



Volunteering S.A. Inc.

## Free Training for Volunteers Calendar

Funded by the Government of South Australia, Office for Volunteers

### August to November 2007

To register for these courses – Phone 82217177 or email: [training@volunteeringsa.org.au](mailto:training@volunteeringsa.org.au)

Date	Time	Topic	Venue
1 August	9:30am-12:30pm	Introduction to Mentoring	Noarlunga Health Village
3 August	4.00pm-7.00pm	Managing Challenging Behavior	Torrens Building, Adelaide
7 August	12:00pm-3:00pm	Safe Food handling and Hygiene	Aberfoyle Park Community Centre
10 August	9.30am-12.30pm	Volunteering with the Frail Aged	The Hut Community Centre
13 August	9:45am-12:30pm	Good Governance for Incorporated Bodies	Northern Volunteering
13 August	12:30pm-3:30pm	Effective Meetings	Northern Volunteering
16 August	9:30am-12:30pm	Introduction to Effective Communication	Noarlunga Health Village
17 August	9.30am-12.30pm	Introduction to Mentoring	Torrens Building, Adelaide
24 August	1.00pm-4.00pm	Introduction to Effective Communication / Time Management	Torrens Building, Adelaide
27 August	9:45am-12:30pm	Conflict Transformation	Northern Volunteering
27 August	12:30pm-3:30pm	Positive Communication Techniques	Northern Volunteering
31 August	9:30am-12:30pm	Introduction to Aged Care	Noarlunga Centre (to be confirmed)
3 September	9:30am-12:30pm	Safe Food Handling and Hygiene	SEM Centre, Seaford
3 September	12:30pm-3:30pm	Occupational Health, Safety and Welfare	Northern Volunteering
7 September	1.30pm-4.30pm	Customer Service	Torrens Building, Adelaide
7 September	9:30am-12:30pm	Accidental Counseling	Noarlunga Health Village
10 September	12:30pm-3:30pm	Introduction to Mentoring	Aberfoyle Park Community Centre
13 September	9:45am-12:30pm	Safe Food Handling	Salisbury RSL
13 September	12:30pm-3:30pm	Event Management	Salisbury RSL
27 September	1:00pm-4:00pm	Introduction to Effective Communication	Flinders Medical Centre
4 October	9:45am-12:30pm	Good Governance for Incorporated Bodies	Salisbury RSL
4 October	12:30pm-3:30pm	Effective Meetings	Salisbury RSL
8 October	9:45am-12:30pm	Safe Food Handling	Northern Volunteering
8 October	12:30pm-3:30pm	Event Management	Northern Volunteering
15 October	9:45am-12:30pm	Volunteer Rights and Responsibilities	Northern Volunteering
15 October	9:30am-12:30pm	Engaging Gen Y	Noarlunga Health Village
23 October	1:00pm-4:00pm	Introduction to Mentoring	Flinders Medical Centre
25 October	12:00pm-3:00pm	Manual Handling	Coromandel Community Centre
26 October	9:30pm-12:30pm	How to deal with Difficult People	Noarlunga Health Village
5 November	9:30am-12:30pm	Motivation and Goal Setting	Noarlunga Health Village
12 November	9:30am-12:30pm	Grief and Loss	Noarlunga Health Village
23 November	9:00am-4:00pm	Essential First Aid	Noarlunga Health Village
29 November	1:00pm-4:00pm	Introduction to Working Teams	Flinders Medical Centre



Government of South Australia  
Office for Volunteers



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Northern Volunteering SA Inc



Southern  
Volunteering  
(SA) Inc



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## Volunteering Management Training Calendar

September 2007

### National Standards for Volunteer Involving Organisations

**Date:** Thursday 6th and Friday 7th September

**Time:** 9am to 4pm

**Venue Day 1:** Class Room 2, Level 2, 220 Victoria Square (Torrens Building)

**Venue Day 2:** Room 2, Ground Floor, 220 Victoria Square (Torrens Building)

**Cost:** \$220 for members and \$440 for non-members

**Trainer:** Teresa Forest

Teresa is a highly acclaimed educator. She has worked in commercial, public and the not for profit sectors and understands from grassroots all the way to the Minister's office why standards are essential and how they can create positive volunteering experiences for volunteers, managers and organisations alike. As well as an outstanding trainer, Teresa is a master Toastmaster, keen traveler and committed learner. This year Teresa has delivered this training to staff in over 50 organisations. Don't miss out. These 2 day workshops always book out quickly. Price includes a workbook. Lunch is not provided.

Previous participants feedback:

*"I would have paid three times as much to go to this training, it is just what we need"*

*"thanks Teresa, I am really excited about the National Standards"*

*"This is the framework we need to professionalize volunteer management and be taken seriously by our Boards and funders"*

*"I am not scared of this anymore, we are already well on our way to best practice"*

*"this was not a boring 2 days at all – interesting, challenging and I can't wait to get started"*

Bookings via phone on 8221 7177 or contact [reception@volunteeringosa.org.au](mailto:reception@volunteeringosa.org.au) and a registration form will be emailed to you.

If you would like to book this 2 day workshop exclusively for your volunteer managers or get together in your region, contact Moira on 8221 7177.

### Policy Roundtable Discussions

16 August	Volunteering and advocacy
27 September	Is the voluntary sector a cheap means of delivering social services?
8 November	Volunteering as a bridge between communities

All of the above sessions will be held in Meeting Room 2, Ground Floor, Torrens Building, from 12.30pm to 2.00pm.

National Standards Training is subsidised with support from the Australian Government. This training is for volunteer managers in paid or voluntary positions.

**To register for the above courses**  
**Please Phone: 8221 7177**  
**Or email [training@volunteeringosa.org.au](mailto:training@volunteeringosa.org.au)**