



Focus on Community Groups Workshops

Conservation Volunteers Australia in partnership with Toyota Australia are proud to offer a series of free workshops to assist community groups.

Conservation Volunteers is one of Australia's largest volunteer involving organisations, managing more than 10,000 volunteers a year. Conservation Volunteers and Toyota Australia have worked in partnership for a number of years – together we are working to recruit, recognise and reward more volunteers. Through the partnership more than 1,000 volunteers have achieved the formal qualification, the Certificate in Active Volunteering.

This free workshop series is designed to share experience and expertise with volunteer managers and coordinators (paid and unpaid) from environment groups as well as other volunteer organisations.

Each workshop runs for half a day and there is a choice of topic between:

1. Change management in community groups

Change needs to be managed and conducted in the appropriate sequence to arrive at the desired outcome. Many organisations embark on implementing a new organisational structure or a process yet do not succeed in imbedding it within the organisation culture.

The workshop will teach you the 8 fundamental steps required to implement change

2. Motivated volunteers

If we understand what motivates volunteers, then **volunteer recruitment and retention** activities will be targeted and programs will be successful.

The workshop will include an organisation self review and discussion of successful volunteer recruitment and retention strategies.

3. Team development for community groups

Volunteer programs frequently require teams to achieve outcomes. Putting people together and hoping that they become a committed team is a high risk and flawed strategy. Volunteer organisations and leaders need to be intentional and planned in the process of forming and maintaining volunteer teams.

The workshop will address the essential roles within a team and assist in identifying the right person for each role.

4. Project management in community groups

Project Management is a controlled process of initiating, planning, executing and closing down a project. The workshop will explore the stages of project management as well as looking at 5 key aspects:

- Good communication
- Understanding the stakeholders
- Leadership skills
- Scheduling the project
- Identify and control the risks

To register email training@conservationvolunteers.com.au
or visit www.conservationvolunteers.com.au



Calendar of workshops

Workshops run from 9.30am to 12.30pm

Location	State	Date	Topic
Canberra Canberra Toyota, 44-50 Wollongong St, Fyshwick	ACT	September 10	Project Management
Bathurst Black Toyota, Convention Centre - Cnr Peel & Howick St, Bathurst	NSW	September 3	Project Management
Newcastle Newcastle Toyota, Noahs on the Beach - 29 Zaara St, Newcastle	NSW	September 16	Change Management
Sydney Lander Toyota, 161 Main Street, Blacktown	NSW	August 27	Motivated Volunteers
Tweed Heads Surf Toyota, Twin Towns Resort - Wharf St, Tweed Heads	NSW	September 5	Team Development
Darwin Bridge Toyota, 1-9 Stuart Hwy , Darwin	NT	August 13	Project Management
Beaudesert Huebner Toyota, Show Grounds - Albert St, Beaudesert	QLD	August 5	Motivated Volunteers
Brisbane Motorama 4x4 Toyota, 711 Beaudesert Rd, Salisbury	QLD	August 6	Project Management
Nambour Ken Mills Toyota, 107 Coronation Ave, Nambour	QLD	September 9	Project Management
Noosaville John Madill Toyota, Noosa Autopark - Eumundi Rd, Noosaville	QLD	August 19	Team Development
Adelaide Adelaide Hills Toyota, Enviro Centre, 13 Woorabinda Dve, Stirling	SA	November 11	Team Development
Adelaide CMI Toyota Portside, 869 Port Rd, Cheltenham	SA	November 12	Project Management
Hobart Co-Op Toyota, 267 Argyle St, Hobart	TAS	August 19	Change Management
Ballarat Ballarat Toyota, DSE Level 1, Cnr Mair St & Creswick Rd, Ballarat	VIC	August 20	Change Management
Geelong Blood Toyota, Conference Centre - Adams Crt, Eastern Park	VIC	September 4	Change Management
Melbourne Le Mans Toyota, 770 Ballarat Rd, Deer Park	VIC	September 11	Team Development
Werribee Peter Davey Toyota, 1 Werribee St, Werribee	VIC	September 18	Project Management
Busselton Busselton Toyota, 78 West St, Busselton	WA	November 20	Motivated Volunteers
Perth City Toyota, 165 Aberdeen St, Northbridge	WA	November 17	Change Management
Perth Midland Toyota, 163 Great Eastern Hwy, Midland	WA	November 18	Project Management

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