

# COMMUNITY DEVELOPMENT AND TRAINING PROGRAM

## REGIONAL TRAINING CALENDAR FEBRUARY TO APRIL 2012

Volunteering Illawarra offers subsidised training in local wheelchair accessible venues for Management Committee Members, Volunteers and Staff of Community Organisations in the Illawarra/Kiama and Shoalhaven areas

See inside for information about training topics, when and where they are held, booking information, contact details for venues plus a fold-out month by month summary listing of training topics for easy reference



## COMMUNITY DEVELOPMENT AND TRAINING PROGRAM FEB-APR 2012

Welcome to the new look Community Development and Training Program Calendar for February to April 2012.

Volunteering Illawarra is always endeavouring to provide the most relevant and cost effective training solutions for our members. To this end we are trialling a 3-month calendar with new format, content and venues. During this time we would appreciate any feedback on this format via our *Training Needs Survey* or likewise if the traditional 6-monthly calendar and course diversity better suits the needs of your organisation.

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## IMPORTANT INFORMATION INCLUDING CONDITIONS OF REGISTRATION

To book a place for any session included in this calendar, you will need to contact Volunteering Illawarra either by phone on 4227 7163, fax on 4227 7771 or via email at [volunteering@wollongong.nsw.gov.au](mailto:volunteering@wollongong.nsw.gov.au). Please have ready your organisation, address, contact telephone number and ABN No. to assist in the invoicing process. For statistical purposes, please nominate whether the attendee is a volunteer, a staff or management committee member.

Please note the following conditions apply to all training bookings:

- Training sessions are available to volunteers, staff and community management committee members of community based/not-for-profit organisations only.
- Each organisation may register a maximum of 5 places per training course. Any additional names will be included on a waiting list.
- Full names and contact details of the participant must be supplied at the time of registration. If necessary, changes to names of attendees can be made closer to the session date.
- Cancellation of bookings must be received 7 days in advance of the training session date to ensure that a cancellation fee is not charged. Where a booking has not been cancelled within that time, the organisation will still be invoiced.
- Each member organisation is entitled to 10 free placings over a 6-month period. This entitlement is for “generic” courses ONLY . Any unused free placings cannot be carried over to the next training calendar. The generic courses include:
  - Kitchen Health and Hygiene
  - Occupational Health and Safety Induction for Volunteers / Safe Home Visiting, and
  - Volunteer Applied Management Practices (VAMP).
- Intention to use a free placing needs to be specified at the time of booking. Failure to specify will result in your organisation being invoiced at the training rate. There will be no retrospective refunds.
- Invoices for training fees will be issued to participants after attendance at training. No pre-payment will be accepted.

Please note that in the majority of courses as there is a maximum of 15 placings. For this reason you are encouraged to book as soon as possible. There must be a minimum of 5 placings to hold a training session.

## FOR ORGANISATIONS WITH MULTIPLE SITES ACROSS LOCAL GOVERNMENT AREAS

Organisations with branches / offices in multiple local government areas (LGAs) should be aware that each branch must have its own membership.

For example, if an organisation has an office in Wollongong and Warilla, 2 memberships will need to be registered as the Warilla office is in the Shellharbour Local Government Area.

The subsidised VI member rate will apply ONLY to the registered organisation membership (as per Volunteering Illawarra data base) and other sites will be deemed non-members and attract non-member rates.

For more information, please consult your membership package or contact the Volunteering Illawarra office on 4227 7163 for clarification.

# FEBRUARY

## OCCUPATIONAL HEALTH & SAFETY – (WHAT DO THE CHANGES MEAN FOR ME?) *for supervisors and coordinators of volunteers*

Date: Monday 13 February 2012

Time: 9.30am to 11.30am (refreshments provided)

Venue: Koonawarra Community Centre, 36 Fowlers Road, Koonawarra

Cost: \$33.00 (VI members) , \$60.00 (non-members)

This course will explain the changes to Occupational Health and Safety legislation and the national harmonisation.

Other topics to be covered include:

- ; P C B U – what does that mean?
- ; Volunteers and their role under the Act
- ; Key changes relevant to the sector, and
- ; Implementation – how and what does this mean to your organisation?

Presenter: Volunteering Illawarra

# "STATUS OF VOLUNTEERING IN THE ILLAWARRA" – KEY FINDINGS

\*\*\* VI MEMBERS HAVE PRIORITY

Date: Tuesday 21 February 2012

Time: 10.00am to 1.00pm (refreshments provided)

Venue: Interchange Meeting Rooms, 37 Holloway Road, East Nowra

Cost: \$10.00 (VI members) , \$40.00 (non-members)

The course provides the following:

- ¡ An overview of the key findings for volunteer management and the status of volunteering in the Illawarra and Shoalhaven
- ¡ Comparisons with national findings
- ¡ Key themes in relation to generational differences
- ¡ Future directions in volunteering, and
- ¡ Organisational recommendations which can be used or incorporated into your business model.

\*\* Key Shoalhaven findings will be presented. \*\*

Presenter: Volunteering Illawarra

# OH & S INDUCTION FOR VOLUNTEERS

*generic course*

Date: Monday 27 February 2012

Time: 9.30am to 11.30am (refreshments provided)

Venue: Koonawarra Community Centre, 36 Fowlers Road, Koonawarra

Cost: \$20.00 (VI members) , \$40.00 (non-members)

This course is designed specifically for the voluntary sector and aims to provide volunteers with the skills necessary to ensure their own health and safety and that of others in the workplace whilst performing their voluntary duties.

The course provides information on the following:

- ⌋ How the NSW Occupational Health and Safety Legislation applies to volunteers
- ⌋ The steps necessary in working safely while volunteering
- ⌋ The requirements for reporting information to their organisation
- ⌋ What to do in an emergency, and
- ⌋ Guidelines for Safe Home Visiting.

Presenter: Volunteering Illawarra

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# MARCH

## V-CONNECT – HOW DOES IT WORK?

\*\*\* VI MEMBERS HAVE PRIORITY

Date: Monday 12 March 2012

Time: 9.30am to 11.30am (refreshments provided)

Venue: Koonawarra Community Centre, 36 Fowlers Road, Koonawarra

Cost: \$10.00 (VI members) , \$40.00 (non-members)

*V-CONNECT* is the new interactive virtual platform developed by Volunteering Illawarra and the University of Wollongong as a tool for volunteer managers / coordinators. The course will include -

- i a demonstration of *V-CONNECT*
- i background development, and
- i how *V-CONNECT* can assist an organisation.

N.B.: As this is a very new concept, at the conclusion of each session a brainstorming exercise will be held where you can provide direction and input to Stages 2 and 3.

Presenter: Volunteering Illawarra

## ENGAGING PEOPLE WITH DEMENTIA IN ACTIVITY

Date: Tuesday 13 March 2012

Time: 9.30am to 12.30pm (refreshments provided)

Venue: Koonawarra Community Centre, 36 Fowlers Road, Koonawarra

Cost: \$55.00 (VI members) , \$70.00 (non-members)

This interactive workshop discusses the importance of activity for a person living with dementia and the ways dementia impacts on participation.

Opportunities are provided to explore appropriate activities for the stage of dementia and the individual.

Activity encompasses all forms of endeavour from recreational to daily living tasks.

Presenter: Alzheimers Australia

# VOLUNTEER APPLIED MANAGEMENT PRACTICES (V.A.M.P.) *generic course*

Date: Tuesday 20 March 2012

Time: 9.30am to 1.30pm (lunch and refreshments provided)

Venue: The Kendall Room, The Pavilion at Kiama Showground  
2 Bong Bong Street, Kiama

Cost: \$38.00 (VI members) , \$70.00 (non-members)

This course is designed for volunteer coordinators of member organisations who manage and supervise volunteers in their organisations.

This course provides information on the following:

- ⌋ Introductory supervisory skills for people who manage volunteers in areas such as how to recruit and interview volunteers and how to induct successful applicants into your organisation
- ⌋ Basic management of change and innovation within volunteer teams
- ⌋ Strategies to support volunteers in developing skills for your organisation, and
- ⌋ A brief overview of the National Volunteering Standards.

Presenter: Volunteering Illawarra

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# “STATUS OF VOLUNTEERING IN THE ILLAWARRA” – KEY FINDINGS

\*\*\* VI MEMBERS HAVE PRIORITY

Date: Wednesday 28 March 2012

Time: 9.30am to 12.30pm (refreshments provided)

Venue: Koonawarra Community Centre, 36 Fowlers Road, Koonawarra

Cost: \$10.00 (VI members) , \$40.00 (non-members)

The course provides the following:

- ⌋ An overview of the key findings for volunteer management and the status of volunteering in the Illawarra and Shoalhaven
- ⌋ Comparisons with national findings
- ⌋ Key themes in relation to generational differences
- ⌋ Future directions in volunteering, and
- ⌋ Organisational recommendations which can be used or incorporated into your business model.

Presenter: Volunteering Illawarra

# A P R I L

## INTERACTION WITH A PERSON WITH DEMENTIA *training for volunteers*

Date: Tuesday 3 April 2012

Time: 9.30am to 12.30pm (refreshments provided)

Venue: Interchange Meeting Rooms, 37 Holloway Road, East Nowra

Cost: \$55.00 (VI members) , \$70.00 (non-members)

This interactive workshop provides fundamental information about dementia and its impact on the person.

Participants also learn about strategies for communication and engagement to support a person living with dementia.

Presenter: Alzheimers Australia

# OCCUPATIONAL HEALTH & SAFETY – (WHAT DO THE CHANGES MEAN FOR ME?) *for supervisors and coordinators of volunteers*

Date: Thursday 12 April 2012

Time: 10.00am to 12.00pm (refreshments provided)

Venue: Interchange Meeting Rooms, 37 Holloway Road, East Nowra

Cost: \$33.00 (VI members) , \$60.00 (non-members)

This course will explain the changes to Occupational Health and Safety legislation and the national harmonisation.

Other topics to be covered include:

- ; P C B U – what does that mean?
- ; Volunteers and their role under the Act
- ; Key changes relevant to the sector, and
- ; Implementation – how and what does this mean to your organisation?

Presenter: Volunteering Illawarra

# HANDLING DIFFICULT AND DEMANDING PEOPLE

Date: Tuesday 17 April 2012

Time: 9.30am to 4.30pm (lunch & refreshments provided)

Venue: Koonawarra Community Centre, 36 Fowlers Road, Koonawarra

Cost: \$55.00 (VI members) , \$90.00 (non-members)

This course will provide information on the following:

- ; Understanding why people can be difficult
- ; The significance of your actions to your organisation
- ; Behaviours you must avoid
- ; Engaging the professional brain
- ; Understanding emotional intelligence
- ; Communicating positively
- ; Polishing your active listening skills
- ; Managing expectations – setting boundaries and taking control of the situation
- ; Understanding the “levels” of communications
- ; 6 steps to resolving complaints
- ; Dealing with unacceptable behaviour, and
- ; Responding to aggressive behaviour.

Presenter: Mayvin Training Institute

## MEETING HEALTH & HYGIENE NEEDS IN DEMENTIA CARE

Date: Wednesday 18 April 2012

Time: 9.30am to 12.30pm (refreshments provided)

Venue: Koonawarra Community Centre, 36 Fowlers Road, Koonawarra

Cost: \$55.00 (VI members) , \$70.00 (non-members)

People living with dementia experience a gradual decline in their ability to undertake activities of daily living such as bathing, dressing, preparing meals and taking medication.

This training looks at factors that contribute to this decline, and offers care staff practical tips, and the opportunity to workshop strategies for communication and engagement to support a person living with dementia.

Presenter: Alzheimers Australia

# OH & S INDUCTION FOR VOLUNTEERS

*generic course*

Date: Tuesday 24 April 2012

Time: 10.00 to 12.00pm (refreshments provided)

Venue: Interchange Meeting Rooms, 37 Holloway Road, East Nowra

Cost: \$20.00 (VI members) , \$40.00 (non-members)

This course is designed specifically for the voluntary sector and aims to provide volunteers with the skills necessary to ensure their own health and safety and that of others in the workplace whilst performing their voluntary duties.

The course provides information on the following:

- How the NSW Occupational Health and Safety Legislation applies to volunteers
- The steps necessary in working safely while volunteering
- The requirements for reporting information to their organisation
- What to do in an emergency, and
- Guidelines for Safe Home Visiting.

Presenter: Volunteering Illawarra

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## ADDITIONAL INFORMATION

- ; All venues used for Volunteering Illawarra training are wheelchair accessible.
- ; If you know of any good training providers, please contact the Volunteering Illawarra office on 4227 7163.

## TRAINING VENUE LOCATIONS

Koonawarra Community Centre  
36 Fowlers Road, Koonawarra

ph: 4261 3191

Interchange Meeting Rooms  
37 Holloway Road, East Nowra

ph: 4423 0255

The Pavilion Kiama  
Kiama Showground  
2 Bong Bong Street, Kiama

ph: 4232 1419