

Training 2012

Further details and registration forms can be accessed on the Community Waikato Website training calendar

Please note that these prices are for community sector organisations. The charge for non community sector organisations is approximately double.

Most workshops run between the hours of 9 and 4.

For more information about the Unitec Diploma please contact Sally – sally @communitywaikato.org.nz or go online – www.unitec.ac.nz and follow the links to Graduate Diploma in Not for Profit Management

	When	Facilitator and venue	Event	Information	cost
	8 February 2012	Community Funding workshops @ Hamilton Multicultural Centre	Basic and sustainable funding	How to fill out a successful application form, budgeting for your project, selling your project to the funder, tips on getting prepared and how decisions are made.	free
	13 February 2012	Community Funding workshops @ CW	Basic and sustainable funding	How to fill out a successful application form, budgeting for your project, selling your project to the funder, tips on getting prepared and how decisions are made.	free
	20, 21 & 22 February	Unitec Hilary @ Community Waikato	Unitec Diploma	Leading change: first 3 days of 6 day paper	
	Monday 27 February	Aly McNicoll and Unitec @ CW	Governance Training	Boards that make a difference – A board of a Not-for-profit organisation can build or break an organisation. There are simple tips and strategies that can make a board a key asset. This course looks at what board members need to do to make their contribution to the organisation effective and valued. We will cover strategic thinking, working with management, running effective meetings and how to be the board member that every board wants.	\$90
	7 March 2012	Community Funding workshops @ Hamilton Gardens Pavilion	Basic and sustainable funding	How to fill out a successful application form, budgeting for your project, selling your project to the funder, tips on getting prepared and how decisions are made.	free

	When	Facilitator and venue	Event	Information	cost
	Wednesday 14 March	Careers New Zealand Judy Patterson @ CW	PD Planning	Keeping the passion alive- planning for your own PD. Be ready for your performance review by identifying your PD goals for the next PD year	\$10
	19, 20 & 21 March	Hilary @ Community Waikato	Unitec Diploma Paper	Leading change: Second 3 days of 6 day paper	
	Thursday 22 March 2012	Aly McNicoll and Unitec @ CW	Developing and managing staff performance	This course will improve your abilities to motivate, manage and evaluate the performance of others in ways that work in your not-for-profit organisation. Topics include what is performance management, the seven habits of effective performance management, ensuring expectations are set and met in work teams, dealing with non-performance, performance appraisal, the art of feedback – having constructive conversations about performance and coaching and mentoring in the workplace.	\$100
	Monday 2 April	Community Funding workshops @ Ngatea Community Hall, Ngatea	Basic and sustainable funding	How to fill out a successful application form, budgeting for your project, selling your project to the funder, tips on getting prepared and how decisions are made.	free
	Tuesday 3 April 2012	Aly McNicoll @ CW	Peer Supervision	Peer supervision differs from more traditional forms of supervision in that it doesn't rely on the presence of a more qualified, expert in the process – a supervisor. Peer supervision can ensure that more people have access to more supervision in the organization and this in turn impacts on the quality of service for clients.	\$170
	Wednesday 11 April	Careers New Zealand Judy Patterson @ CW	Workshop 1 Having career conversations with your clients – An introduction to Career Planning	Add another dimension to the health and well-being role you have with your clients	\$10

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	Tuesday 24April	Carol Scholes and Threshold Management and coaching @ CW	Handling difficult conversations	Handling difficult conversations and difficult people - learn the skills to handle and value those difficult people in your organisation whether they are employees or volunteers. Gain skills in handling those conversations that you would really prefer not to have. Find out the personalities in your organisation and how to inspire them all to work together.	\$100
	1 May 2012	Community Funding workshops @ Sth Waikato District Council Chambers, Tokoroa	Basic and sustainable funding	How to fill out a successful application form, budgeting for your project, selling your project to the funder, tips on getting prepared and how decisions are made.	free
	30 April 1 & 2 May	Hilary @ CW	Unitec Diploma Paper	Values: First 3 days of 6 day paper	
	Wednesday 9 May	Careers New Zealand Judy Patterson @ CW	Workshop 2 – Helping clients identify their work interests	If we're working in an area that interests us, we'll enjoy our work more (Workshop participants should desirably have completed CareerQuest on www.careers.govt.nz in preparation for this workshop. You'll work with your results, or those provided in the workshop)	\$10
	Tuesday and Wednesday 22 & 23 May 2012	Aly McNicoll @ CW	Supervision skills	Supervision Skills for Health & Social Service Professionals- Unitec NZ Certificate This practical, 2 day training enables senior staff to provide effective supervision for others in their own discipline area. It <ul style="list-style-type: none"> ○ introduces supervision as a professional development process for health & social service professionals ○ provides training and processes for one to one clinical supervision 	\$600

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				<ul style="list-style-type: none"> ○ provides opportunities for participants to experience the power of supervision through live demonstrations, practice activities and work based tasks. <p>Objectives</p> <ul style="list-style-type: none"> ○ By the end of this workshop participants will be able to ○ define supervision, the role of the supervisor and the limits and boundaries to the role ○ establish supervision relationships ○ develop supervision contracts and negotiate goals for individual supervision sessions ○ use a range of micro-skills to enhance supervisee reflection and learning ○ manage one to one supervision sessions ○ use a range of tools and frameworks for effective supervision conversations ○ use power and expertise appropriately in the supervision relationship ○ explore models of supervision and their relevance to supervision practice ○ discuss ethical boundaries and issues in the supervision process <p>This 2 day training with reading and work based tasks comes with a comprehensive booklet for ongoing reference.</p>	
	29 May 2012	Community Funding Workshop @ Waihi resource centre, Waihi	Basic and sustainable funding	How to fill out a successful application form, budgeting for your project, selling your project to the funder, tips on getting prepared and how decisions are made.	free
	28, 29 & 30 May	Hilary @ CW	Unitec Diploma Paper	Values: second 3 days of 6 day paper	

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Wednesday 6 June	Carol Scholes and Threshold Management and coaching @ CW	Project management	What is good project management? We will explore how to design a project for success and gather the necessary resources and enthusiasm of stakeholders. Learn the jargon of project management and identify the common mistakes in projects and how to convert them to strengths.	\$100
Wednesday 13 June 2012	Careers New Zealand Judy Patterson @ CW	Workshop 3 – Helping clients to identify their skills	The road to confidence-building is through skills identification	\$10
27,28 & 29 June	Martin @ CW	Unitec Diploma paper	Financial management: First 3 days of 6 day paper	
Tuesday 3 July	Carol Scholes and Threshold Management and coaching @ CW	Understanding Budget forecasting, Cash flow and Business planning for the NFP sector	Successful NFP organisations are recognising the need to accurately plan and budget for their financial year in both projects and at an organisational level. This course will talk through the key areas that need to be budgeted for, how to develop a budget from a business plan and your historical activities and how to use that budget and forecasting to monitor and guide your organisation in its decision making. In a recent survey 59% of companies identified budgeting as the key job function of financial controllers. Find out why with this interactive course.	\$100
Wednesday 11 July 2012	Careers New Zealand Judy Patterson @ CW	Workshop 4 – Helping clients overcome obstacles in their return to work	Exploring ways to remove the obstacles clients might think they have	\$10
25,26 & 27 July	Martin @ CW	Unitec Diploma paper	Financial management: Second 3 days of 6 day paper	

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Wednesday 1 August	Carol Scholes and Threshold Management and coaching @ CW	Strategic Thinking	Information coming	\$100
Wednesday 8 August 2012	Community Funding Workshop @ Te Kuiti Community House, Te Kuiti	Basic and sustainable funding	How to fill out a successful application form, budgeting for your project, selling your project to the funder, tips on getting prepared and how decisions are made.	free
Wednesday 8 August 2012	Careers New Zealand Judy Patterson @ CW	Workshop 5 – Helping clients to prepare a marketing CV and cover letter	Strategies for job search Your CV (hard skills) gets you the interview, you (your soft skills) get you the job	\$10
Tuesday 28 August	Jenny Grace Consulting @ CW	Facilitation 101	Build your skills and confidence with this intensive 1-day workshop This workshop will assist you to develop the skills, understandings and knowledge to facilitate group processes with increased confidence. It will be dynamic and interactive, with the opportunity to practice in a safe environment and discover ways to deal effectively with conflict. The workshop includes topics such as the role of the facilitator, characteristics of an effective facilitator, how to structure a satisfying workshop or meeting, how to maximise participation, processes for collaborative planning , understanding group dynamics, how to effectively manage conflict and how to evaluate the success of your group's progress	\$100
4 September 2012	Community Funding Workshop @ Hamilton Gardens Pavilion, Hamilton	Basic and sustainable funding	How to fill out a successful application form, budgeting for your project, selling your project to the funder, tips on getting prepared and how decisions are made.	free

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Wednesday 12 September 2012	Careers New Zealand Judy Patterson @ CW	Workshop 6 – Helping clients to prepare for interviews	Interviews are 90% preparation and 10% performance People who prepare well, perform well Your CV gets you the interview – now's your chance to 'get the job'	\$10
Thursday 20 September	Aly McNicoll and Unitec @ CW	Dealing with conflict	Dealing with conflict is a common part of life in not for profit organisations. This course explores what conflict looks like, the impact it can have on an organisation and equips participants with the tools to create an environment to minimise the negative impact of conflict. Mediation skills are looked at and practised for those times when conflict occurs. Topics include the nature of conflict, creating a positive environment to minimise and manage conflict, personal conflict management styles, getting to a win-win and mediation skills.	\$100
Wednesday 10 October 2012	Careers New Zealand Judy Patterson @ CW	PD Planning	Keeping the passion alive- planning for your own PD. Be ready for your performance review by identifying your PD goals for the next PD year	\$10
24, 25 & 26 October	Sandy @ CW	Unitec Diploma paper	Leading teams: First 3 days of 6 day paper	
Tuesday 6 November	Aly McNicoll and Unitec @ CW	Governance Training	Boards that make a difference – A board of a Not-for-profit organisation can build or break an organisation. There are simple tips and strategies that can make a board a key asset. This course looks at what board members need to do to make their contribution to the organisation effective and valued. We will cover strategic thinking, working with management, running effective meetings and how to be the board member that every board wants.	\$100
21, 22 & 23	Sandy @ CW	Unitec Diploma paper	Leading teams: Second 3 days of 6 day paper	

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	November				