



- ◆ It is important to register by the due date.
- ◆ Refreshments will be provided for all sessions. Lunch will be provided for full day / two-day sessions only.

FEBRUARY

### ADVOCACY TRAINING FOR COMMUNITY WORKERS

*Kerry Nettle* Register by 20/01/2011  
**4<sup>th</sup> February 2011** MSLC Member \$40  
**9:30am - 4:30pm** © Non Member \$80

The training covers topics such as power relations, identifying the best issues to campaign on, developing a campaign strategy, government structure; and interaction with government and the community.

### ROLES AND RESPONSIBILITIES OF MANAGEMENT COMMITTEE

*Miguel Ferrero* Register by 24/01/2011  
**8<sup>th</sup> February 2011** WSCF Member \$15  
**5:30pm - 7:00pm** © Non Member \$15

This information session will provide participants with opportunities to understand the difference between Governance and Management, roles and responsibilities of MC and the role of the executive committee.

### HOW TO SUCCESSFULLY DEAL WITH PEOPLES' DIFFICULT BEHAVIOUR

*John Lizzio* Register by 01/02/2011  
**15<sup>th</sup> February 2011** WSCF Member \$40  
**9:30am - 4:30am** © Non Member \$80

If you ever experience frustration, anger or anxiety caused by peoples' difficult behaviour then come to this workshop and you will be provided with processes that you can use to handle complaints and hostility and so greatly reducing your anxiety and stress.

### ADVOCACY TRAINING FOR COMMUNITY WORKERS

*Kerry Nettle* Register by 03/02/2011  
**17<sup>th</sup> February 2011** WSCF Member \$40  
**9:30am - 4:30pm** © Non Member \$80

The training covers topics such as power relations, identifying the best issues to campaign on, developing a campaign strategy, government structure; and interaction with government and the community.

### ROLES AND RESPONSIBILITIES OF MANAGEMENT COMMITTEE

*Miguel Ferrero* Register by 08/02/2011  
**22<sup>nd</sup> February 2011** HCL Member \$15  
**5:30pm - 7:00pm** © Non Member \$15

This information session will provide participants with opportunities to understand the difference between Governance and Management, roles and responsibilities of MC and the role of the executive committee.

## HOW TO REGISTER

#### Online (Preferred)

It is recommended to register your interests with WSCF at our website [www.wscf.org.au](http://www.wscf.org.au).

#### Hardcopy

Please fill out a registration form for each session and fax back to Western Sydney Community Forum - 9687 8665 with payment. (Registration Form available at our website [www.wscf.org.au](http://www.wscf.org.au).)

## QUERIES

For more information please contact

<b>Dana Rosinski</b>	<b>Deborah McIntosh</b>
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e danar@wscf.org.au	e wscf@wscf.org.au

WSCF members can participate in a variety of training sessions at **half** the normal price at various locations. Become a WSCF member now to get your discounted rates (please use Membership Form on the back).

MARCH

### WORKING WITH DIVERSITY

*Maria Katrivesis* Register by 19/02/2011  
**1<sup>st</sup> March 2011** TAFE Member **FREE**  
**9:30am - 4:30pm** © Non Member **FREE**

This workshop provides participants with an overview of the diversity of the Blue Mountains community and it will explore culture and cultural identity and how these impact on the way we deliver and develop services.

### SUBMISSION WRITING FOR BEGINNERS

*Miguel Ferrero* Register by 21/02/2011  
**8<sup>th</sup> March 2011** WSCF Member \$25  
**9:30am - 12:30pm** © Non Member \$25

This session will provide you with an understanding of the basic components of a submission application and the steps you need to take before writing the application.

### WORKING WITH DIVERSITY

*Maria Katrivesis* Register by 01/03/2011  
**15<sup>th</sup> March 2011** HCL Member **FREE**  
**9:30am - 4:30pm** © Non Member **FREE**

This workshop provides participants with an overview of the diversity of the Blue Mountains community and it will explore culture and cultural identity and how these impact on the way we deliver and develop services.

### MANAGEMENT COMMITTEE TRAINING

*Miguel Ferrero* Register by 04/03/2011  
**18<sup>th</sup> March 2011** SC Member \$40  
**9:30am - 4:30pm** © Non Member \$80

This information session will provide participants with opportunities to understand the difference between Governance and Management, roles and responsibilities of MC including human resource issues, financial and legal responsibility and the role of the executive committee.

### TWO DAY ALLIANCE BUILDING INSTITUTE

*Sydney Alliance* Register by 15.03.2011  
**31<sup>st</sup> March & 1<sup>st</sup> April** CFMEU Member **FREE**  
**9:00 - 5:00pm** © Non Member **TBA**

Sydney Alliance is a new collaboration of community organisations faith-based groups and unions to build a stronger voice for civil society and the common good. Participants build connections across diversity while learning the processes and tools of community organising.

## VENUE DETAILS

- © CFMEU Construction Forestry Mining Energy Union  
12 Railway Street, Lidcombe
- © HCL Hawkesbury Central Library  
George Tebbutt Room  
Deerubbin Centre  
300 George Street, Windsor
- © MSLC The Macarthur Sustainable Living Centre  
1 Mount Annan Drive, Mount Annan
- © SC Sector Connect  
351 Welling Drive, Mount Annan
- © SMC Santa Maria Centre  
253 Great Western Highway, Lawson  
Seminar Room  
TAFE NSW Western Sydney Institute
- © TAFE Blue Mountains College  
Wentworth Falls Campus  
Mitchell Street, Wentworth Falls
- © WSCF Western Sydney Community Forum  
Level 4, 146 Marsden Street  
Parramatta

APRIL

### SUBMISSION WRITING FOR BEGINNERS

*Miguel Ferrero* Register by 22/03/2011  
**5<sup>th</sup> April 2011** SC Member \$25  
**9:30am - 12:30pm** © Non Member \$25

This session will provide you with an understanding of the basic components of a submission application and the steps you need to take before writing the application.

### WORKING WITH DIVERSITY

*Maria Katrivesis* Register by 22/03/2011  
**8<sup>th</sup> April 2011** WSCF Member **FREE**  
**9:30am - 4:30pm** © Non Member **FREE**

This workshop provides participants with an overview of the community diversity in the Cumberland Prospect area and it will explore culture and cultural identity and how these impact on the way we deliver and develop services.

### PARTNERSHIPS FOR BEGINNERS

*Miguel Ferrero* Register by 13/04/2011  
**27<sup>th</sup> April 2011** WSCF Member \$15  
**5:30pm - 7:00pm** © Non Member \$15

This session will answer and explore the basic steps you need to cover before getting into a partnership process, and basics skills required for successful partnerships.

### COACHING AND MENTORING

*Robyn Brady* Register by 14/04/2011  
**28<sup>th</sup> April 2011** SMC Member \$40  
**9:30am - 4:30pm** © Non Member \$80

If you manage, lead or support people, this training session will provide you with the personal skills you need to drive continuous performance as well as give you the knowledge you need to realise a successful coaching and mentoring program and culture across your organisation.

MAY

### COACHING AND MENTORING

*Robyn Brady* Register by 21/04/2011  
**5<sup>th</sup> May 2011** WSCF Member \$40  
**9:30am - 4:30pm** © Non Member \$80

If you manage, lead or support people, this training session will provide you with the personal skills you need to drive continuous performance as well as give you the knowledge you need to realise a successful coaching and mentoring program and culture across your organisation.

### SUBMISSION WRITING FOR BEGINNERS

*Miguel Ferrero* Register by 03/05/2011  
**17<sup>th</sup> May 2011** HCL Member \$25  
**9:30am - 12:30pm** © Non Member \$25

This session will provide you with an understanding of the basic components of a submission application and the steps you need to take before writing the application.

### BASIC TIPS FOR RUNNING SUCCESSFUL MEETINGS

*Miguel Ferrero* Register by 14/05/2011  
**24<sup>th</sup> May 2011** WSCF Member \$15  
**5:30pm - 7:00pm** © Non Member \$15

This session will cover issues such as what makes effective and ineffective meetings, features of a good agenda, the roles of chairperson and secretary, common problems and some tips on how to become a good meeting facilitator.

This calendar is for community workers and Management Committee members and funded by **Community Services, Department of Human Services** and **Ageing, Disability & Home Care, Department of Human Services under the HACC Program**.