



## SEPTEMBER

COURSE	DESCRIPTION	VENUE	DATE
Build your own website	<ul style="list-style-type: none"> <li>• Creating tools</li> <li>• Mail boxes</li> <li>• Blogs</li> <li>• Up load pictures</li> <li>• Contact and how to promote</li> </ul>	CSL	13 September 2017 6:00pm—9:00pm

## OCTOBER

COURSE	DESCRIPTION	VENUE	DATE
Responsible Service of Alcohol	<ul style="list-style-type: none"> <li>• Problems Associated with Excessive Consumption</li> <li>• Alcohol &amp; the Law</li> <li>• Whose Responsibility</li> <li>• Facts About Alcohol</li> <li>• Improved Atmosphere</li> <li>• Handling Difficult Customers</li> </ul>	ACRR	17 October 2017 6:30pm -10:30pm
Food handling	<ul style="list-style-type: none"> <li>• Food Safety Handler level 1</li> <li>• Correct storage temperatures;</li> <li>• Dealing with danger foods;</li> <li>• Personal hygiene for staff members;</li> <li>• Cleaning food preparation areas;</li> <li>• Prevention measures in the kitchen;</li> <li>• Pest control.</li> </ul>	CSL	18 October 2017 5:00pm—9:00pm



**NOVEMBER**

COURSE	DESCRIPTION	VENUE	DATE
Build your own website	<ul style="list-style-type: none"> <li>• Creating tools</li> <li>• Mail boxes</li> <li>• Blogs</li> <li>• Up load pictures</li> </ul>	MLLH	9 November 2017 6:00pm—9:00pm
Governance for community groups	<ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• The importance of rules</li> <li>• Purpose of community organisations</li> </ul>	CSL	15 November 2017 6:00pm-9:00pm

**DECEMBER**

COURSE	DESCRIPTION	VENUE	DATE
Managing conflict	<ul style="list-style-type: none"> <li>• Dealing with difficult situations</li> <li>• Effective communication</li> <li>• Share common goals</li> <li>• Recognizing signs of stress</li> </ul>	MLLH	13 December 2017 10:00am—1:00pm

**JANUARY**

COURSE	DESCRIPTION	VENUE	DATE
First Aid	<ul style="list-style-type: none"> <li>• Identifying signs of stress</li> <li>• Control bleeding</li> <li>• Poisoning</li> <li>• Asthma</li> <li>• Burns and scalds</li> <li>• CPR</li> </ul>	CSL	31 January 2018 6:00pm—9:00pm



**FEBRUARY**

COURSE	DESCRIPTION	VENUE	DATE
Grants Hands on	<ul style="list-style-type: none"> <li>How to write a grant application</li> <li>Hands on support and advice for applicants as you write your grant application</li> </ul>	MLLH	14 February 2018 9:00am—12:00pm
Grants Hands on	<ul style="list-style-type: none"> <li>How to write a grant application</li> <li>Hands on support and advice for applicants as you write your grant application</li> </ul>	THMS	19 February 2018 6:00pm — 9:00pm

**MARCH**

COURSE	DESCRIPTION	VENUE	DATE
Responsible Service of Alcohol	<ul style="list-style-type: none"> <li>Problems Associated with Excessive Consumption</li> <li>Alcohol &amp; the Law</li> <li>Whose Responsibility</li> <li>Facts About Alcohol</li> <li>Improved Atmosphere</li> <li>Handling Difficult Customers</li> </ul>	CSL	21 March 2018 6:30pm—9:30pm

**APRIL**

COURSE	DESCRIPTION	VENUE	DATE
Public Speaking	<ul style="list-style-type: none"> <li>Clarify the purpose of presentations.</li> <li>Deliver with variation and creativity</li> <li>Effectively use visual aids to support key points.</li> <li>Implement strategies to deal with anxiety</li> <li>Handle questions with confidence</li> </ul>	MLLH	18 April 2018 6:00pm—9:00pm



**MAY**

COURSE	DESCRIPTION	VENUE	DATE
Mentoring and Networking	<ul style="list-style-type: none"> <li>• What makes an effective mentor</li> <li>• Relationship building between mentor and mentee</li> <li>• Purpose of expanding your networks</li> <li>• Developing good conversation skills and rapport to enable better networking skills.</li> </ul>	CSL	21 May 2018 10:00am—1pm

**JUNE**

COURSE	DESCRIPTION	VENUE	DATE
Hands - on grants writing	<ul style="list-style-type: none"> <li>• How to write a grant application</li> <li>• Hands on support and advice for applicants as you write your grant application</li> </ul>	MLLH	12 June 2018 9:30pm—12:30pm
In search of safety	<ul style="list-style-type: none"> <li>• To improve public understanding of asylum seekers and refugees</li> <li>• Challenging the myths and misunderstandings surrounding migration.</li> </ul>	CSL	19 June 2018 6:00pm – 7:30pm
Hands - on grants writing	<ul style="list-style-type: none"> <li>• How to write a grant application</li> <li>• Hands on support and advice for applicants as you write your grant application</li> </ul>	CSL	20 June 2018 6:00pm-9:00pm



**JULY**

COURSE	DESCRIPTION	VENUE	DATE
Event Planning	<ul style="list-style-type: none"> <li>• Understand the fundamentals of event planning</li> <li>• Plan a workable budget — and stay within it</li> <li>• Understanding your critical tasks and your event timelines</li> </ul>	CSL	24 July 2018 6:00-9:00pm
Event Planning	<ul style="list-style-type: none"> <li>• Understand the fundamentals of event planning</li> <li>• Plan a workable budget — and stay within it</li> <li>• Understanding your critical tasks and your event timelines</li> </ul>	MLLH	25 July 2018 9:30-1:00pm

**AUGUST**

COURSE	DESCRIPTION	VENUE	DATE
Build your own website	<ul style="list-style-type: none"> <li>• Creating tools</li> <li>• Mail boxes</li> <li>• Blogs</li> <li>• Up load pictures</li> <li>• Contact and how to promote your groups</li> </ul>	CSL	21 August 2018 6:00pm—9:00pm



## VENUES

Melton Civic Centre (MCC) 232 High Street, Melton	Melton Library & Learning Hub (MLLH) 31 McKenzie Street, Melton
Caroline Springs Library (CSL) 193 Caroline Springs Boulevard, Caroline Springs	Burnside Children's & Community Centre (BCCC) 23 Lexington Drive, Burnside
Arnolds Creek Recreation Reserve (ACRR) Arnolds Creek Blvd, Melton West	Taylor's Hills Men's Shed (THMS) Taylor's Hill Men's Shed 7-17 Morton Blvd, Taylor's Hill

### NOTE:

This training calendar is regularly updated and subject to change.

It is essential that you RSVP for all workshops.

We urge community groups and organisations to take advantage of this resource and for members to attend whenever possible.

Interpreters will be arranged on condition that you notify us two weeks in advance.

Let us know of any other training topics you think we should be organising for community groups.

For more information about the training calendar please contact Council's Community Capacity team:

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