profit organisation requires the commitment of both the board and the staff members to work in partnership. As the 'leadership group' of an organisation, it is critical that all board members understand their role, ensuring that as a collective they are able to make decisions for the organisation.

safeTALK Suicide Alertness

Wednesday 18 October 2023
10:00am - 2:30pm
Dapto Ribbonwood Centre - Kurrajong Hall
FREE

Thursday 9 November 2023
10:00am - 2:30pm
Nowra Library - Meeting Room
FREE

safeTALK suicide alertness is for everyone

It helps participants recognise a person with thoughts of suicide and connect them with resources who can help them in choosing to live.

Participants don't need any formal preparation to attend the training — anyone aged 15 or older who wants to make a difference can learn the safeTALK steps.

Fabulous Finance

Tuesday 17 October 2023
9:00am - 11:00am
Community Industry Group Mortlock House, Port Kembla
Morning Tea Provided

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 and fraud.

Good Governance

Tuesday 24 October 2023
6:00pm - 8:00pm
Online - Zoom

Wednesday 8 November 2023
9:00am - 11:30pm
Community Industry Group Mortlock House, Port Kembla

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

Book any training sessions through our website at communityindustrygroup.org.au or email info@cigroup.org.au for more information.

If your organisation needs training that isn't currently listed in our flyer or on our website, please complete this survey with details of your training needs.