

# LEAD. LEARN. INSPIRE. ACHIEVE.

**Practical and Affordable Training for  
Staff, Volunteers and Board Members  
of Community Groups**

[www.ourcommunity.com.au/scheduledtraining](http://www.ourcommunity.com.au/scheduledtraining)



The Australian Institute  
of Community Practice  
& Governance (AICPG):



AICPG

AICPG  
The Training Division of:



[ourcommunity.com.au](http://ourcommunity.com.au)

# THE AUSTRALIAN COMMUNITY SECTOR IS RAPIDLY CHANGING

Expectations are intensifying, the involvement of volunteers is changing, the pressures on management and governance bodies are increasing, funding models are evolving – it can be a daunting challenge to keep on top of it all.

The Australian Institute of Community Practice & Governance – the training arm of award-winning Australian social enterprise Our Community – has developed a suite of affordable, practical training to help community sector staff, volunteers and supporters keep abreast of their responsibilities and learn how to lift their organisation from ordinary to extraordinary.

All training is delivered by experienced, engaging community sector practitioners, and has been road-tested in the field to guarantee its relevance and applicability at the coalface.

By taking part in the training opportunities offered by the Australian Institute of Community Practice and Governance you will have access to:

- Key conferences, seminars and training courses delivered in a range of locations, durations and settings to suit every learning need and style
- A range of back-up resources – help sheets, books, newsletters and online tools – to ensure the classroom door is never closed
- Acknowledgement of your participation, including Associate Membership of the Institute for those completing a part-day seminar or full-day conference, and Fellowship of the Institute for those completing the Certificate IV

**The Australian Institute of Community Practice & Governance gives you all the knowledge and skills to advance your community and career.**

## **Key Benefits of AICPG Training :**

- Australia's best value-for-money training
- Australia's most useful and practical training
- Training developed specifically for the community sector context
- Convenient locations – training provided in capital cities and regional centres throughout Australia and in other locations by arrangement
- Practical solutions that can be instantly applied in your organisation
- Membership of the Australian Institute of Community Practice and Governance for all course participants
- Engaging, experienced, approachable presenters and highly practical, interactive training

**Practical, affordable training in three key areas:**

## **GRANTS & FUNDRAISING**

**4**

**Strategies for Sustainable Funding Seminar p4**

**Introduction to Writing Winning Grants Applications p5**

**Advanced Writing Grants Seminar p6**

## **COMMUNITY GROUP GOVERNANCE**

**7**

**The Secrets of Successful Boards p7**

**Certificate IV in Governance p8**

## **ORGANISATIONAL MANAGEMENT**

**10**

**Diploma of Management p10**

## **LEADERSHIP**

**12**

**Women Achieving and Flourishing p12**



**TURN OVER TO LEAD,  
LEARN, INSPIRE AND  
ACHIEVE.....➔**

# STRATEGIES FOR SUSTAINABLE FUNDING SEMINAR

## (FS11)



**This seminar for volunteers, staff and fundraisers is on how to MAKE THE MOST MONEY EVER for your community organisation**

This course provides an overview of the strategies every community organisation should put in place to provide for a practical, workable, integrated, sustainable fundraising strategy. Learn how the Five Pillars of Raising Funds – donations, community-business partnerships, alumni/membership, special events, and earned income – can bring in valuable funds for your group.

### You Will Learn:

- How to ask for money – most people who give in cash or in-kind give because they have been asked. Learn how to successfully ask for money using a range of mediums.

- How to raise secure, unattached and predictable income – untied money to use for your group's own priorities and decisions
- How to run great events – eliminate loss-making, energy-sapping events for good
- How to rally the troops – instilling a fundraising culture in your organisation
- How to get businesses to support your community group – the secrets to successful, and profitable, community-business partnerships

► [www.ourcommunity.com.au/fundraisingseminar](http://www.ourcommunity.com.au/fundraisingseminar)

# INTRO TO WRITING WINNING GRANT APPLICATIONS (GW11)



## **An inspirational seminar for volunteers, staff and fundraisers on how to win the MOST GRANTS EVER for your community organisation**

This course provides answers to all your grant-seeking questions. Learn the secrets of easily winning more grants for your organisation, and how to drastically increase the number of grants you can apply for without pushing yourself (and your group) into an early grave.

### **You Will Learn:**

- The best ways to present your proposal – tell the story of your project and your group to the greatest advantage
- How to develop your statement of need – choosing data to support your project proposal
- How to develop an “organisation template” – to save time in writing applications
- How to humanise your story – presenting a compelling picture
- How to navigate the grants landscape – sorting out which grants are best for your project
- How to write a proposal – every word matters; style, treatment and content
- Making friends and long-term relationships with grantmakers – managing relationships, acknowledging funders
- Giving the grantmaker what they want – how to tailor your proposal for multiple grantmakers
- Creating winning project plans & realistic budgets – ensure project plans and budgets get the proposal across the line
- Meeting different requirements from different sources – different levels of government, philanthropic and corporate

► [www.ourcommunity.com.au/winninggrants](http://www.ourcommunity.com.au/winninggrants)

# ADVANCED GRANT WRITING SEMINAR (AG11)



## **You've mastered the basics, now it's time to become a GRANTS MASTER**

This workshop is designed for anyone who has completed the Intensive Winning Grants Seminar or a similar grants primer.

Learn how to become a sophisticated, successful grantseeker and generate the MOST INCOME EVER for your organisation.

As this is an advanced session, participants must have either completed a prior training session or be actively involved in grant writing for their organisation. The seminar will assume a sound grant writing capacity.

## **You Will Learn:**

- Scoping the grant – what is it that you are actually asking for?
- Gathering evidence to support “the need”
- Developing a funding “cocktail” – funding partnerships
- Building a realistic Project Plan
- Implementation and monitoring of your grant
- The “art” of progress reports
- How to acquit & evaluate the results of your grant – and lay the groundwork for future proposals

► [www.ourcommunity.com.au/adgrantsseminar](http://www.ourcommunity.com.au/adgrantsseminar)

# SECRETS OF SUCCESSFUL BOARDS (SB11)

7



### **Seminar for prospective & current board/committee of management members, and those who support them.**

A healthy committee of management or board is integral to the success of any community organisation. This half-day course will help you to understand your legal and practical responsibilities as a committee/board member, and how you can create a more harmonious, more productive and more effective working group.

#### **You will learn:**

- Board Basics: focussing on modern governance for community groups, coming to grips with your financial and legal obligations and risk management for community group boards and committees
- Board Building: focussing on the keys to survival (recruitment and succession fundamentals), getting the nuts and bolts of policies and procedures right and developing better sub-committees.
- Better Boards: providing a Health Check for your board: assessing board effectiveness and individual board member effectiveness and managing the process of change.
- Troubleshooting: transforming dysfunctional boards and handling personality differences.
- Using the Boards, Committees & Governance Centre: focussing on the free resources available for community groups.

► [www.ourcommunity.com.au/boardseminars](http://www.ourcommunity.com.au/boardseminars)

# CERTIFICATE IV IN GOVERNANCE

## (BSB40907 - C411)



**Practical, accredited, staff governance training for the members and supporters of Boards, Management Committees and Councils of Australian community groups and schools**

The Certificate IV in Governance (BSB40907) provides a widely respected, nationally recognised governance qualification for those working on or with the governing structures of Australian community organisations.

The program has been developed by Our Community in partnership with BSI Learning.

**You Will Learn:**

- Practical knowledge and skills across a wide range of community governance topics that you can immediately apply in your community organisation
- A strong platform from which to consolidate your present position or launch new governance experiences
- An explicit demonstration of your commitment to developing your knowledge and skills in community governance
- Increased confidence that you can make a substantial and valued contribution as a member of the Board within your community organisation
- The opportunity to network and exchange strategies with presenters and fellow course participants
- Two new qualifications to add to your CV: Certificate IV in Governance plus Membership of the Australian Institute of Community Practice & Governance

## Key Benefits:

- Australia's most inexpensive accredited governance qualification
- Fully recognised, accredited training linked to the Australian Quality Framework
- Training developed specifically for the community sector context
- Relevant to both new and experienced staff and board members
- Convenient locations – training provided in capital cities and regional centres throughout Australia and in other locations by arrangement
- Open-entry course – no pre-requisite requirements
- Robust, practical and continuously updated learning materials written by experts in the field
- Engaging, experienced, approachable presenters and highly practical, interactive training
- Immediate assessment and no written exam

## Timing:

We have put in place a flexible program to ensure we cater to a range of needs.

Participants may choose to enrol in one of the four-day courses scheduled in centres across Australia, or may form a group (auspiced by a community group, local government or peak body) and arrange tailored training delivered in your own locality and to suit your own schedule.

## Pre-requisites

This is an open-entry course. There are no requirements you need to fulfil to gain entry, however relevant experience in an organisation or Board is preferred.

## Assessment

The program is assessed against 10 component modules, based on participation in the intensive group seminar days and successful completion of follow-up tasks including written assessments comprising questions and review projects.

To successfully complete the course and be awarded the Certificate IV qualification, delegates must demonstrate competency against all 10 modules. The course schedule, follow-up assessments and project work are carefully designed to enable you to do so, and – importantly – to enable you also to apply your learning.

For more detailed information about assessment processes and requirements go to [www.ourcommunity.com.au/assessment](http://www.ourcommunity.com.au/assessment)

## The Rewards

Those successfully completing the course and assessments will be awarded the Certificate IV in Governance.

You will receive a graduation certificate, a 12-month subscription to the acclaimed Board Builder newsletter (delivered via email), and “Fellow” membership of the Australian Institute of Community Practice & Governance.

► [www.ourcommunity.com.au/certiv](http://www.ourcommunity.com.au/certiv)

# DIPLOMA OF MANAGEMENT

## (BSB51107 - DM11)



### **Practical, affordable, accredited training for staff of community and not-for-profit organisations**

Your management team is responsible for building, maintaining and driving your organisation. Ultimately, how they perform will be the single most important factor in determining the success of your organisation.

This Diploma in Management provides a widely respected, nationally recognised qualification for those working in Australian not-for-profit community organisations who are keen to consolidate their management experience or further their career.

Learn how to recruit, support and manage people in a way that brings out their best, develop teamwork capacities, improve the experiences of your organisation's clients and other stakeholders, and manage projects, budgets and financial plans.

The program has been developed by Our Community in partnership with Franklyn Scholar and IBSA.

### **You Will Learn:**

- How to manage projects – big, small and everything in between
- How to build and manage budgets and financial plans, and evaluate the effectiveness of your current processes
- How to recruit, select and induct staff for your organisation
- How to manage the performance of staff
- How to ensure team effectiveness within the organisation
- How to manage quality “customer service” and ensure products and services are delivered and maintained to standards agreed by the organisation
- How to ensure a safe workplace and comply with OH&S requirements and other relevant laws
- How to integrate performance management systems into your organisation

## Key Benefits:

- Fully recognised, accredited training linked to the Australian Quality Framework
- Training developed specifically for the community sector context
- Relevant to new, experienced and aspiring senior staff, including those identified as potential leaders
- Convenient locations – training provided in capital cities and regional centres throughout Australia and in other locations by arrangement
- Robust, practical and continuously updated learning materials written by experts in the field
- Engaging, experienced, approachable presenters and highly practical, interactive training
- Immediate assessment and no written exam

## Timing:

We realise that many people working in the community sector are time poor and the ability to take time off work is limited. To accommodate this fact, we have developed a five-day program (delivered on five consecutive weekdays) that incorporates some pre-attendance materials, and a lively and interactive training program that includes group exercises facilitated and supported by experts, networking and support opportunities and access to ongoing advice and support.

## Pre-Requisites

There are no compulsory pre-requisites however preferred pathways for candidates considering this qualification include:

- The Certificate IV in Business (BSB40207) or other relevant qualification/s OR

- Vocational management or leadership experience without formal qualification AND
- Year 12 or equivalent qualification for mature-age entry (for those over 20 years old at the time of enrolment)

## Assessment

The program is assessed against eight component modules, based on participation in the five intensive group seminar days and successful completion of follow-up tasks including written assessments.

To successfully complete the course and be awarded the qualification, delegates must demonstrate competency against all eight modules.

The course schedule, follow-up assessments and project work are carefully designed to enable you to do so, and – importantly – to enable you also to apply your learning. We happily assist participants to gain a clear and practical understanding of principles in any follow up.

For more detailed information about assessment processes and requirements go to [www.ourcommunity.com.au/diplomaassessment](http://www.ourcommunity.com.au/diplomaassessment)

## The Rewards

Those successfully completing the course and assessments will be awarded the Diploma of Management (BSB51107). You will also receive a graduation certificate, and “Fellow” membership of the Australian Institute of Community Practice & Governance.

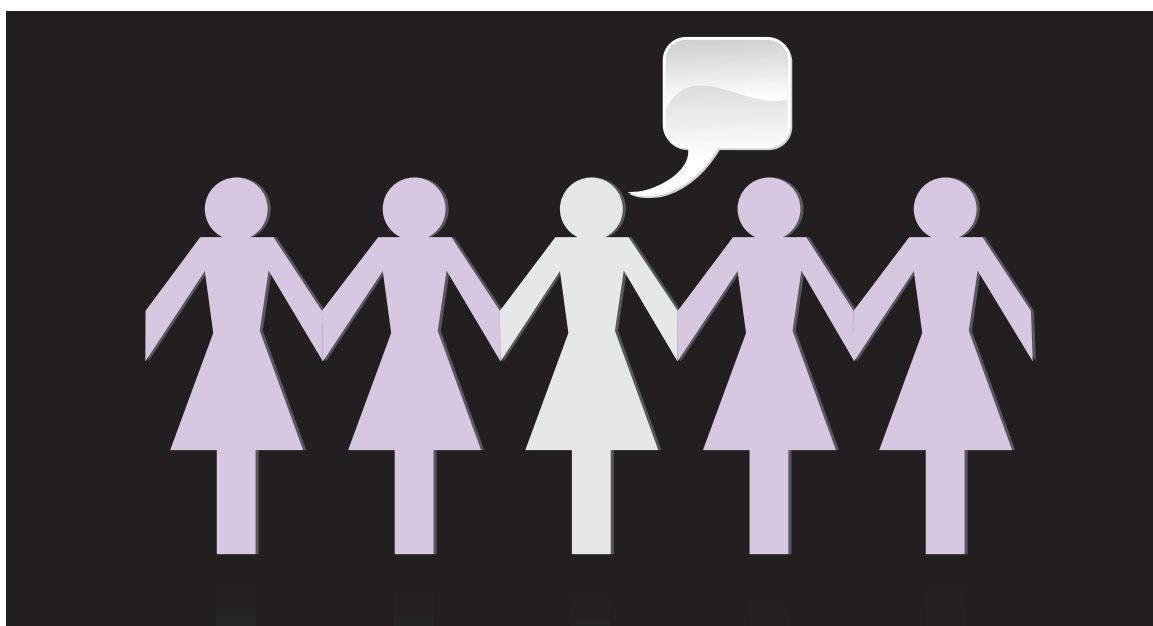
Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of the Diploma.

*\* Participants who successfully complete this course and assessment may be eligible for a State Government training rebate; different funding/rebate programs apply in different states. This may reduce the cost of this course to as little as \$495.00 per participant - please contact us to see if you are eligible.*

▶ [www.ourcommunity.com.au/dipmgt](http://www.ourcommunity.com.au/dipmgt)

# WOMEN ACHIEVING AND FLOURISHING

WITH CHRISTINE NIXON (WL11)



**Our Community, Women's Leadership Institute Australia and Christine Nixon APM have joined forces to offer a half-day workshop designed for women in supervisory, management or leadership positions, and those who aspire to those roles.**

The workshop will allow you an opportunity to:

- share your experiences in leadership and talk about ways of leading
- learn how to implement change
- learn ways to achieve goals, develop resilience and flourish.

CHRISTINE NIXON will be the workshop facilitator. Christine has 38 years experience in policing, having risen from Constable to Assistant Commissioner in the NSW Police to Chief Commissioner in Victoria Police. She was also the Chair of the Victorian Bushfire Reconstruction and Recovery Authority for 18 months and now works as a volunteer advisor to the Authority. Christine is a noted presenter and currently works in advisory roles to a range of public and private organisations and individuals.

She has qualifications and awards from various institutions and universities and vast experience in leadership and organisational reform.

Half Day Workshop of Skills Exchange and Inspiration

► [www.ourcommunity.com.au/womenachieving](http://www.ourcommunity.com.au/womenachieving)

# TRAINING CALENDAR

Please enter the course code in the order form section or register online using the links provided.

## GRANTS & FUNDRAISING COURSES: MARCH - JUNE 2011

Strategies for Sustainable Funding Seminar					
Location	Dates	Cost	Time	Course Code	Venue
Brisbane	11 March	\$145	9.30am-1pm	FS11 B1	Chifley at Lennons Brisbane 66 Queen Street
	30 June	\$145	9.30am-1pm	FS11 B2	BRISBANE QLD 4000 Room: Flinders Room
Sydney	11 March	\$145	9.30am-1pm	FS11 S1	Hyde Park Inn, 271 Elizabeth Street SYDNEY NSW 2000 Room: Forum 1
	30 June	\$145	9.30am-1pm	FS11 S2	
Perth	1 April	\$145	9.30am-1pm	FS11 P1	Mantra on Murray, 305 Murray Street PERTH WA 6000. Room: Conference Room 1
Melbourne	11 March	\$145	9.30am-1pm	FS11 M1	Angliss Conference Centre Building A, Level 5 555 La Trobe Street MELBOURNE VIC 3000
	30 June	\$145	9.30am-1pm	FS11 M2	
Adelaide	8 April	\$145	9.30am-1pm	FS11 SA1	Mercure Grosvenor Hotel, 125 North Terrace ADELAIDE SA 5000. Room: Pioneer
Darwin	28 February	\$145	9.30am-1pm	FS11 NT1	Holiday Inn Esplanade 116 the Esplanade DARWIN NT 0800 Room: Litchfield

► [www.ourcommunity.com.au/fundraisingseminar](http://www.ourcommunity.com.au/fundraisingseminar)

Introduction to Writing Winning Grant Applications Seminar					
Location	Dates	Cost	Time	Course Code	Venue
Brisbane	11 March	\$145	1.30-4.30pm	GW11 B1	Chifley at Lennons Brisbane 66 Queen Street
	30 June	\$145	1.30-4.30pm	GW11 B2	BRISBANE QLD 4000 Room: Flinders Room
Sydney	11 March	\$145	1.30-4.30pm	GW11 S1	Hyde Park Inn, 271 Elizabeth Street SYDNEY NSW 2000 Room: Forum 1
	30 June	\$145	1.30-4.30pm	GW11 S2	
Perth	1 April	\$145	1.30-4.30pm	GW11 P1	Mantra on Murray, 305 Murray Street PERTH WA 6000. Room: Conference Room 1
Melbourne	11 March	\$145	1.30-4.30pm	GW11 M1	Angliss Conference Centre Building A, Level 5 555 La Trobe Street MELBOURNE VIC 3000
	30 June	\$145	1.30-4.30pm	GW11 M2	
Adelaide	8 April	\$145	1.30-4.30pm	GW11 SA1	Mercure Grosvenor Hotel, 125 North Terrace ADELAIDE SA 5000. Room: Pioneer
Darwin	28 February	\$145	1.30-4.30pm	GW11 NT1	Holiday Inn Esplanade 116 the Esplanade DARWIN NT 0800. Room: Litchfield

► [www.ourcommunity.com.au/winninggrants](http://www.ourcommunity.com.au/winninggrants)

## GRANTS & FUNDRAISING COURSES: MARCH - JUNE 2011 (CONT...)

Advanced Writing Winning Grant Applications Seminar					
Location	Dates	Cost	Time	Course Code	Venue
Brisbane	25 March	\$295	10am-3pm	AG11 B1	Chifley at Lennons Brisbane 66 Queen Street BRISBANE QLD 4000 Room: Flinders Room
	20 May	\$295	10am-3pm	AG11 B2	
Sydney	25 March	\$295	10am-3pm	AG11 S1	Hyde Park Inn, 271 Elizabeth Street SYDNEY NSW 2000 Room: Forum 1
	20 May	\$295	10am-3pm	AG11 S2	
Perth	12 May	\$295	10am-3pm	AG11 P1	Mantra on Murray, 305 Murray Street PERTH WA 6000. Room: Conference Room 1
Melbourne	25 March	\$295	10am-3pm	AG11 M1	Angliss Conference Centre Building A, Level 5 555 La Trobe Street MELBOURNE VIC 3000
	19 May	\$295	10am-3pm	AG11 M2	
Adelaide	13 May	\$295	10am-3pm	AG11 SA1	Mercure Grosvenor Hotel, 125 North Terrace ADELAIDE SA 5000. Room: James Alexander

► [www.ourcommunity.com.au/adgrantsseminar](http://www.ourcommunity.com.au/adgrantsseminar)

## LEADERSHIP COURSES: MARCH - JUNE 2011

Women Achieving and Flourishing					
Location	Dates	Cost	Time	Course Code	Venue
Melbourne	24 March	\$145	9.30am-1pm	WL11 M1	Angliss Conference Centre Building A, Level 5 555 La Trobe Street, MELBOURNE VIC 3000
Melbourne	27 April	\$145	9.30am-1pm	WL11 M2	Angliss Conference Centre Building A, Level 5 555 La Trobe Street, MELBOURNE VIC 3000

► [www.ourcommunity.com.au/womenachieving](http://www.ourcommunity.com.au/womenachieving)

## COMMUNITY GROUP GOVERNANCE COURSES: MARCH - JUNE 2011

Secrets of Successful Boards					
Location	Dates	Cost	Time	Course Code	Venue
Brisbane	17 May	\$295	10am-3pm	SB11 B1	Chifley at Lennons Brisbane 66 Queen Street BRISBANE QLD 4000 Room: Flinders Room
Sydney	16 May	\$295	10am-3pm	SB11 S1	Hyde Park Inn, 271 Elizabeth Street SYDNEY NSW 2000 Room: Forum 1
Melbourne	17 May	\$295	10am-3pm	SB11 M1	Angliss Conference Centre Building A, Level 5 555 La Trobe Street MELBOURNE VIC 3000

► [www.ourcommunity.com.au/boardseminars](http://www.ourcommunity.com.au/boardseminars)

## COMMUNITY GROUP GOVERNANCE COURSES: MARCH - JUNE 2011 (CONT...)

Certificate IV in (Governance) - for Community Boards (BSB 40907)					
Location	Dates	Cost	Time	Course Code	Venue
Brisbane	15-18 March	\$1595	9.30am-4pm	C411 B1	Chifley at Lennons Brisbane 66 Queen Street BRISBANE QLD 4000 Room: Flinders Room
	20-23 June	\$1595	9.30am-4pm	C411 B2	
Sydney	15-18 March	\$1595	9.30am-4pm	C411 S1	Hyde Park Inn, 271 Elizabeth Street SYDNEY NSW 2000 Room: Forum 1
	20-23 June	\$1595	9.30am-4pm	C411 S2	
Perth	28-31 March	\$1595	9.30am-4pm	C411 P1	Mantra on Murray, 305 Murray Street PERTH WA 6000. Room: Conference Room 1
Melbourne	28-31 March	\$1595	9.30am-4pm	C411 M1	Melbourne Multicultural Hub 58 Elizabeth Street MELBOURNE VIC 3000 Room: Purple
	20-23 June	\$1595	9.30am-4pm	C411 M2	
Adelaide	4-7 April	\$1595	9.30am-4pm	C411 SA1	Mercure Grosvenor Hotel, 125 North Terrace ADELAIDE SA 5000. Room: Colony
Darwin	1-4 March	\$1595	9.30am-4pm	C411 NT1	Holiday Inn Esplanade 116 the Esplanade DARWIN NT 0800. Room: Kakadu

► [www.ourcommunity.com.au/certiv](http://www.ourcommunity.com.au/certiv)

## ORGANISATIONAL MANAGEMENT COURSES: MARCH - JUNE 2011:

Diploma of Management (BSB51107)					
Location	Dates	Cost	Time	Course Code	Venue
Brisbane	11-15 April	\$2495 ( a rebate may apply for Victorian Delegates)	9am-5pm	DM11 B1	Chifley at Lennons Brisbane 66 Queen Street BRISBANE QLD 4000 Room: Flinders Room
Sydney	21-25 March	\$2495 ( a rebate may apply for Victorian Delegates)	9am-5pm	DM11 S1	Hyde Park Inn, 271 Elizabeth Street SYDNEY NSW 2000 Room: Forum 1
Perth	23-27 May	\$2495 ( a rebate may apply for Victorian Delegates)	9am-5pm	DM11 P1	Mantra on Murray, 305 Murray Street PERTH WA 6000. Room: Conference Room 1
Melbourne	7-11 March	\$2495 ( a rebate may apply for Victorian Delegates)	9am-5pm	DM11 M1	Melbourne Multicultural Hub 58 Elizabeth Street MELBOURNE VIC 3000 Room: Purple Room
	9-13 May			DM11 M2	

► [www.ourcommunity.com.au/dipmgt](http://www.ourcommunity.com.au/dipmgt)

