

VOLUNTEER TRAINING COURSES



Golden Plains Shire Council is pleased to offer free training courses for people who volunteer in Golden Plains Shire.

There are many great volunteers doing valuable work in our communities and Council is committed to supporting local volunteers with quality training opportunities. This investment is designed to build capacity and outcomes for local events, organisations and projects that benefit residents and communities in Golden Plains Shire.

Expressions of Interest are now open for two free courses to develop skills in project management and project planning. Participants must volunteer at an organisation, event or project in the Golden Plains Shire and there are online and in-person training sessions.

To apply, please complete the Expression of Interest form and email to jennie.schoof@gplains.vic.gov.au by 5pm, Tuesday 22 June, 2021. Successful participants will be notified on Thursday 24 June, 2021. For more information, please call 5220 7220 or email jennie.schoof@gplains.vic.gov.au.

Workshop 1: Getting Started with Your Great Idea/s

Online Training Course: Tuesday 29 June, 6 to 9pm

**Face-to-Face Training Course at Bannockburn:
Wednesday 30 June, 6 to 9pm**

Have you got a great idea but are not sure where to start? This workshop will provide volunteers with the tools to effectively plan a project from the initial idea through to delivery. Topics of the course include: formulating an idea; determining the viability of the idea; knowing who to discuss/plan the idea with; defining the benefits of the idea to the community; engaging with funders who might assist in the future; knowing how to create a budget to know what funds are needed; and deciding if a partner is needed to make this project a success.

Workshop 2: Project Management Essentials for Volunteers

Online Training Course: Tuesday 20 July, 6 to 9pm

**Face-to-Face Training Course at Bannockburn:
Thursday 22 July, 6 to 9pm**

Every successful program or project is based on great design and planning takes great focus and creativity. This workshop will provide volunteers with the tools to effectively budget, lead and manage a project team, develop quality grant applications, and monitor and report on project results. Topics of the course include: defining the project and its benefit to the community; creating the project or program plan; assessing risk in new programs and determining their viability; identifying program opportunity risks; building program budgets; utilising project management tools; and understanding the role of evaluation and its importance when managing a project.

Volunteer Training Courses

EXPRESSION OF INTEREST FORM

Are you an active volunteer doing volunteer work within Golden Plains Shire?	Yes		No	
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Please note, you must be an active volunteer within Golden Plains Shire to qualify as a course participant

Name				
Phone				
Email				
Do you live in Golden Plains Shire?	Yes		No	
Township you live in:				
How long have you been volunteering? [months/years]				
What service does the volunteer organisation/group provide local communities?				
What location/s do you volunteer in?				
If you are successful in obtaining a volunteer project management training session, how will you use the learning experience in your volunteering?				

There are two different workshops and each is held online and face-to-face at a physical location. All events will be COVIDSafe with social distancing, sign-in requirements and health and hygiene guidelines.

Please select the workshop/s you would like to attend.

Workshop 1: Getting Started with Your Great Idea: A Workshop for Volunteers				
Online: 6 to 9pm, Tuesday 29 June, 2021	Yes		No	
Bannockburn Cultural Centre, 27 High Street: 6 to 9pm, Wednesday 30 June, 2021	Yes		No	
Workshop 2: Project Management Essentials for Volunteers				
Online: 6 to 9pm, Tuesday 20 July, 2021	Yes		No	
Bannockburn Cultural Centre, 27 High Street: 6 to 9pm, Thursday 22 July, 2021	Yes		No	

Please note: the face-to-face training will move to an online session if COVID-19 restrictions are placed on events.