



# COMMUNITY WAIKATO

*"Unearthing the wisdom"*

Hurahia te whakaaronui

*Tē hira tangata ki Waikato, ki Raukawa  
ki Maniapoto, ki Hauraki*

## Training 2009

<b>When</b>	<b>What</b>
March 11	Leading Meetings with Jenny Magee
March 13	Conflict (dealing with) Fraser McDonald (Unitec)
March 18	IT: Word and Excel with Stuart Campbell
March 27	Remuneration workshop David Shannon
April 8	IT: Publisher and Outlook with Stuart Campbell
April 22	Understanding Your Organisations Finances (Unitec) Carol Scholes
May 6	Funding Workshop
May 26	Developing and Managing Staff Performance with Aly McNicol (Unitec)
June 11	Governance: Succession Planning with Jenny Magee
July 8	IT: Publisher and Outlook with Stuart Campbell
July 15	Governance: Leading Meetings with Jenny Magee
August 12	IT: Word and Excel with Stuart Campbell
September 17	Essential Minute Taking Skills with Jenny Magee
October 8	Policy Writing with Jenny Magee
Dates not yet set	Community Funding (Unitec)
	Self Care: Yoga
	Report Writing