

# COMMUNITY

# TRAINING



July - Nov 2009

## 2009 Program

The City of Port Phillip provides **free** skills development training to the whole of the community: residents, businesses and community organisations. All sessions are free of charge unless otherwise indicated.

Bookings are essential for all sessions as places are limited. For more information visit [www.portphillip.vic.gov.au/community\\_training](http://www.portphillip.vic.gov.au/community_training)

Please email any suggestions for the next training program to [css@portphillip.vic.gov.au](mailto:css@portphillip.vic.gov.au)

### Parent Education Session: The Joys and Challenges of the First 8 Weeks

Thursday 9 July

Ever thought, "I have a new baby but what do I do now?" If so, come along and listen to one of council's Maternal and Child Health Nurses talk about getting to know your baby, your baby's behaviour and development, feeding and sleeping routines, play and looking after yourself.

**Training suited to:** Parents / guardians

**Venue:** South Melbourne Community Centre

**Time:** 1.30pm - 3pm

**Bookings & info:**

Rosemary: 9209 6766 / [mchadmin@portphillip.vic.gov.au](mailto:mchadmin@portphillip.vic.gov.au)

### How to Market and Promote your Organisation

Wednesday 15 July

This session will cover: What marketing means in a local community context; what marketing options are available; dealing with the media; how to communicate with the community and how to develop a communications calendar.

**Training suited to:** Community organisations

**Venue:** St Kilda Town Hall, St Kilda

**Bookings & info:**

Jacqui: 9209 6340 / [jwilson@portphillip.vic.gov.au](mailto:jwilson@portphillip.vic.gov.au)

### Green Business, Lean Business

Wednesday 22 July

How do you make your business environmentally sustainable and save yourself money at the same time? This workshop will help you apply simple measures to cut your consumption and waste and cut your costs. It will assist you in building your own sustainability action plan and provide tips on carbon offsetting, refitting your building to be more energy efficient, minimising your waste, and reducing your energy and water usage.

**Training suited to:** Businesses and community organisations

**Venue:** To be announced

**Time:** 6pm - 8pm

**Cost:** \$20

**Bookings & info:** Book online at: [www.portphillipbusiness.com.au](http://www.portphillipbusiness.com.au)

**Info:** Darko: 9209 6243

### Parent Education Session: It's OK to Ask For Help

Thursday 23 July

Pregnancy and birth is a time of significant change that can be stressful for families. Join this information forum to share tips and practical strategies. This session will also attempt to break down some of the perceived barriers to asking for help.

**Training suited to:** Parents / guardians

**Venue:** South Melbourne Community Centre

**Time:** 1:30pm - 3pm

**Bookings & info:**

Rosemary: 9209 6766 / [mchadmin@portphillip.vic.gov.au](mailto:mchadmin@portphillip.vic.gov.au)

## August

### Bicycle Maintenance Workshop

Sunday 9 August

Turn that old bike into a green machine and learn how to keep it on track. Lunch will be provided. Participant numbers are limited to 8 for this workshop.

**Training suited to:** Bike riders and those getting back on their bike

**Venue:** BAC Bikes, Sth Melbourne

**Time:** 11.30am - 3.30pm

**Bookings & info:** 9209 6548 / [enviro@portphillip.vic.gov.au](mailto:enviro@portphillip.vic.gov.au)

### Dealing with Difficult People & Behaviours

Tuesday 11 August

This interactive session aims to take the anxiety out of dealing with difficult and aggressive people, making your work place safer and more enjoyable. Learn about: early warning signs of potential conflict, identifying traits that escalate conflict, understanding human behaviour of angry people, de-escalating negotiating techniques and collaborative resolution.

**Training suited to:** Community organisations

**Venue:** St Kilda Town Hall, St Kilda

**Time:** 9am - 1pm

**Bookings & info:**

Monique: 9209 6345 / [mcosgrove@portphillip.vic.gov.au](mailto:mcosgrove@portphillip.vic.gov.au)

### Parent Education Session: The Joys and Challenges of the First 8 Weeks

Thursday 13 August

Ever thought, "I have a new baby but what do I do now?" If so, come along and listen to one of council's Maternal and Child Health Nurses talk about getting to know your baby, your baby's behaviour and development, feeding and sleeping routines, play and looking after yourself.

**Training suited to:** Parents / guardians

**Venue:** South Melbourne Community Centre

**Time:** 1.30pm - 3pm

**Bookings & info:**

Rosemary: 9209 6766 / [mchadmin@portphillip.vic.gov.au](mailto:mchadmin@portphillip.vic.gov.au)

### Solar Tour and Information Session

Saturday 22 August

Visit the largest solar installation in Port Phillip and learn how to have a system installed for your own sustainable home or building makeover.

**Training suited to:** Residents and businesses

**Venue:** Albert Sailing Club

Aquatic Drive, Albert Park Lake

**Time:** 10am - 12pm

**Bookings & info:** 9209 6548 / [enviro@portphillip.vic.gov.au](mailto:enviro@portphillip.vic.gov.au)

### Tourism Forum

Tuesday 25 August

Is your business in tourism? Interested in learning more about tourism in Port Phillip and how the industry works? Join us for our quarterly free Tourism Forums.

**Training suited to:** Businesses involved in tourism

**Venue:** To be announced

**Time:** 6pm - 8pm

**Bookings:** Book online at: [www.portphillipbusiness.com.au](http://www.portphillipbusiness.com.au)

**Info:** Adriana: 9209 6361

### Parent Education Session: Supporting Fathers

Wednesday 26 August

There is no one right way to be a father. Everyone is different and there are many right ways. We want to discuss the changing role that father's play today. Importance of being actively involved in your child's development, play and working with your partner to manage the tricky times. A celebrity will join us and speak about their experience of being a father.

**Training suited to:** Parents / guardians

**Venue:** St Kilda Town Hall, St Kilda

**Time:** 7pm - 8.30pm

**Bookings & info:**

Rosemary: 9209 6766 / [mchadmin@portphillip.vic.gov.au](mailto:mchadmin@portphillip.vic.gov.au)

# September

## Sourdough Bread-Making Workshop

Saturday 5 September

This workshop will focus on the easy, everyday art of sourdough bread-making. Participants will make a sourdough plant and trial a range of locally produced, organic ingredients in making a couple of different styles of bread to be baked in the Veg Out pizza oven.

**Training suited to:** All Port Phillip residents

**Venue:** Veg Out Community Gardens, St Kilda

**Time:** 10am - 12pm

**Bookings & info:**

Alicia: 9209 6338 / alhooper@portphillip.vic.gov.au

## Successful Sustainable & Water Wise Gardening

Saturday 19 September

It is possible to have a productive garden and comply with water restrictions. Sustainable garden designer and Horticulturalist, Anna White, shows you how to tap into all water resources and make every drop count.

**Training suited to:** All Port Phillip residents

**Venue:** Port Phillip EcoCentre, St Kilda

**Time:** 10am - 11.30am

**Bookings & info:**

Alicia: 9209 6338 / alhooper@portphillip.vic.gov.au

## Responsible Service of Alcohol

Wednesday 9 September

This program will assist sports clubs and community groups to learn to manage alcohol responsibly and reduce alcohol related problems. It will also provide participants with information on promoting a responsible attitude towards alcohol and providing a safe environment for players, members, families and supporters. Participants will receive the Responsible Serving of Alcohol certificate at the end of the session.

**Training suited to:** Primarily for sporting clubs, although other community groups may attend

**Venue:** St Kilda Town Hall, St Kilda

**Time:** 7pm - 10pm

**Bookings & info:**

Alex: 9209 6776 / alee2@portphillip.vic.gov.au

## Parent Education Session: The Joys and Challenges of the First 8 Weeks

Thursday 10 September

Ever thought, "I have a new baby but what do I do now?" If so, come along and listen to one of council's Maternal and Child Health Nurses talk about getting to know your baby, your baby's behaviour and development, feeding and sleeping routines, play and looking after yourself.

**Training suited to:** Parents / guardians

**Venue:** South Melbourne Community Centre

**Time:** 1.30pm - 3pm

**Bookings & info:**

Rosemary: 9209 6766 / mchadmin@portphillip.vic.gov.au

## The Secrets of Good Volunteer Management

Tuesday 15 September

This practical and hands-on workshop will unravel some of the secrets and proven techniques of good volunteer management. The first half of the session will focus on recruitment, recognition, rewards and renewal as the basis of a successful volunteer program. You will explore the strategies and practical skills needed to build a program attractive to volunteers. The second half of the session will be an opportunity for you to identify and together address issues facing your volunteer programs. Lunch will be provided.

**Training suited to:** Volunteer coordinators or those working with volunteers

**Venue:** St Kilda Library, St Kilda

**Time:** 9am - 4.30pm

**Bookings & info:**

Monique: 9209 6345 / mcosgrove@portphillip.vic.gov.au

## Business Breakfast: Marketing

Wednesday 23 September

Join us for a morning of networking with local business and an inspiring address from our keynote speaker, international marketing authority Bob Pritchard.

**Training suited to:** Businesses and community organisations

**Venue:** Novotel, St Kilda

**Time:** 7am - 9am

**Cost:** \$55

**Bookings:** Book online at:

www.portphillipbusiness.com.au

**Info:** Darko: 9209 6243

# October

## Community Leadership Training

Series of 4 workshops from Saturday 10 October

Community Leadership Training is about increasing the confidence and skills of people to make contributions to their own community. It's about being more effective in leading projects by working smarter. It is also fun, interactive and applies to community, personal and professional life.

**Training suited to:** Representatives from community groups or residents interested in leading community-based programs.

**Venue:** Various locations

**Bookings & info:** 9209 6548 / enviro@portphillip.vic.gov.au

## Cheese-making workshop (Blue)

Saturday 17 October

Join Carole Willman (Cheeselinks) as she shows you step by step the secrets and special techniques of making your own delicious blue cheese at home.

**Training suited to:** All Port Phillip residents

**Venue:** Port Phillip EcoCentre, St Kilda

**Time:** 9.30am - 3.30pm

**Cost:** \$90/75 waged/unwaged

**Bookings & info:**

Alicia: 9209 6338 / alhooper@portphillip.vic.gov.au

## Grow Your Own Garden Design Workshop

Saturday 17 October

Cultivate your desire to grow your own vegies with Dig In garden educator Elspeth Ferguson.

**Training suited to:** People interested in gardening

**Venue:** Dig In Community Garden JL Murphy Reserve, Port Melbourne

**Time:** 9.30am - 12pm

**Bookings & info:** 9209 6548 / enviro@portphillip.vic.gov.au

## Sales Sales Sales

Tuesday 20 October

One of the biggest challenges facing any organisation is generating growth and profitability, particularly when the economic cycle creates tougher conditions. Join us for an evening of sales skills development and networking with local business.

**Training suited to:** Businesses

**Venue:** St Kilda Town Hall, St Kilda

**Time:** 6pm - 8pm

**Cost:** \$50

**Bookings:** Book online at:

www.portphillipbusiness.com.au

**Info:** Darko: 9209 6243

## Making Sustainability the Main Event

Saturday 7 November

Learn how to celebrate sustainably and minimise the impact of your next event. Find green event resources, suppliers and services to measure, market and communicate your low carbon credentials.

**Training suited to:** Festival and event organisers, community organisations, catering and restaurant businesses

**Venue:** Red Scooter, Balaclava

**Time:** 9.30am - 12pm

**Bookings & info:** 9209 6548 / enviro@portphillip.vic.gov.au

## Tourism Forum

Monday 9 November

Is your business in tourism? Interested in learning more about tourism in Port Phillip and how the industry works? Join us for our quarterly free Tourism Forums.

**Training suited to:** Businesses involved in tourism

**Venue:** To be announced

**Time:** To be announced

**Bookings:** Book online at:

www.portphillipbusiness.com.au

**Info:** Adriana: 9209 6361

# November

## Need Assistance?

### Translations / Alternate Format

Please call 9209 6345 if you would like this booklet in another language or an alternate format.

### Event Access

Please call the relevant contact to enquire about assistance to access or participate in any of the training sessions.  
TTY service: 9209 6713 / SMS: 0432 005 405