

### WINTER 2010 WORKSHOP SERIES

Volunteering Geelong in partnership with City of Greater Geelong are delivering a series of workshops for volunteers, volunteer co-ordinators and managers working for not-for-profit community groups in the Geelong area. Training is either FREE or available at a subsidised fee. Bookings are essential.

Make sure you book early so you don't miss out!

Course	Date	Time	Venue	Cost
<b>Summer &amp; Autumn Calendar</b>				
<b>Grants Expo 2010 – A basic guide to sourcing grants and funding in Geelong</b> <i>For wider community (including Volunteers, Coordinators and Managers ) lunch&amp; morn tea included</i>	Mon, July 26	9.30am - 1.30pm	Geelong City Hall, 30 Gheringhap St, Geelong	Free
<b>Dementia Awareness Workshop – practical strategies for communicating effectively with a person with dementia</b> <i>For Volunteers</i>	Wed, 4 Aug	2pm - 4.30pm	Geelong City Hall, 30 Gheringhap St, Geelong	Free
<b>Risk Management - how to implement effective risk management and planning frameworks</b> <i>For Volunteers, Coordinators and Managers</i>	Mon, Aug 9	10am - 12noon	Geelong City Hall, 30 Gheringhap St, Geelong	Free
<b>Tricks and Tips Demonstration - Using Intermediate and Advanced Word and Excel</b> <i>For Volunteers, Coordinators and Managers (resources provided)</i>	Tues, Aug 24	9.30am - 12noon	Geelong City Hall, 30 Gheringhap St, Geelong	Free
<b>Valuing Diversity – A Cross Cultural Communication Workshop</b> <i>For Volunteers, Coordinators and Managers</i>	Thurs, Sep 16	10am - 12noon	Uniting Care Geelong, Cnr Moorabool St and Balliang St, Sth Geelong (Hall at back)	Free
<b>Marketing and Communications – great ideas for working effectively with media and developing your communication and marketing strategies</b> <i>For Volunteers, Coordinators and Managers</i>	Tues, Oct 19	10am - 12noon	Geelong City Hall, 30 Gheringhap St, Geelong	Free
<b>Food Handlers Certificate – Accredited training for those volunteering in food services</b> <i>For Volunteers, Coordinators and Managers</i>	Tues, Oct 26	9.30am - 3.30pm	YWCA, Cnr Lt Malop and James St, Geelong	\$20
<b>Up Coming Workshops – stay tuned for more information</b>				
<b>Governance training- pathway to organisational development and leadership in challenging times</b> <i>For Volunteers, Coordinators and Managers</i>	TBA	TBA	TBA	
<b>Social Media Workshop – What is Social Media and is it a tool your organisation should embrace?</b> <i>For Volunteers, Coordinators and Managers</i>	TBA	TBA	TBA	
<b>Events Guide Launch and information session - COGG will be launching their new Events Guide</b> <i>For Volunteers, Coordinators and Managers</i>	TBA	TBA	TBA	

**Bookings Essential – limited numbers**  
**Registration form must accompany booking**

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