



# COMMUNITY TRAINING CALENDAR

**AUGUST -  
JUNE  
2019/  
2020**

COURSE	DESCRIPTION	VENUE	DATE
<b>AUGUST</b>			
<b>All About Good Governance</b>	<ul style="list-style-type: none"> <li>• Roles and responsibilities of Not-For-Profit committee members</li> <li>• Basic legal obligations of community groups</li> <li>• Planning and managing a board meeting</li> <li>• Operating effectively as a board</li> </ul>	Kirrip House 26 Exford Rd Melton South	Saturday 31 August 10am-5pm
<b>SEPTEMBER</b>			
<b>Mini Mediation Series 1</b>  <b>The Two Sides to Every Coin</b>	<ul style="list-style-type: none"> <li>• Stepping stones to agreement</li> <li>• Dealing with difficult emotions</li> <li>• Avoiding communication blockers</li> </ul>	CSLLH ICT Rooms 1 & 2	Tuesday 3 September 6pm-9pm
<b>Mini Mediation Series 2</b>  <b>Turning Frustration into Negotiation</b>	<ul style="list-style-type: none"> <li>• Making the most of the Interaction model</li> <li>• Changing the tune: From rights and power to interest and concerns</li> </ul>	MLLH Richards and Cameron Rooms	Tuesday 10 September 6pm-9pm
<b>Active Citizenship - become the community voice</b>	<ul style="list-style-type: none"> <li>• Gain an understanding of democracy and its principles</li> <li>• Understand three levels of government</li> <li>• How to contact your representatives</li> <li>• Understanding preferential voting and its impact on election outcomes</li> </ul>	CSLLH Meeting Rooms 3 & 4	Wednesday 11 September 6pm-9pm

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COURSE	DESCRIPTION	VENUE	DATE
<b>SEPTEMBER (CONTINUED)</b>			
<b>Mini Mediation Series 3</b> <b>Learn to Seal the Deal</b>	<ul style="list-style-type: none"> <li>Using the satisfaction triangle to think outside the box</li> <li>Changing the game with a reframe</li> </ul>	CSLLH ICT Rooms 1 & 2	Tuesday 17 September 6pm-9pm
<b>OCTOBER</b>			
<b>Grants Info Session</b>	<ul style="list-style-type: none"> <li>What are Community Grants?</li> <li>Types of Grants available</li> <li>How can you apply?</li> </ul>	CSLLH Meeting Room 2	Monday 7 October 6pm-7.30pm
<b>Grants Info Session</b>	<ul style="list-style-type: none"> <li>What are Community Grants?</li> <li>Types of Grants available</li> <li>How can you apply?</li> </ul>	MLLH Buckley Room	Monday 14 October 10.30am-12pm
<b>Grants Info Session</b>	<ul style="list-style-type: none"> <li>What are Community Grants?</li> <li>Types of Grants available</li> <li>How can you apply?</li> </ul>	MLLH Grant Room	Tuesday 15 October 6pm-7.30pm
<b>Grants Writing Workshop</b>	<ul style="list-style-type: none"> <li>Learn to write a grant application</li> <li>Develop realistic budgets</li> <li>Develop ideas for fundable projects</li> </ul>	MLLH Richards and Cameron Rooms	Wednesday 16 October 6pm-8.30pm
<b>Grants Writing Workshop</b>	<ul style="list-style-type: none"> <li>Learn to write a grant application</li> <li>Develop realistic budgets</li> <li>Develop ideas for fundable projects</li> </ul>	CSLLH ICT Room 1	Tuesday 22 October 6pm-8.30pm
<b>Grants Writing Workshop</b>	<ul style="list-style-type: none"> <li>Learn to write a grant application</li> <li>Develop realistic budgets</li> <li>Develop ideas for fundable projects</li> </ul>	CSLLH Meeting Rooms 3 & 4	Wednesday 23 October 6pm-8.30pm

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COURSE	DESCRIPTION	VENUE	DATE
<b>OCTOBER (CONTINUED)</b>			
<b>Emergency Management and Mini Expo</b>	<ul style="list-style-type: none"> <li>Are you ready?</li> <li>Psychosocial preparedness</li> <li>Behaviour change, common sense conversations and conclusion</li> </ul>	MLLH Grant Room	Thursday 24 October 6pm-9pm
<b>Responsible Serving of Alcohol</b>	<ul style="list-style-type: none"> <li>Strategies for responsible service, harm minimization and duty of care</li> <li>Alcohol and the law and your legal responsibilities</li> </ul>	Melton Phoenix Soccer Club MacPherson Park Coburns Road Melton	Thursday 24 October 6.30pm-10.30pm
<b>NOVEMBER</b>			
<b>All about Fundraising</b>	<ul style="list-style-type: none"> <li>Learn to be sustainable as a Community Group</li> <li>Legal obligations around fundraising</li> <li>Learn the essentials of fundraising</li> </ul>	CSLLH Rooms 1 & 2	Tuesday 12 November 6pm-9pm
<b>Speak Up: Identifying and Responding to Child Abuse</b>	<ul style="list-style-type: none"> <li>Learn to recognise the physical and behavioural indicators of child abuse</li> <li>Understand the grooming process and how sex offenders can target children and young people</li> <li>Understand your responsibility in preventing and responding to abuse</li> <li>Build confidence in responding to and reporting child abuse</li> </ul>	MLLH Richards and Cameron Rooms	Tuesday 19 November 6pm-9pm
<b>Being Sustainable Solar and Batteries – Is now the time to buy?</b>	<ul style="list-style-type: none"> <li>Understand how solar works</li> <li>Find out how to get the right system for your home</li> <li>Understand how to claim the financial rebates available</li> <li>Find out how you can install solar through a council-backed program</li> <li>Understand if battery storage is right for you</li> </ul>	MLLH Richards and Cameron Rooms	Tuesday 26 November 6pm-9pm

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COURSE	DESCRIPTION	VENUE	DATE
<b>DECEMBER</b>			
<b>Accredited First Aid Level 2</b>	<ul style="list-style-type: none"> <li>HLTAID001 - Provide Cardiopulmonary Resuscitation</li> <li>HLTAID003 - Provide First Aid</li> </ul>	CSLLH Meeting rooms 3 & 4	Saturday 7 December 10am-5pm
<b>JANUARY</b>			
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>Learn to be sustainable as a community group</li> <li>Legal obligations around fundraising</li> <li>Essentials of fundraising</li> </ul>	CSLLH Meeting rooms 3 & 4	Tuesday 28 January 6pm-9pm
<b>Premium Barista Course</b> <b>Learn to make 9 unique types of coffee</b>	<ul style="list-style-type: none"> <li>Roasting</li> <li>Grinder maintenance and adjustments</li> <li>Time extractions &amp; machine operations</li> <li>Frothing and texturing milk</li> <li>Trouble shooting, cleaning &amp; maintenance</li> <li>Latte / Coffee art</li> <li>Customer Service</li> </ul>	Kurunjang Community Hub 33-35 Mowbray Cres, Kurunjang VIC 3337	Thursday 30 January 6pm-9.30pm
<b>FEBRUARY</b>			
<b>Accredited Food Handling Course</b>	<ul style="list-style-type: none"> <li>Understand the obligations of food handlers under current legislation (Food Act 1984)</li> <li>Identify potential hygiene risks</li> <li>Maintain correct standards of personal hygiene for food handlers</li> <li>Implement correct methods of cleaning and sanitising</li> <li>Contamination and cross contamination</li> <li>Reduce the risk of food-borne illness (food poisoning)</li> </ul>	CSLLH Meeting rooms 3 & 4	Thursday 6 February 6pm -10pm
<b>Grants Info Session</b>	<ul style="list-style-type: none"> <li>What are Community Grants?</li> <li>Types of Grants available</li> <li>How can you apply?</li> </ul>	CSLLH Meeting room 2	Monday 10 February 6pm-7.30pm

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COURSE	DESCRIPTION	VENUE	DATE
<b>FEBRUARY (CONTINUED)</b>			
<b>Grants Writing Workshop</b>	<ul style="list-style-type: none"> <li>Learn to write a grant application</li> <li>Develop realistic budgets</li> <li>Develop ideas for fundable projects</li> </ul>	MLLH Richards & Cameron rooms	Monday 17 February 6pm-8.30pm
<b>Running Meetings Effectively</b>	<ul style="list-style-type: none"> <li>Plan a meeting quickly and efficiently</li> <li>Structure an agenda for maximum impact</li> <li>Manage group discussion so that focus is maintained</li> <li>Identify strategies to make meetings more interesting</li> </ul>	CSLLH Meeting rooms 1 & 2	Wednesday 19 February 6pm-9pm
<b>Being Sustainable</b>	<ul style="list-style-type: none"> <li>Reducing your carbon footprint</li> </ul>	CSLLH Meeting rooms 1 & 2	Wednesday 26 February 6pm-9pm
<b>Website Building and Optimisation-Beginners</b>	<ul style="list-style-type: none"> <li>Creating tools</li> <li>Mail boxes</li> <li>Creating Blogs</li> <li>Upload images</li> <li>Website promotion</li> </ul>	CSLLH Meeting rooms 3 & 4	Thursday 27 February 6pm-9pm
<b>MARCH</b>			
<b>All About Good Governance</b>	<ul style="list-style-type: none"> <li>Roles and responsibilities of Not-For-Profit committee members</li> <li>Basic legal obligations of community groups</li> <li>Planning and managing a board meeting</li> <li>Operating effectively as a board</li> </ul>	CSLLH Meeting rooms 3 & 4	Thursday 5 March 6pm-9pm
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>Learn to be sustainable as a Community Group</li> <li>Legal obligations around fundraising</li> <li>Essentials of fundraising</li> </ul>	MLLH Pyke and Grant rooms	Thursday 19 March 6pm-9pm

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COURSE	DESCRIPTION	VENUE	DATE
<b>APRIL</b>			
<b>Cultural Competency</b>	<ul style="list-style-type: none"> <li>• Develop positive attitudes towards cultural differences</li> <li>• Gain knowledge of different cultural practices</li> <li>• Communicate and effectively interact with people across cultures</li> </ul>	CSLLH Meeting rooms 3 & 4	Thursday 30 April 6pm-9pm
<b>MAY</b>			
<b>Public Speaking</b>	<ul style="list-style-type: none"> <li>• Purpose of presentation</li> <li>• Deliver with variation and creativity</li> <li>• Story telling skills</li> </ul>	CSLLH Meeting rooms 1 & 2	Tuesday 5 May 6pm-9pm
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Learn to develop a Project Plan</li> <li>• Build your project budget</li> <li>• Learn about planning and delivery tools</li> </ul>	CSLLH Meeting rooms 1 & 2	Tuesday 12 May 6pm-9pm
<b>Website building, Optimisation &amp; Marketing-Advanced</b>	<ul style="list-style-type: none"> <li>• Website building- business and community</li> <li>• Importance of Optimisation of website</li> <li>• All about effective marketing</li> <li>• Developing your brand</li> </ul>	CSLLH Meeting rooms 1 & 2	Tuesday 19 May 6pm-9pm
<b>Events Planning</b>	<ul style="list-style-type: none"> <li>• Fundamentals of Event Planning</li> <li>• Risk management</li> <li>• Plan a workable budget</li> <li>• Understanding critical tasks</li> </ul>	MLLH Pyke and Grant rooms	Thursday 21 May 6pm-9pm
<b>Conflict Management/ Mediation</b>	<ul style="list-style-type: none"> <li>• The two sides to every coin</li> <li>• Turning frustration into negotiation</li> <li>• Learn to seal the deal</li> </ul>	CSLLH Meeting rooms 1 & 2	Saturday 23 May 10am-5pm

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COURSE	DESCRIPTION	VENUE	DATE
<b>JUNE</b>			
<b>Grants Info Session</b>	<ul style="list-style-type: none"> <li>What are Community Grants?</li> <li>Types of Grants available</li> <li>How can you apply</li> </ul>	MLLH Pyke and Grant rooms	Thursday 11 June 6pm-7.30pm
<b>Mentoring and Networking</b>	<ul style="list-style-type: none"> <li>Skills to be an effective Mentor</li> <li>Relationship building between Mentor and Mentee</li> <li>Purpose of expanding networks</li> <li>Develop good Communication skills</li> </ul>	CSLLH Meeting rooms 3 & 4	Thursday 11 June 6pm-9pm
<b>Grants Writing Workshop</b>	<ul style="list-style-type: none"> <li>Learn to write a grant application</li> <li>Develop realistic budgets</li> <li>Develop ideas for fundable projects</li> </ul>	CSLLH Meeting room 1	Tuesday 16 June 6pm-7.30pm
<b>Active Citizenship- become the community voice</b>	<ul style="list-style-type: none"> <li>Gain an understanding of democracy and its principles</li> <li>Understand three levels of government</li> <li>How to contact your representatives</li> <li>Understanding preferential voting and its impact on election outcomes</li> </ul>	CSLLH Meeting rooms 3 & 4	Thursday 18 June 6pm-9pm

## Venues:

### Melton Library and Learning Hub (MLLH)

31 McKenzie Street,  
Melton VIC 3337

### Caroline Springs Library and Learning Hub (CSLLH)

193 Caroline Springs Blvd,  
Caroline Springs VIC 3023

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**For more information  
about the Community Training  
Calendar please contact Council's  
Community Capacity Team:**

**9747 7200**

**communitytraining@melton.vic.gov.au  
melton.vic.gov.au/communitytraining**