

Eligibility

FREE to the City of Whittlesea residents, volunteers and community organisations.

Bookings

Visit whittlesea.vic.gov.au/communitytraining and follow the links.

Training locations

Training sessions are held at various locations in the City of Whittlesea. Please check the website for more information.

whittlesea.vic.gov.au/communitytraining

More information

Community Inclusion Team
03 9217 2397

community.grants@whittlesea.vic.gov.au

Please note session dates and times may be subject to change.

[whittlesea.vic.gov.au/
communitytraining](http://whittlesea.vic.gov.au/communitytraining)

Volunteer and Community Group Training Calendar 2019

Council Offices

25 Ferres Boulevard
South Morang VIC 3752

Locked Bag 1
Bundoora MDC VIC 3083

Tel 03 9217 2170
Fax 03 940 9880
TTY 133 677 (ask for 9217 2170)

Email info@whittlesea.vic.gov.au
Web www.whittlesea.vic.gov.au

Free Telephone Interpreter Service

العربية	9280 1904
Ελληνικά	9280 1902
हिंदी	9280 1907
Italiano	9280 1905
Македонски	9280 1905
简体中文	9280 1904
ਪੰਜਾਬੀ	9280 1907
தமிழ்	9280 1907
Türkçe	9280 1903
Tiếng Việt	9280 1901
Other	9280 1907



2019 Training Dates

Grant Writing Workshop

Wednesday 6 March, 6.30pm - 8.30pm

Learn from experienced grant writers about the skills and techniques that will help your group submit grant applications with the best chance of success.

Marketing & Media Basics

Wednesday 1 May, 6.30pm - 9.30pm

Marketing and media are central to any attempt to change hearts and minds, to raise money and find regular donors, and to influence, organise and lobby. Get a better understanding of what you are marketing, who you are targeting, and learn about different marketing options for your organisation.

Recruiting & Retaining Volunteers

Wednesday 19 June, 6.30pm - 8.30pm

People - whether paid staff or volunteers - are the key to the success of any community group. Learn how volunteers can benefit your community group, how to recruit and retain volunteers, and how to manage challenges and plan for succession.

Storytelling for Influence

Tuesday 16 July, 6.00pm - 8.00pm

Learn how to use storytelling to engage funding bodies and partners with your community group or cause. This workshop will cover the power of storytelling for influence, how to determine what's most important to your audience and the components and structure of a compelling story.

Project Planning

Wednesday 31 July, 6.30pm - 8.30pm

No matter how good their intentions, community groups that fail to plan are planning for failure. Learn how to define and scope your project step by step, allocate resources, make a contingency plan, stay on track and meet your reporting and evaluation requirements.

Grant Writing Workshop

Wednesday 28 August, 6.30pm - 8.30pm

Learn from experienced grant writers about the skills and techniques that will help your group submit grant applications with the best chance of success.

Events Planning & Management

Wednesday 18 September, 6.30pm - 8.30pm

Our Council Events team will provide advice on how to plan an event in the City of Whittlesea. From permits to promotion, learn how to put on a safe and successful community event.

Making Meetings Work

Wednesday 16 October, 6.30pm - 8.30pm

Fully functional boards and committees are critical to the success of community groups and organisations. Learn how to overcome the challenges and complexities that can arise in meetings, and how to make your meetings more effective, productive and enjoyable.

Food Safety 101

Thursday 21 November, 6.30pm - 7.30pm

Our Council Health Services Team will provide the basic understanding of the requirements of the Food Act 1984 and safe food handling for a community fete, canteen, sausage sizzle, market or public event.

Please note this is not accredited training.