

Training 2010

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

When	Facilitator and venue	Event	Information	Cost
Wednesday 3 March	Hilary Star-Foged @ Community Waikato	Unitec Diploma Promotion	On March 3rd 2010 from 9.30 – 12.30 at Community Waikato Hilary Star-Foged, Convenor of the Programme, is presenting a fun and interactive workshop to promote and answer all your questions about the Unitec Graduate Diploma in Not-For-Profit Management	Free
Wednesday 16 March	Hildy Gottlieb @ community Waikato	Governance	An exciting half day workshop on interactive boards and sustainable programmes and practices.	\$10
Wednesday 17th March	Carol Scholes Unitec @ Community Waikato	Understanding your organisations finances	Increase your understanding of basic financial concepts and processes necessary for good governance and management of not-for-profit organisations. Topics include financial stewardship – the roles and responsibilities, a financial health check for your organisation, reading financial statements and drawing conclusions, understanding financial language, checks and balances for a sound financial system and planning, budgeting and reporting cycles.	\$90 Community Sector \$150 Non-sector
Thursday 18 March	Ngapera, Jane and Connor @Community Waikato	ERE Workshop for Maori Community Organisations	EMPLOYMENT RELATIONS EDUCATION WORKSHOP FOR MĀORI, AND IWI BASED COMMUNITY ORGANISATIONS This workshop is one of three pilot workshops being held in Hamilton, Gisborne and Christchurch and has been designed in response to needs identified by 49 Maori/iwi organisations that took part in a recent research project exploring workplace development.	Free
Wednesday 7 April	Interactionz @ Community Waikato	Person Driven Practice	A half-day learning and connecting opportunity to bring about positive and sustainable change in the lives of people and communities. This seminar will introduce the concept of person driven practice and the philosophies and principles that underpin the concept. In essence, person driven practice is a way of walking alongside people, and their natural supports, to facilitate opportunities to establish and realise their own unique vision of a good	\$50 + gst

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			<p>life. This seminar is for you if you are interested in the model of citizenship in which disadvantaged or marginalised people have choice and control over the supports they receive and the lives they lead as valued citizens in their communities.</p>	
<p>Tuesday and Wednesday 13th and 14th April</p>	<p>Aly Mc Nicoll New Zealand Coaching & Mentoring Centre @ Community Waikato</p>	<p>Mentoring, coaching and supervision</p>	<p>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</p> <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 > provides opportunities for participants to experience the power of supervision through live demonstrations, practice activities and work based tasks. <p>Objectives By the end of this workshop participants will be able to</p> <ul style="list-style-type: none"> > 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>2 day training with reading and work based tasks. Comes with comprehensive booklet for ongoing reference.</p>	<p>\$570</p>
<p>Friday 23 April</p>	<p>Bevan Heremia Unitec @ Community Waikato</p>	<p>Legal issues</p>	<p>Hot Topics re Legal Issues for Not-for-Profit Organisations Are you familiar with legal issues that may impact on your organisation? This course is run by a not-for-profit law expert and introduces you to what you need to know if you are establishing or working in a not-for-profit organisation. Topics include how the law works and how it affects organisations and not for profit management, organisational structures and founding documents, legal duties of governing bodies, staff and volunteers and the effects of The Charities Act 2005. CANCELLED TUTOR HAD FAMILY CRISIS</p>	<p>\$90 Community sector \$150 Non-sector</p>

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Monday 26 & Tuesday 27 April First of 2 workshops on topic. Second series dates are May 24 and 25.	Interactionz @ Community Waikato	Tools of engagement	Tools for engagement are processes and approaches that generate connection and release wisdom within groups of people. They foster synergy and provide ways for people to participate in intention, design and outcomes/ decisions/actions. It is about shifting from informal socialising or opinionated discussion to an attitude of thoughtful speaking and deep listening.	\$300 + gst
Monday May 3	Lee Kimber from RASAH @CW	Sexual abuse	Lifting the Lid" is an exciting opportunity to participate in a workshop designed to increase awareness of rape and sexual abuse in our communities. To "Lift the Lid" is to encourage more open conversations about these and related offences in order to help reduce their occurrence. CANCELLED BY TUTOR	\$20
Wednesday 12th May	Carol Scholes Unitec @ Community Waikato	Governance	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 Community sector \$150 Non-sector
Wednesday 19 May	Interactionz @ Community Waikato	Strengthening Natural Relationships	This seminar will explore the importance of natural relationships and outline key factors in creating 'good' lives within community. The seminar will focus on <i>why</i> natural support networks are essential to sustainable communities and <i>how</i> to create opportunities for meaningful	\$50 + gst
Monday 24 & Tuesday 25 May	Interactionz @ Community Waikato	Tools for engagement (repeat)	Tools for engagement are processes and approaches that generate connection and release wisdom within groups of people. They foster synergy and provide ways for people to participate in intention, design and outcomes/ decisions/actions. It is about shifting from informal socialising or opinionated discussion to an attitude of thoughtful speaking and deep listening.	\$300 + gst

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Wednesday 2 June	Interactionz @ Community Waikato	Digital Storytelling	This seminar, facilitated by Digital Storytelling Aotearoa, will introduce digital storytelling as a tool for social justice and outline the impacts of the use of this tool. Digital storytelling is a new media form that broadly refers to a collection of new media tools that are being used to help people tell their personal stories. This seminar is for anyone who is interested in exploring digital storytelling as a form of creative work, personal empowerment, and an emerging method for evaluating organisational and community development.	\$50 + gst
Tuesday 15 June	Aly McNicoll Unitec @ Community Waikato	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.	\$90 Community sector \$150 Non-sector
Monday 21 June	Ruth Gerzon @CW	Advocacy Training	This interactive workshop will support advocates to reflect on their work and learn new strategies. The workshop is designed for people new to advocacy. The workshop will look at the issues of power, ethics and cultural safety in advocacy. Participants work through scenarios reflecting advocacy issues they are likely to encounter. Detailed handouts are provided.	\$90 Community sector \$160 Non-sector
Monday 28 and Tuesday 29 June	Interactionz @ Community Waikato	Understanding of Individual Differences	Increase participants' self-awareness and their understanding of the differences that exist between people. Why? Because we live in a relationship reality, it is essential that we appreciate the unique perspective of others. We all have a unique way of understanding and interacting with the world around us. Understanding differences can create the potential to avoid conflict and misunderstandings	\$250

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Monday 5 and Tuesday 6 July	Interactionz @ Community Waikato	Intro to Effective Communication	This workshop will identify key characteristics of effective communication and raise awareness of challenges to meaningful exchanges. Participants will be introduced to the microskills of active listening and will have opportunities to practice these skills within the learning environment.	TBA
Wednesday 7 July	Aly McNicoll Unitec @ Community Waikato	Managing Conflict in Not for Profit Organisations	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.	\$90 Community sector \$150 Non-sector
Thursday 15 July	Sam Huggard Unitec @ CW	Legal Issues	Hot Topics re Legal Issues for Not-for-Profit Organisations Are you familiar with legal issues that may impact on your organisation? This course is run by a not-for-profit law expert and introduces you to what you need to know if you are establishing or working in a not-for-profit organisation. Topics include how the law works and how it affects organisations and not for profit management, organisational structures and founding documents, legal duties of governing bodies, staff and volunteers and the effects of The Charities Act 2005.	\$90 Community sector \$150 Non-sector
Wednesday 21 July	Interactionz @ Community Waikato	Planning for a future of positive possibilities	This seminar will explore aspects of futures planning to expand the spheres of possibility for an individual and their family.	\$50 + gst
Tuesday August 3	Aly Mc Nicoll New Zealand Coaching & Mentoring Centre @ Community Waikato	Peer mentoring and supervision	TBA	TBA

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Friday 6 August	Martin Steinman Unitec @ Community Waikato	Community Funding	<p><i>Community Funding</i> This course will improve your skills in developing funding strategies for your organisation that focus on long-term survival and success. By the end of the course, participants will be able to:</p> <ul style="list-style-type: none"> • Discuss ways to develop effective and healthy relationships with funders • Identify sources of funds for community based organisations • Discuss strategies for funding community organisations and projects • Identify ways to develop funding strategies appropriate for their own organisation 	\$90 Community sector \$150 Non- sector
Monday 23 August	Carol Scholes, Threshold@ Community Waikato	Planning for financial management: Setting up budgets and cashflows 9.30-3.30	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.	\$90 Community sector \$150 Non- sector
9 Nov	Aly McNicoll Unitec @ Community Waikato	Governance	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 Community sector \$150 Non- sector

