Community Organisation Training
Current opportunities for 2024

Finance training

Date: 22 May

Time: 10.00am – 3.30pm

Mode: Online via Zoom

Board members, CEO's and managers of not for profit organisations come to the role with a mix of skills and experience which makes their contribution to the overall success of the organisation unique and significant. Many don't have an in-depth knowledge of accounting or a head for numbers, yet their individual responsibilities often incorporate budget development.

This workshop will show that it's not as difficult to read and understand the figures presented in financial reports as you think. It will give you and your team the knowledge required to be able to read and understand their financial reports and make better informed decisions around the finances.

Board Chair training

Date: 30 May

Time: 6.00 – 9.00pm

Mode: Online via Zoom

The Chair plays an important role in leading a successful non profit organisation . They are vital in guiding the behaviour of the Board/Committee both in meetings and outside in order for the organisation to achieve its goals. A Board can be lead through good governance and supporting documentation, however the Chair, in particular, monitors and guides the Board members to make positive contributions.

This workshop is focussed on the role of the Chair. It breaks down what is takes to be an effective Chair and workshops ideas for how the Chair can positively influence culture and lead a high performing Board.

Grant writing training

Date: 4 June

Time: 10am - 3.30pm

Mode: Online via Zoom

There are many grants available to non-profit organisations and with a workforce with limited time to dedicate to applying for grants, how do you decide which ones are the best? Where is the best place to invest the organisation's precious time?

The first question to ask is, "Are we grant ready?" Many organisations fail in their applications due to a lack of preparation, project clarity, sustainable outcomes and partners. Most funders have different requirements and application processes.

This fun, practical grant writing training session will help to set up a framework from which your organisation can be ready to apply for any grant, efficiently and effectively. It will give you the confidence and tools, to apply strategies which will give you the best chance of writing a successful application to a variety of sources.

This non profit grant writing training is designed for grant writers with limited or no experience in writing grants for non-profit organisations.

Attracting, engaging and retaining volunteers

Date: 13 June

Time: 9.30am - 12.30pm

Mode: Online via Zoom

Attracting volunteers is an important part of a non-profit organisation's world. Sometimes community groups need help to source suitable volunteers and then move them from potential to active and engaged volunteers. If this step is undertaken well, not only will groups attract more volunteers, but they are also more likely to stay around for longer! This session will take the guesswork out of finding volunteers and assist groups in using online platforms to help their efforts. The session also steps through the attracting and engaging process and the critical aspect of inducting your volunteers.

Grant writing training

Date: 26 June

Time: 10am - 3.30pm

Mode: Online via Zoom

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Building a funding plan

Date: 23 July

Time: 6.00 - 8.30pm

Mode: Hybrid (in person at Ross House Association, 247/251 Flinders Lane, Melbourne VIC, 3000 or online via Zoom)

Not-for-profit organisations often have a limited amount of money at their disposal and if one income stream comes to an end; sometimes it can also be the end for the organisation. This session will help community organisations to review their current fundraising practices and look to the secure their future with alternative solutions. At the end of this session, members / groups will have constructed a three-year funding plan that fits.

Governance training

Date: 24 July 2024

Time: 10.00am – 3.30pm

Mode: Online via Zoom

Governance is a system of checks and balances which help leaders of not for profit organisations steer and grow their organisation. It leads to a positive board experience, proper management of conflict of interest and risk, good understanding and planning for financial controls and an organisation that thrives even through adversity.

That sounds simple yet not for profit and charitable boards and committees must wade through the complex legal and regulatory environment in which they operate. This governance training delivered online will make this easier by helping your organisation to prioritise your work plan and achieve best practice framework.

Not only will your organisation benefit, but also your members, funders and donors who will gain greater confidence when good governance and transparency are in place and greater value can be delivered to the community.

Marketing and social media

Date: 31 July

Time: 9.30am - 12.30pm

Mode: Hybrid (in person at Ross House Association, 247/251 Flinders Lane, Melbourne VIC, 3000 or online via Zoom)

Social media and online activities are now part of our everyday. They are an efficient way to communicate with your group, members and key stakeholders, however the challenge is to understand the audience you are targeting, so you can decide which platform will have the greatest impact and reach this audience.

This interactive session will provide a basic overview of marketing, understanding what you are marketing and who you are marketing to. Then in turn, an understanding of the most popular social media platforms used in Australia and insights on the best way they can be used effectively to engage and communicate with your target audience. This session will be most beneficial to groups new to promoting their organisations through social media channels.

Project management training

Date: 8 August

Time: 10.00 - 3.30pm

Mode: Online via Zoom

Projects in the not for profit sector can be challenging with limited budgets, answering to Boards and managing volunteering staff who want to help but may not be well versed in working in project teams. As such, planning and preparation become essential, and managing, juggling and using alternative resources and solutions becomes imbedded into your everyday activities to achieve great results which are on time and within the estimated budget.

This session will provide you with the tools to help manage the project and stakeholders throughout the life cycle, and demonstrate through measurement the impact the project has had within the community.

Finance Training

Date: 14 August

Time: 10.00 - 3.30pm

Mode: Online via Zoom

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Budgeting and writing an acquittal for grants

Date: 27 August

Time: 2.30 – 5.00pm

Mode: Hybrid (in person at Ross House Association, 247/251 Flinders Lane, Melbourne VIC, 3000 or online via Zoom)

A budget for a grant application to undertake a project is a plan of how money will be used to achieve the projects goals. An acquittal is the report to the funder of how the funds were used and an account of what happened, and the impact the project had in the community. Being able to do both well is a fundamental part of the granting process.

This session will provide community groups with the confidence to be able to understand the basics of budgeting for grants and what is required when reporting back to funders. It will provide guidance for the acquittal process and how to build the organisations reputation through providing a great acquittal.

Measuring and evaluating projects and programs

Date: 27 August

Time: 6.00 - 8.30pm

Mode: Hybrid (in person at Ross House Association, 247/251 Flinders Lane, Melbourne VIC, 3000 or online via Zoom)

Projects are developed because there is a realisation that something needs to change. As such, behind every successful grant application should be the process to evaluate the impact of a project. If it is not planned prior to commencement, it is difficult to understand the 'problem' that is being addressed, and how to measure if a difference is being made through a community group or non-profit organisations work. Information needs to be gathered before starting, along the way, as well as at the completion of the project.