

2015 Community Waikato Workshop Calendar

Prices are for community organisations. Non-community rates are generally x2. Please note, this is a working document, sometimes dates will change. Please check when you register. Registration is online www.communitywaikato.org.nz and click on the Awesome Organisations link.

When	What & where	Who	Details	Cost
4 February 2015 9.30 to 3	Funding Expo Hamilton Gardens Pavilion	Various funders and funding informers	The Waikato Community Funding Expo is a great opportunity to talk to a range of funders all under the same roof. Come along and check out the stalls and attend one or more of the workshops. There's lots of practical advice, information and strategies to assist your community group or project.	Free
24 February 2015 5.30 pm to 7.30 pm	Funding Workshop @ Multicultural Centre, Boundary Road, Hamilton	Anne Douglas, Community Waikato and Sandra Larsen, Trust Waikato	How to fill out a successful application form Budgeting for your project Selling your project to the funder Tips on getting prepared How decisions are made Sustainable funding – what is it Getting specific with your organisational budget Seven streams of income, taking a closer look How to create opportunities Making it easy to give Accountability and reporting - why, when and how	Free
25 February 2015	Stress management @ CW	Shelley Walker @ Stress Management Counselling Services	This workshop is designed to look at stress and why we react the way we do in particular situations. It will examine 'good' and 'bad' stress, with a focus on your personal triggers and	\$100

9am to 3pm			provide five strategies to gain control of your own stress. Part of the workshop will also give you tools for stress management and some clear and achievable goals in the weeks ahead.	
26 February 2015 9.30 am to 11.30 am	XERO Accounting System	Presented by BDO Waikato	<p>Xero is an online accounting system that provides financial confidence and clarity for small to medium sized business owners and not for profit organisations. The key features of Xero are: Automatic bank account imports, GST at the click of a button, Invoicing, Expense claims, fixed assets, Stock support, Standard business reporting and Management reporting.</p> <p>Xero also enables you and your accountant to have access to up-to-date financial information simultaneously, enabling this relationship to work as efficiently as possible.</p> <p>Come along to this workshop so you can decide if Xero is right for you.</p>	Free
10 March 2015 5.30 to 7.30 pm	Funding workshop @ Community Waikato	Anne Douglas, Community Waikato and Sandra Larsen, Trust Waikato	<p>How to fill out a successful application form</p> <p>Budgeting for your project</p> <p>Selling your project to the funder</p> <p>Tips on getting prepared</p> <p>How decisions are made</p> <p>Sustainable funding – what is it</p> <p>Getting specific with your organisational budget</p> <p>Seven streams of income, taking a closer look</p> <p>How to create opportunities</p> <p>Making it easy to give</p> <p>Accountability and reporting</p> <p>- why, when and how</p>	Free
18-20 March 2015	Governance	Unitec Diploma		First 3 days of 6 day paper
24 March 2015	An introduction to Risk	Karen Stockmann @	Risk is a part of living in our society. A risk is anything that	\$75

9.30am to 3.30pm	Management	Community Waikato	<p>could jeopardise the achievement of your organisations key objectives or even its very existence.</p> <p>The challenge is to treat risks in an appropriate and cost effective manner to protect the organisation and its stakeholders.</p> <p>The aim of this workshop is to introduce a structure that will assist organisations to think about and plan for managing risks.</p> <p>During this workshop you will;</p> <ul style="list-style-type: none"> • Consider what success looks like for your organisation • Begin to identify the context that your organisation operates within • Explore the risk identification and analysis process 	
16 April 2015 9.30 to 3.30	Handling difficult conversations @ CW	Carol Scholes @ Threshold Management Ltd	<p>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.</p>	\$110
21 April 2015 9.30 am to 12. pm	Funding workshop @ South Waikato District Council Chambers Tokoroa	Anne Douglas, Community Waikato and Sandra Larsen, Trust Waikato	<p>How to fill out a successful application form</p> <p>Budgeting for your project</p> <p>Selling your project to the funder</p> <p>Tips on getting prepared</p> <p>How decisions are made</p> <p>Sustainable funding – what is it</p> <p>Getting specific with your organisational budget</p> <p>Seven streams of income, taking a closer look</p> <p>How to create opportunities</p> <p>Making it easy to give</p> <p>Accountability and reporting</p>	Free

			- why, when and how	
22-24 April 2015	Governance	Unitec Diploma		second 3 days of 6 day paper
29 April 2015 9.30am to 3.30pm	Build and manage your own website	Ngairé Pattison @	<p>Tell your story with a website This workshop will show you how to setup and maintain a great looking website for low cost and low fuss using word press... We'll cover:</p> <ul style="list-style-type: none"> • Why do I need a website? How a professional web presence can work for you. • What's Wordpress? How to set up, maintain and use Wordpress.com. to develop your own website. • Domain names explained. How to use your domain name if you already own one and how to purchase one if you don't. • Facebook isn't just for kids. Making the best use of social media. How to link your Wordpress.com site to your social media channels. • A web presence is more than just pictures of cats. How to use your site effectively to tell the story of your organisation to the world. • What will I get from this workshop? By the end of the day you'll have created your own website <p>This workshop is limited to a maximum of eight people. Participants must bring a laptop to use and be computer literate and comfortable with the basics of surfing the net. They don't need to have any knowledge of coding or design.</p>	\$115
12 May 2015	Funding workshop @	Anne Douglas, Community	How to fill out a successful application form	Free

<p>Huntly 9am to 11.30 am</p> <p>Ngaruawahia 1pm to 3.30 pm</p>	<p>Friendship House, William Street, Huntly.</p> <p>Waikato District Council Committee rooms 1 & 2, Ngaruawahia</p>	<p>Waikato and Sandra Larsen, Trust Waikato</p>	<p>Budgeting for your project Selling your project to the funder Tips on getting prepared How decisions are made Sustainable funding – what is it Getting specific with your organisational budget Seven streams of income, taking a closer look How to create opportunities Making it easy to give Accountability and reporting - why, when and how</p>	
<p>20 May 2015 9am to 12pm</p>	<p>Reading and understanding your financials @CW</p>	<p>Anne Douglas @ Community Waikato</p>	<p>Board members & Managers have the responsibility to members, stakeholders & employees to ensure that the organisation behaves in a proper manner, has adequate financial policies & procedures and is solvent at all times. What do board members and Managers need to look for in accounting & financial documents? This workshop will assist you in understanding and interpreting your financial statements and reports.</p> <ul style="list-style-type: none"> • What financial reports should you be sighting each board meeting? • What should you be looking for in your financial board reports? • What questions should you be asking as a Board member? • What financial management processes does your organisation need in place? 	<p>\$40</p>
<p>28 May 2015 9am to 4pm</p>	<p>Coaching and mentoring staff and volunteers- developing people and performance@ CW</p>	<p>Aly McNicoll and NZ Coaching and Mentoring Centre @ CW</p>	<p>Dealing with process, practice and personalities. This practical, one day course will improve your ability to motivate, manage and develop others in ways that work in your not-for-profit organisation. It will enable you to take a coaching approach to managing performance and provide tools for the wide range of conversations you need to have in</p>	<p>\$160 or \$250 for non-community organisations</p>

			the course of your role.	
9 June 2015	Careers Workshop programme	Judy Patterson and Careers NZ	<p>Workshop 2 Tuesday June 9 2015 10am -2 pm Having career conversations with your clients – An introduction to Career Planning involving interests and skills Add another dimension to the health and well-being role you have with your clients</p> <ul style="list-style-type: none"> A way to have career conversations with your clients is to explore their interests. <i>For this workshop please take the time to explore the Careers NZ website www.careers.govt.nz and complete 'CareerQuest' in preparation. You'll work with your results, or those provided, in the workshop</i> By and large people don't have a very good idea of what skills they have. The road to confidence-building is through skills identification. We'll do this as part of the workshop. <i>Again, take the time to explore the Careers NZ website www.careers.govt.nz and work through the "Know your skills" activity to prepare your thinking for the workshop</i> 	\$15
Wednesday 10 June 2015 9.30am to 3pm	An introduction to using graphics in facilitation and communication @ CW	Karen Stockmann @ Training, Facilitation & Development	<p>"If a picture paints a thousand words..." Words are processed in our short term memory and information is often "in one ear and out the other" especially given the amount we deal with in the world today. Using images requires more of our brains than words alone, and creates visual cues that will aid the retention and recall of information.</p>	CANCELLED lack of numbers
17-19 June 2015	Public Policy	Unitec Diploma		first 3 days of 6 day paper
23 June 2015 9am to 12pm	Building your Brand @ CW	Kim Cable @ Markethub	<p>A brand is important to any organisation, and not just those with the big marketing bucks. Because it can be seen as taking time and money away from helping people, non-profits often devote little or no time to developing their own brands – but in fact you should do the opposite. A strong brand can transform your organisation because it will enable you to build trust, gain resources, and establish</p>	\$60

			<p>partnerships. Non-profits in general deal with causes that are close to people's hearts. They have a head-start on the ingredients needed to develop a great brand. It's time to embrace your brand and give your organisation a competitive advantage.</p> <p>Through this workshop you will learn:</p> <ul style="list-style-type: none"> • What is a Brand? • Why is a Brand important? • How to build and manage your brand. 	
<p>July 7 2015</p> <p>9.30am to 3.30 pm</p>	<p>Project Management @ CW</p>	<p>Carol Scholes @ Threshold Management Ltd</p>	<p>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. We will look at some of the tools used for project management and how to build a project plan from a concept, develop the scope, create a budget, form communication strategies, and ensure risk management and evaluation. Skills developed can be applied to all projects large or small. This course is designed for those new to project management or those with limited project experience.</p>	<p>\$110</p>
<p>14 July 2015</p> <p>9.30 am to 11.30 am</p>	<p>XERO Accounting System</p>	<p>Presented by BDO Waikato</p>	<p>Xero is an online accounting system that provides financial confidence and clarity for small to medium sized business owners and not for profit organisations. The key features of Xero are: Automatic bank account imports, GST at the click of a button, Invoicing, Expense claims, fixed assets, Stock support, Standard business reporting and Management reporting.</p> <p>Xero also enables you and your accountant to have access to</p>	<p>CANCELLED lack of numbers</p>

			<p>up-to-date financial information simultaneously, enabling this relationship to work as efficiently as possible.</p> <p>Come along to this workshop so you can decide if Xero is right for you.</p>	
22-24 July 2015	Public Policy	Unitec Diploma		second 3 days of 6 day paper
29 & 30 July 2015	RISING TO THE CHALLENGE	Community Waikato	A conference for Waikato community organisations	
<p>11 August 2015 9am to 11.30 pm</p> <p>1pm to 3.30pm</p>	<p>Te Kuiti Funding workshop @Te Kuiti Community House, 2 Jennings street, Te Kuiti.</p> <p>Otorohanga Funding workshop @ Wintec, 128-130 Maniapoto street, Otorohanga</p>	Anne Douglas, Community Waikato and Sandra Larsen, Trust Waikato	<p>How to fill out a successful application form</p> <p>Budgeting for your project</p> <p>Selling your project to the funder</p> <p>Tips on getting prepared</p> <p>How decisions are made</p> <p>Sustainable funding – what is it</p> <p>Getting specific with your organisational budget</p> <p>Seven streams of income, taking a closer look</p> <p>How to create opportunities</p> <p>Making it easy to give</p> <p>Accountability and reporting - why, when and how</p>	Free
18 August 2015 12-3.30pm	Engaging challenging learners; Career Development workshop	Judy Patterson and Careers NZ @ Community Waikato	<p>Are you working in the wider social services, community, health and education sectors with young people who:</p> <ul style="list-style-type: none"> • are challenging learners • might have 'lost their way' • need some motivation • need to make connections between their lives and their potential for work • are in the 16 to 25 year age group • are at risk of becoming NEET (Not in Education, Employment or Training) or who might be in the category? 	\$15

			<p>If so, here's an interactive workshop for you to help these young people with their aspirations and goals.</p> <p>You'll:</p> <ul style="list-style-type: none"> • explore and use a range of practical career development activities to use in engaging and motivating these young people • get resources to use in your practice • see the links to literacy and numeracy in the activities • see how Careers NZ's website www.careers.govt.nz can support you in your work • get a chance to network with others working in the field 	
8 September 2015 9.30 am to 11.30 am	XERO Accounting System	Presented by BDO Waikato	<p>Xero is an online accounting system that provides financial confidence and clarity for small to medium sized business owners and not for profit organisations. The key features of Xero are: Automatic bank account imports, GST at the click of a button, Invoicing, Expense claims, fixed assets, Stock support, Standard business reporting and Management reporting.</p> <p>Xero also enables you and your accountant to have access to up-to-date financial information simultaneously, enabling this relationship to work as efficiently as possible.</p> <p>Come along to this workshop so you can decide if Xero is right for you.</p>	Free
16-18 September 2015	Values Based Management	Unitec Diploma		First 3 days of 6 day course
23 September 2015 9.30am to 3pm	Writing for Impact	Rona Buckley @ Challenge Training	<p>Writing for Impact Emails, reports, letters, applications- you write every day. Are you getting the impact and the value you need from your writing?</p> <p>Does your writing:</p> <ul style="list-style-type: none"> • Engage funders? 	\$110

			<ul style="list-style-type: none"> • Generate action from others? • Inspire team members? <p>This one day workshop will give you lots of simple, practical tips to update your writing skills. It's fun, it's relaxed and it works.</p>	
13 October 2015 12-2 pm Working lunch provided	Conversations with your Auditor	With Bernard Lamusse and BDO @ Community Waikato	<p>A two hour workshop on 13 October 2015 from Noon to 2pm at Community Waikato.</p> <p>The seminar will be run by Bernard Lamusse from BDO Waikato Chartered Accountants. Bernard is a well known presenter in the charitable sector.</p> <p>The content of the workshop will cover discussions that you will need to have with your auditor regarding:</p> <ul style="list-style-type: none"> • Changes to the accounting standards for charities. • Knowing your tier and the implications from an audit perspective. • Auditing the statement of service performance. • Hot audit issues, including consolidations, donated goods and audit of stock at Op shops. <p>We encourage you to bring your auditor with you so that you can start planning for these major changes that will impact your charity in the year ahead. If your auditor cannot make it, we will have some spare auditors available so that you can role play the conversations you will need to have with your auditor at a later stage.</p>	
14-16 October 2015	Financial Management	Unitec Diploma		first 3 days of 6 day course
21-23 October 2015	Values Based Management	Unitec Diploma		2nd 3 days of 6 day course
27 October 2015	Marketing Basics	Kim Cable and Markethub @ Community waikato	<p>"If you don't know where you are going you will probably end up somewhere else" – Laurence Peters</p> <p>Marketing is just as important for the community sector as it is for any other type of organisation. Marketing enables you to build awareness of an issue and to gain support from the public for your</p>	\$60

			<p>cause. A marketing plan is a roadmap that outlines how your marketing initiatives are going to reach your target audience and improve the success of your organisation.</p> <p>This workshop takes you through some of the basics of marketing and how to go about developing a marketing campaign. You will learn how to create a marketing plan with measurable actions. We will also discuss some practical ways to use some of the more common marketing channels more effectively.</p> <p>This workshop is brought to you by Kim Cable, Director of Markethub, and Communications and Marketing Manager at Community Waikato.</p>	
28 October 2015 9.30 am to 3pm	Introduction to Governance	Rona Buckley @ Challenge Training	This one day introduction to governance will help participants discover what makes a high performing board tick. Come along and learn about the roles and responsibilities of a board member and gain some insight into the practices and priorities of successful boards.	\$110
5 November 2015 9am to 12pm	Reading and understanding your financials @CW	Anne Douglas @ Community Waikato	<p>Board members & Managers have the responsibility to members, stakeholders & employees to ensure that the organisation behaves in a proper manner, has adequate financial policies & procedures and is solvent at all times. What do board members and Managers need to look for in accounting & financial documents?</p> <p>This workshop will assist you in understanding and interpreting your financial statements and reports.</p> <ul style="list-style-type: none"> • What financial reports should you be sighting each board meeting? • What should you be looking for in your financial board reports? • What questions should you be asking as a Board member? • What financial management processes does your organisation need in place? 	\$40
6 November	Media Training	Dani Nicolson @ dynamic	Dealing with the media might seem daunting, but establishing	\$110

2015		media	<p>a relationship with your local media outlets can be a fruitful one for a community organisation.</p> <p>In this workshop, you'll learn:</p> <ul style="list-style-type: none"> · What – and who – the media is · How to handle an interview with a reporter – and the different types of interviews you might encounter · Learn what it is a reporter needs from you · How to get your key messages across clearly and effectively · How to utilise the media to your organisation's advantage – build your profile, raise funds! · How to use social media to grow your profile and encourage engagement <p>The day will be jam packed with practical information and tips you can employ every day. Participants will also take away a comprehensive workbook for later reference.</p>	
11-13 November 2015	Financial Management	Unitec Diploma		2 nd 3 days of 6 day course
18 November 2015 9.30 to 3pm	Board Strategies Level two Governance	Rona Buckley and Challenge Training	<p>This one day course builds on the knowledge and skills acquired from the "Introduction to Governance" workshop. Content will focus on how a board can establish its own way of working and conduct its business efficiently and successfully.</p> <p>Participants will learn how to use tools which help the board:</p> <ul style="list-style-type: none"> - solve problems effectively - make sound decisions - achieve strategic vision - build effective relationships with stakeholders 	\$110
25 November 2015 9.30am to 3pm	An introduction to using graphics in facilitation and communication @ CW	Karen Stockmann @ Training, Facilitation & Development	<p>"If a picture paints a thousand words...."</p> <p>Words are processed in our short term memory and information is often "in one ear and out the other" especially given the amount we deal with in the world today. Using</p>	\$125

			images requires more of our brains than words alone, and creates visual cues that will aid the retention and recall of information.	
	CLUBS AND ROADSHOWS			
21/4/15 19/5/15 16/6/15 21/7/15 18/8/15 15/9/15 20/10/15	Early Tuesday Club Third Tuesday of month from April to October 9-10 am @ CW	CW Staff @ CW Supporting our Community Sector Managers and Coordinators	This programme involves a series of short workshops from 9.00 to 10.00 am on the third Tuesday of the month from April to October where you will learn and share management tips, collect a range of supporting resources over the year and have the opportunity to network with other community sector managers and coordinators.	\$50 for the whole programme including resources
11/3/15 15/4/15 20/5/15 16/9/15 21/10/15	Te Kuiti Wednesday Club Third Wednesday (usually) of month from March to October 2015 9.30 to 10.30 am	CW Staff @ Te Kuiti St Luke Church, 85 Esplande, Te Kuiti Supporting our Community Sector Managers and Coordinators	This programme involves a series of short workshops from 9.30 to 10.30 am on the third Wednesday of the month from March to October where you will learn and share management tips, collect a range of supporting resources over the year and have the opportunity to network with other community sector managers and coordinators.	\$30 for the whole programme including resources