Unlock Your Community's Future

Training and capacity building sessions for your local community development groups and programs

www.ourcommunity.com.au/training

Are you looking for training that's designed especially for community groups?

Are your locally funded community organisations

- **Unclear on where they are headed and struggling to cope?**

- **Finding it hard to understand and clearly communicate why they exist?**

- **Looking for new funding opportunities but unsure where to find them let alone win them?**

- **Suffering from burnout and fatigue of too few doing too much?**

Our Community provides accredited training, facilitation, workshops and conferences designed for the staff, volunteers, board and committee members, and supporters of Australian community organisations.

We have trained over 20,000 community members from 12,000 organisations, working with more than 125 local governments across Australia to empower their constituents through practical, relevant and dynamic training.

We know you want to be the best local government you can be – our training can help you help your community.

Tailored content

Grants and funding

Boards, governance and leadership

Finance, insurance and risk management

Strategic planning, review and revitalisation

Marketing and media

Tailored training

In addition to regular scheduled training, we offer tailored programs designed and delivered specifically for local councils and shires for both staff and the communities they support.

We have developed specific content and delivery options for many local councils and shires around Australia, including the cities of Sydney, Gosford, Yarra, Stirling, Sunshine Coast, Melbourne, Greater Dandenong, Bendigo, Macedon Ranges, Ashburton, Victoria Daley, Kyogle and Gold Coast.

If you have a community training need, we can help.

Our team

All training is delivered by experienced, engaging community sector practitioners who are actively involved in the not-for-profit world and understand its unique challenges. Our content and delivery have been tested in the field to guarantee relevance and applicability and to enable practical outcomes for attendees.

Let's talk

We are highly flexible and able to tailor our training courses to meet specific needs and budgets, so please let us know if you have any questions or would like us to arrange a quote.

For further information, contact our Training Coordinator, Alan Matic, on (03) 9320 6805 or **alanm@ourcommunity.com.au**

Training and capacity building sessions for your local community

Whether your community is large or small, metropolitan or rural, much of its vibrancy is provided in partnership with local community organisations.

They are the backbone of the community and they need continual support. Many local governments throughout Australia have used our training programs to build the capacity of their community leaders and to expose them to practical solutions to many of their concerns. We've helped people to gain access to alternative sources of funding, to recruit skilled volunteers to boards and committees, to find new ways to better manage meetings, and to plan for future success. The list (and the work) goes on.

Our Community has developed proven programs that deliver results, supported by practical resources and templates. Training can be delivered in or outside business hours depending on your needs. The best news? You can book a program and invite as many participants as you like from your local area for the flat costs detailed page 13. Some of the many programs we can deliver in your local area include:
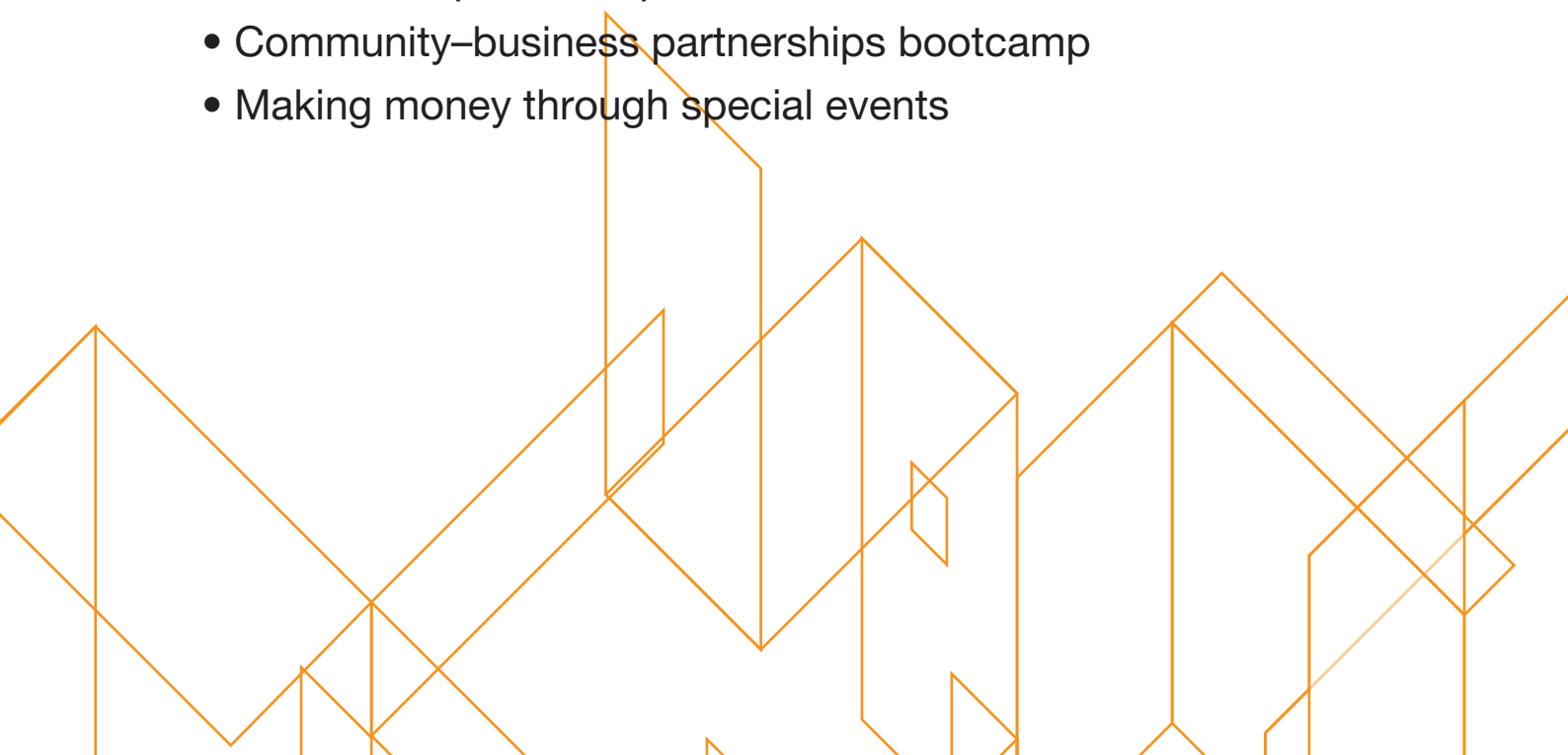
Grants & funding

How to win grants and influence people

- Developing a grants plan
- Sources of grants – getting your share
- Key questions you'll need to answer
- Measuring your results
- Reporting to funders

WTF? Where's the Funding?

- Developing an annual fundraising plan
- How to ask for money
- How to rally the troops without burning them out
- Your fundraising options and how to access them

Other courses available

- How to make the most of membership
- How to get donations and bequests
- Developing a planned giving program
- The art of Sponsorship
- Community–business partnerships bootcamp
- Making money through special events
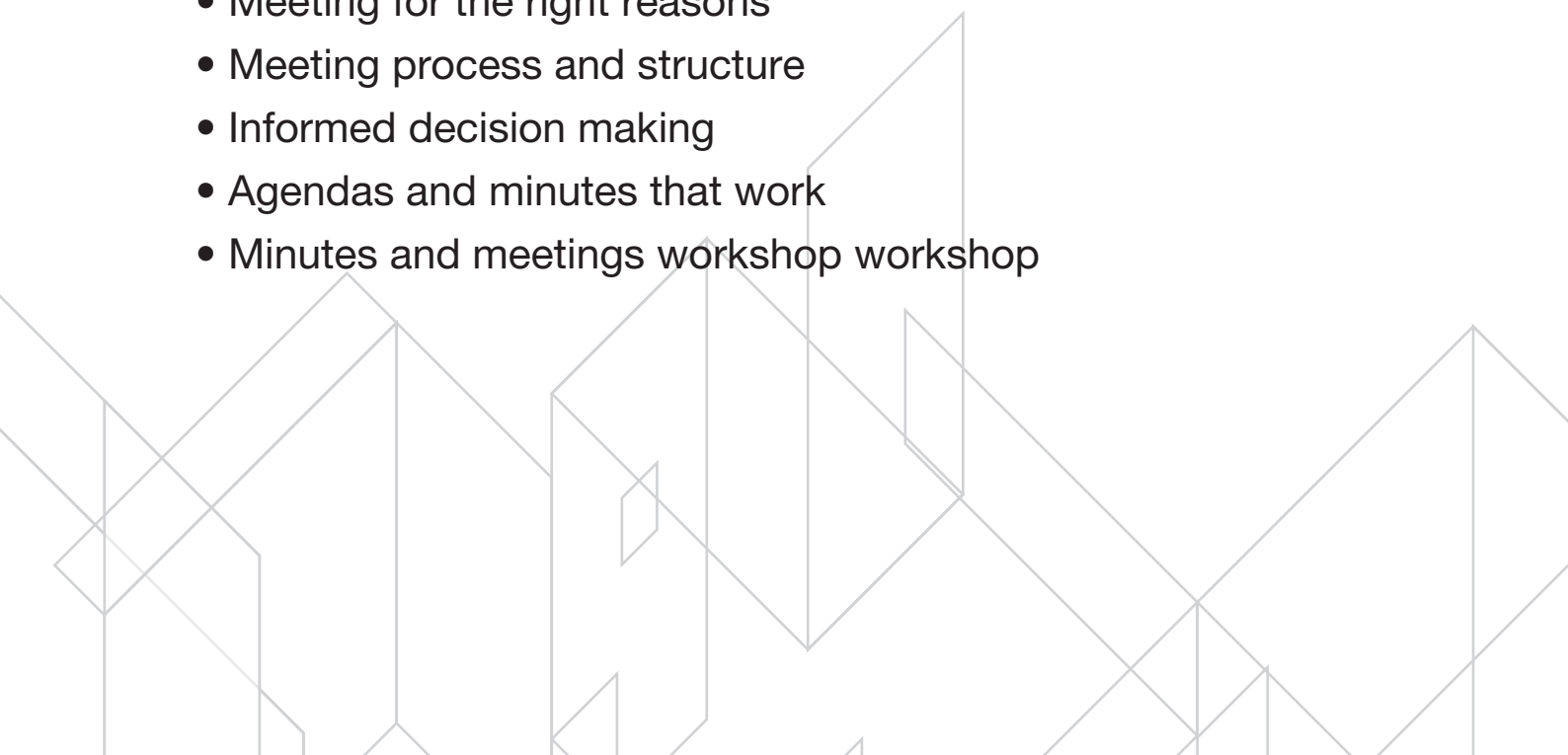
Boards, governance and leadership

Good governance, great results

- Why is governance important?
- Getting the right people on board for the right reasons
- Meeting legal requirements
- Recruitment and succession strategies
- Making your constitution work for you

Getting Your Board Reports Right

- What makes a good report
- Rounding up the right information
- Accessible financial statements
- What not to include
- Developing a template for best practice board reporting

Make meetings work

- Meeting for the right reasons
- Meeting process and structure
- Informed decision making
- Agendas and minutes that work
- Minutes and meetings workshop workshop

Women in Leadership

- Hard and fast facts about women in leadership
- Advantages of more women in leadership
- Obstacles and how to overcome them
- Your responsibilities and obligations
- Finding a leadership role

Frontline Management

- Recruiting and retaining staff
- Performance management
- Recruiting CEOs
- Succession Planning

Volunteers

- Recruiting and retaining volunteers
- Managing volunteers
- Occupational Health and Safety for volunteers
- Succession Planning

Other courses available

- Understanding and reviewing your constitution
- How to get your policies right
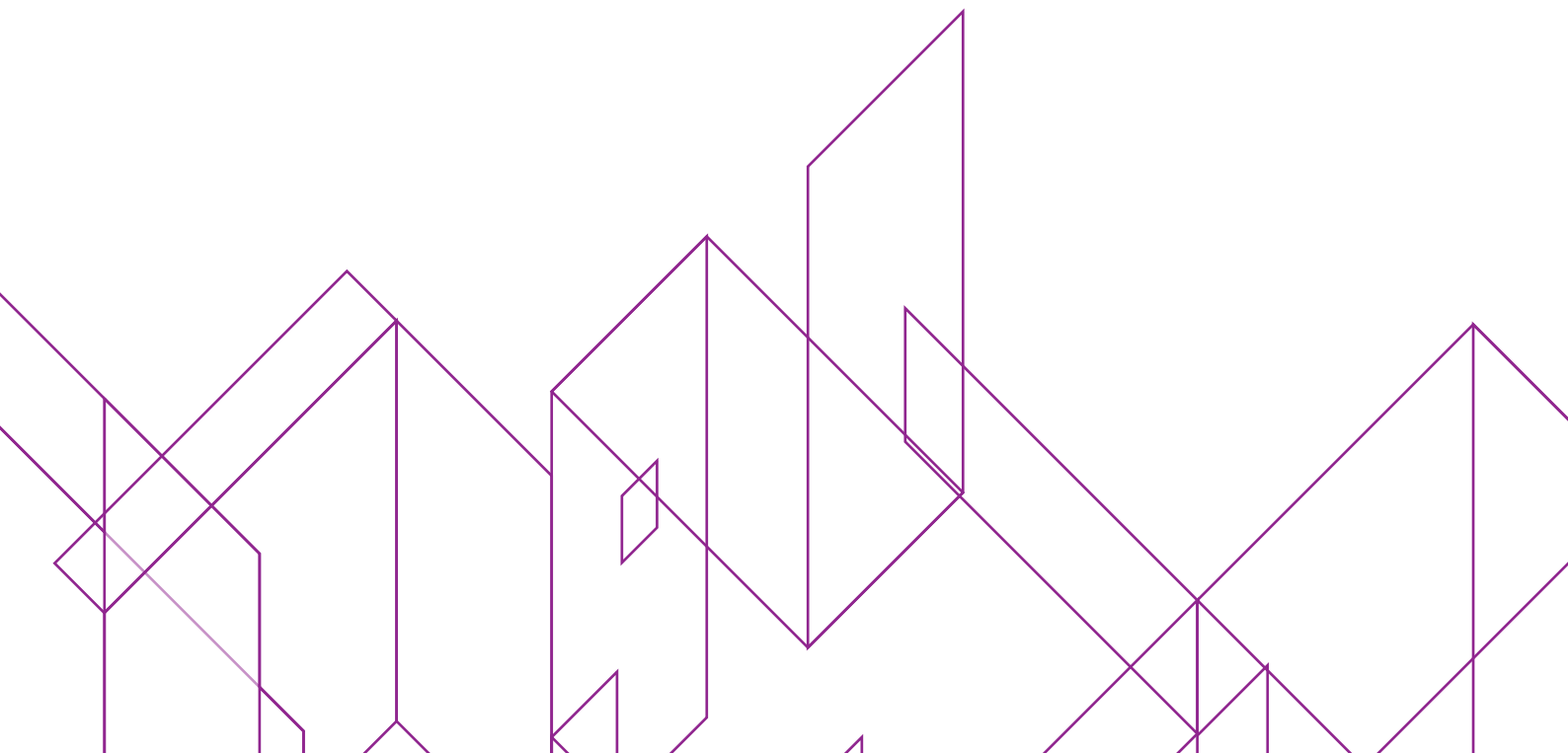- Board member bootcamp

Finance, insurance & risk management

Developing sound financial practices

- What are sound financial practices?

- What board members need to know about finances

- Minimising fraud

- Reports board members should see

- Preparing for the AGM and the auditor

Risk management and insurance

- What is risk management?

- Why do we need to worry?

- Identifying and managing your risks: a practical plan
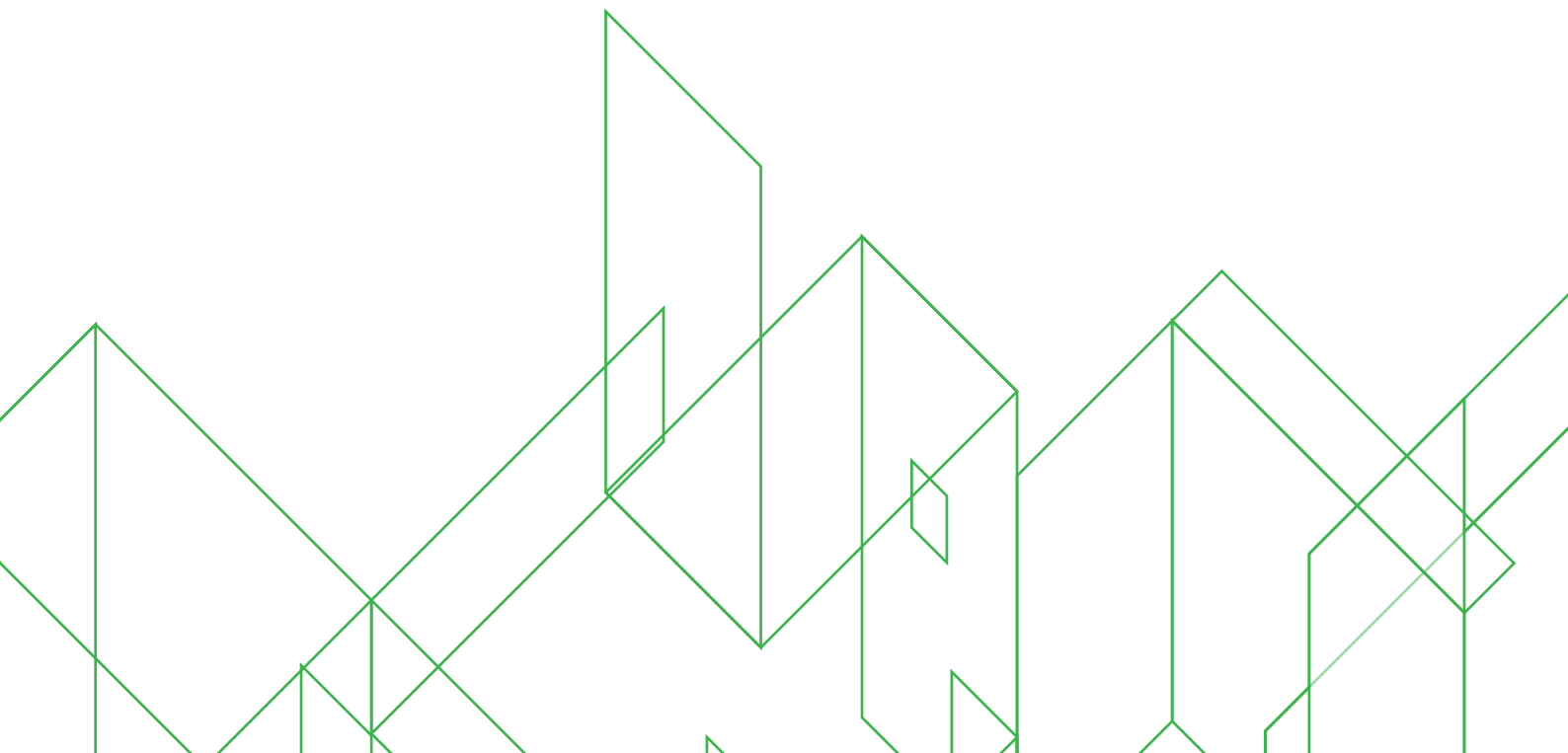
- Understanding your insurance needs

Strategic planning, review & revitalisation

Developing your strategic plan

- Gathering knowledge to set the scene
- Developing and reviewing your purpose
- Setting key result areas and objectives
- Communicating your plan

Project planning, evaluation and reporting

- Defining your project
- Scoping the project step by step
- Allocating resources
- Contingency planning
- Staying on track
- Reporting and evaluating

Marketing & media

The basics

- What are you marketing?
- Who are you targeting?
- Marketing options for your organisation
- Getting your message in the media
- Developing a communications calendar

Media secrets for community groups

- Understanding the media environment
- Defining, refining and packaging your message
- What's the medium and who is telling the story?
- Matching your story to the right media

Pricing

Short courses

1½- to 2-hour training seminar – $1,650 incl. GST
Includes: handouts, templates, copies of presentation
and feedback form

Half-day courses

Half-day training seminar (3½ hours) – $ 2,200 incl. GST
Includes: handouts, templates, copies of presentation and
feedback form

Full-day courses

Full-day training seminar (5 hours) – $3,300 incl. GST
Includes: handouts, relevant templates, copies of presentation
and feedback form.

Tailor a series to your needs

These packages can be booked as part of a training series.
Book any six training sessions and pay for only five! Discounts
are also available for multiple bookings and return business.
Please note: We are often able to provide these courses in your
local area without needing to charge travel and accommodation
expenses for our expert team. If we can't do so, we'll let you
know when we first start to talk about your training goals.

For further information and to book your training sessions,
contact our Training Coordinator, Alan Matic, on (03) 9320 6805
or **alanm@ourcommunity.com.au**.

Diploma of Business (Governance) BSB50715

The Institute of Community Directors Australia has developed a new diploma-level course for not-for-profit directors: the Diploma of Business (Governance) – BSB50715. This course is designed specifically for not-for-profit board and committee members, and the CEOs and senior staff who work alongside them. Both prospective and current members of boards are eligible to enrol. Not-for-profit boards present issues that are specific to the sector and not often encountered in commercial settings. Funding is tight, recruitment can be difficult, and measures of success are often hard to define. This course provides a framework for good governance that straddles both legal imperatives and not-for-profit realities.

Note: We will deliver the diploma course in your local area if you can coordinate the attendance of 10 people.

More information and diploma pricing:

www.communitydirectors.com.au/diploma

Our Community delivers qualifications as part of an alliance with Federation Training. Federation Training RTO number: 0417

What people say about out training

"Our Community has delivered a number of capacity building training sessions for the City of Belmont community that have resulted in local groups becoming aware of and accessing successful ways of funding their initiatives. We have been pleased to work with Our Community and would recommend their training programs for other local communities." **Jay Hardison, Manager, Property & Economic Development, City of Belmont**

"The Shire of Campaspe has worked with Our Community on several occasions – delivering training to community groups on a range of topics. We have always found working with Our Community easy, professional and most importantly practical for the rural groups we work with." **Bobbi Aitken, Civic Events & Grants Officer, Shire of Campaspe**

"Our Community has been providing grant submission and governance training as part of the City of Sydney community capacity building training program for the last four years. Your trainer imparts his extensive knowledge and experience in the organisation governance area in a way that's practical and straight to the point with occasional doses of humour. He illustrates the issues through many examples from his extensive experience in the area to bring the discussion to life. His training provides participants with many useful templates and tools to help them to apply their knowledge back to their organisation."

"The best training I've attended"

"Exceeded expectations"

"Very knowledgeable"

"Useful tools and templates"

Our Community

Our Community is a world-leading social enterprise that provides advice, tools and training for Australia's 600,000 not-for-profit groups.

The Our Community group provides advice, connections, training and easy-to-use tech tools for people and organisations working to build stronger communities.

Our partners in that work are not-for-profit organisations and social enterprises; government, philanthropic and corporate grantmakers; donors and volunteers; enlightened businesses; and other community builders.

A Certified B Corporation (bcorporation.net/community/our-community-pty-ltd) and multi-award-winning social enterprise, Our Community offers the following resources and more:

OurCommunity.com.au

Australia's centre for excellence for the nation's 600,000 not-for-profits and schools: where not-for-profits go for help

Institute of Community Directors Australia

The best-practice governance network for the members of Australian not-for-profit boards, committees and councils, and the senior staff who work alongside them

FundingCentre.com.au

The best place to go to get information on grants and fundraising in Australia

GiveNow.com.au

Commission-free online donations for not-for-profits, and philanthropy education and tools for businesses, families and individuals

Good Jobs

Connecting good people with social sector jobs, board vacancies and internships

Communities in Control

Australia's most inspiring annual community sector gathering: thought leadership for the not-for-profit sector

Australian Institute of Grants Management

Information, inspiration and education for government, philanthropic and corporate grantmakers

SmartyGrants

Software & data science for revolutionary grantmakers

Australian Institute for Corporate Responsibility

Creating and facilitating authentic connections between enlightened businesses and their communities

Read more about us at www.ourcommunity.com.au/aboutus