

COMMUNITY GROUPS TRAINING CALENDAR



SEPTEMBER

COURSE	DESCRIPTION	VENUE	DATE
Responsible Service of Alcohol	<ul style="list-style-type: none"> Problems Associated with Excessive Consumption Alcohol & the Law Whose Responsibility Facts About Alcohol Improved Atmosphere 	BSCCC	19 September 2018 6:30pm-10:30pm
Community Events Planning	<ul style="list-style-type: none"> Understand the fundamentals of event planning Plan a workable budget — and stay within it Understanding your critical tasks and your event timelines 	MLLH	24 September 2018 9:30am-12:00pm

OCTOBER

COURSE	DESCRIPTION	VENUE	DATE
Hands-On Grants Writing	<ul style="list-style-type: none"> How to write a grant application Hands on support and advice for applicants as you write your grant application 	THYCC	10 October 2018 9:30am-12:00pm
Hands-On Grants Writing	<ul style="list-style-type: none"> How to write a grant application Hands on support and advice for applicants as you write your grant application 	MLLH	17 October 2018 6:30pm-9:00pm
Resolving conflict within community groups	<ul style="list-style-type: none"> Dealing with difficult situations Effective communication Share common goals Recognizing signs of stress 	TBC	23 October 2018
Governance and Committees of management	<ul style="list-style-type: none"> Roles and responsibilities The importance of rules Purpose of community organisations 	MLLH	30 October 2018 9:30am-12:30pm



NOVEMBER

COURSE	DESCRIPTION	VENUE	DATE
Build your own website	<ul style="list-style-type: none"> • Creating tools • Mail boxes • Blogs • Up load pictures 	MLLH	7 November 2018 6:30pm-9:00pm
Project Management	<ul style="list-style-type: none"> • How to develop a project plan • Build your project budget • Project planning and delivery tools 	MLLH	14 November 2018 6:30pm-9:00pm

DECEMBER

COURSE	DESCRIPTION	VENUE	DATE
Marketing for community groups	<ul style="list-style-type: none"> • Practical ways to market your group/club • Developing your brand • Marketing options and plans 	MLLH	3 December 2018 6:30pm-9:00pm

JANUARY

COURSE	DESCRIPTION	VENUE	DATE
Grants Information Session	<ul style="list-style-type: none"> • Wondering what a Community Grant is? Want to know whether you are eligible to apply? • Find out more about Council grants and how you or your community group can apply. 	MLLH	23 January 2019 6:00pm-7:30pm
First Aid	<ul style="list-style-type: none"> • Identifying signs of stress • Control bleeding • Poisoning • Asthma • Burns and scalds • CPR 	MLLH	30 January 2019 6:30pm-9:00pm

NOTE: This training calendar is regularly updated and subject to change.
It is essential that you RSVP for all workshops.



FEBRUARY

COURSE	DESCRIPTION	VENUE	DATE
Grants Information Session	<ul style="list-style-type: none"> Wondering what a Community Grant is? Want to know whether you are eligible to apply? Find out more about Council grants and how you or your community group can apply. 	CSL	7 February 2019 6:00pm-7:30pm
Grants Information Session	<ul style="list-style-type: none"> Wondering what a Community Grant is? Want to know whether you are eligible to apply? Find out more about Council grants and how you or your community group can apply. 	MLLH	12 February 2019 12:30pm-2:00pm
Hands-On Grants Writing	<ul style="list-style-type: none"> How to write a grant application Hands on support and advice for applicants as you write your grant application 	MLLH	13 February 2019 9:30am-12:00pm
Grants Information Session	<ul style="list-style-type: none"> Wondering what a Community Grant is? Want to know whether you are eligible to apply? Find out more about Council grants and how you or your community group can apply. 	CSL	20 February 2019 12:30pm-2:00pm
Hands-On Grants Writing	<ul style="list-style-type: none"> How to write a grant application Hands on support and advice for applicants as you write your grant application 	THMS	20 February 2019 6:30pm-9:00pm
Grants Information Session	<ul style="list-style-type: none"> Wondering what a Community Grant is? Want to know whether you are eligible to apply? Find out more about Council grants and how you or your community group can apply. 	MLLH	25 February 2019 6:00pm-7:30pm

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MARCH

COURSE	DESCRIPTION	VENUE	DATE
Grants Information Session	<ul style="list-style-type: none"> Wondering what a Community Grant is? Want to know whether you are eligible to apply? Find out more about Council grants and how you or your community group can apply. 	CSL	14 March 2019 2:00pm-3:30pm
Grants Information Session	<ul style="list-style-type: none"> Wondering what a Community Grant is? Want to know whether you are eligible to apply? Find out more about Council grants and how you or your community group can apply. 	MLLH	18 March 2019 6:00pm-7:30pm
Responsible Service of Alcohol	<ul style="list-style-type: none"> Problems Associated with Excessive Consumption Alcohol & the Law Whose Responsibility Facts About Alcohol Improved Atmosphere Handling Difficult Customers 	Diggers Rest Footy Club	20 March 2019 6:30pm-9:30pm
Project Management	<ul style="list-style-type: none"> How to develop a project plan Build your project budget Project planning and delivery tools 	CSL	27 March 2019 6:30pm-9:30pm

APRIL

COURSE	DESCRIPTION	VENUE	DATE
Grants Information Session	<ul style="list-style-type: none"> Wondering what a Community Grant is? Want to know whether you are eligible to apply? Find out more about Council grants and how you or your community group can apply. 	MLLH	9 April 2019 1:00pm-2:30pm
Public Speaking	<ul style="list-style-type: none"> Clarify the purpose of presentations. Deliver with variation and creativity 	MLLH	17 April 2019 6:30pm-9:00pm

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	<ul style="list-style-type: none"> Effectively use visual aids to support key points. Implement strategies to deal with anxiety Handle questions with confidence 		
Grants Information Session	<ul style="list-style-type: none"> Wondering what a Community Grant is? Want to know whether you are eligible to apply? Find out more about Council grants and how you or your community group can apply. 	CSL	24 April 2019 6:00pm-7:30pm
Child Wise	<ul style="list-style-type: none"> Intro training on How to identify sign of abuse What to do if this occurs 	MLLH	30 April 2019 1:00pm-3:00pm

MAY

COURSE	DESCRIPTION	VENUE	DATE
Mentoring and Networking	<ul style="list-style-type: none"> What makes an effective mentor Relationship building between mentor and mentee Purpose of expanding your networks Developing good conversation skills and rapport to enable better networking skills. 	MLLH	20 May 2019 6:30pm-9:00pm
Community Events Planning	<ul style="list-style-type: none"> Understanding the fundamentals of event planning Plan a workable budget – and stay with it Understanding your critical tasks and your events guidelines 	MLLH	22 May 2019 6:30pm-9:00pm
Committee roles and responsibilities	<ul style="list-style-type: none"> Roles and responsibilities The importance of rules Purpose of community organisations Managing disputes 	MLLH	28 May 2019 6.00pm-9.00pm

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Cardio Pulmonary
Resuscitation - CPR
(Accredited)

- How to respond to an emergency situation
- Perform CPR procedures
- Communicate details of the incident

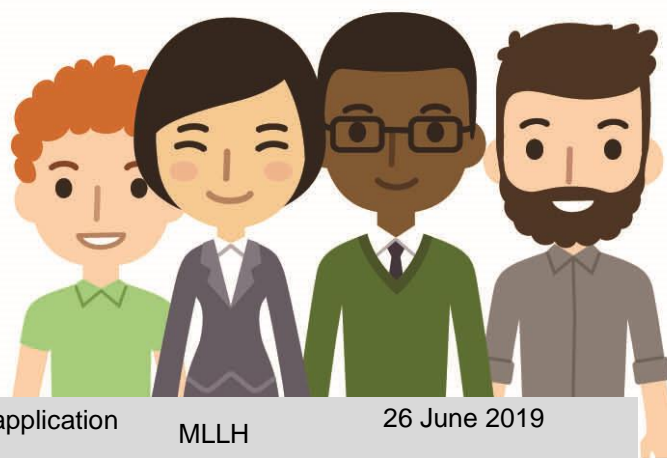
MLLH

21 May 2019
6.00pm-9.0pm

JUNE

COURSE	DESCRIPTION	VENUE	DATE
Grants Information Session	<ul style="list-style-type: none"> • Wondering what a Community Grant is? Want to know whether you are eligible to apply? • Find out more about Council grants and how you or your community group can apply. 	MLLH	4 June 2019 1:00pm-2:30pm
Grants Information Session	<ul style="list-style-type: none"> • Wondering what a Community Grant is? Want to know whether you are eligible to apply? • Find out more about Council grants and how you or your community group can apply. 	CSL	12 June 2019 5:00pm-6:30pm
Hands-On Grants Writing	<ul style="list-style-type: none"> • How to write a grant application • Hands on support and advice for applicants as you write your grant application 	CSL	12 June 2019 6:30pm-9:00pm
Hands-On Grants Writing	<ul style="list-style-type: none"> • How to write a grant application • Hands on support and advice for applicants as you write your grant application 	MLLH	18 June 2019 9:30am-12:00pm
Grants Information Session	<ul style="list-style-type: none"> • Wondering what a Community Grant is? Want to know whether you are eligible to apply? • Find out more about Council grants and how you or your community group can apply. 	CSL	20 June 2019 1:30pm-3:00pm
Grants Information Session	<ul style="list-style-type: none"> • Wondering what a Community Grant is? Want to know whether you are eligible to apply? • Find out more about Council grants and how you or your community group can apply. 	MLLH	24 June 2019 6:00pm-7:30pm

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Hands-On Grants Writing	<ul style="list-style-type: none"> How to write a grant application Hands on support and advice for applicants as you write your grant application 	MLLH	26 June 2019 6:30pm-9:00pm
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JULY

COURSE	DESCRIPTION	VENUE	DATE
Project Management	<ul style="list-style-type: none"> How to develop a project plan Build your project budget Project planning and delivery tools 	MLLH	16 July 2019 6:00pm-9:00pm

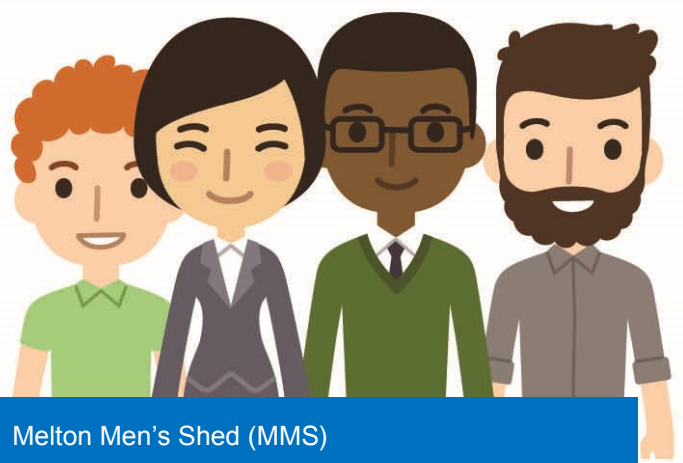
AUGUST

COURSE	DESCRIPTION	VENUE	DATE
Build your own website	<ul style="list-style-type: none"> Creating tools Mail boxes Blogs Up load pictures Contact and how to promote your groups 	CSL	14 August 2019 6:30pm-9:00pm

VENUES

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

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Botanica Springs Children & Community Centre (BSCCC)	Melton Men's Shed (MMS)
249 Clarkes Rd, Brookfield	Melton Men's Shed, 76 Reserve Rd, Melton
Taylors Hills Youth & Community Centre (THYCC)	
121 Calder Park Dr, Taylors Hill	

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:

P: 9747 7200
E: alexandram@melton.vic.gov.au
W: melton.vic.gov.au

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