



COMMUNITY EVENTS: TRAINING & NETWORKING CALENDAR 2020/21



2020

FREE ONLINE
SESSIONS

OCTOBER

COVID Update

Learn to manage your activities in the most COVID-safe way. Hear about current guidelines, messaging and keep safe & compliant this summer by updating your operational and risk management plans with input from the experts.

Food Safety 101

Council's Environmental Health Officers will provide a basic understanding of the requirements of the Food Act 1984 and safe food handling for community fetes, canteens, sausage sizzles, markets or community events. *(info session only)*

NOVEMBER

Making Online Meetings Work

Fully functional committees are critical to the success of community groups and clubs.

Session 1: Learn how to overcome the current challenges and find out how easy it is to host your meetings using Microsoft Teams.

Session 2: Learn how to use Microsoft Teams to share and store your club/group's documents, collaborate on projects and work together better.

2021

FACE TO FACE
AND VIRTUAL
WORKSHOPS



Bi-Annual
Community Events
Networking Forum

FEBRUARY

Project Planning 101

No matter how good the intentions, community groups that fail to plan are planning for failure. Learn how to define and scope your project step by step, allocate resources, make a contingency plan, stay on track and meet your reporting and funding acquittal requirements.

MARCH

Event Planning

Experienced local event managers and Moyne Shire team members will provide advice on how to plan your event.

From permits to promotion, learn how to plan a safe and successful community event.

APRIL

Grant Writing Tips & Tricks

Learn from experienced grant writers about the skills and techniques that will help your group submit grant applications with the best chance of success.

Get help to find the right funding opportunities for your event.

MAY

Recruiting & Retaining Volunteers

People, whether paid staff or volunteers, are the key to the success of any community group. Learn how to recruit, support and retain volunteers, how to manage challenges and plan for succession.

JUNE

Marketing & Media Basics

Marketing and media are central to success in hosting events, raising money, find regular sponsors and creating a loyal following. Get a better understanding of what you are marketing, who you are targeting and learn about different marketing options for your activities.

PREFER SELF-PACED LEARNING TO WORKSHOPS?

To support community groups and events build the knowledge, skills and capacity they need to succeed, Moyne Shire Council is providing free places in three online courses offered by the Australian Institute of Community Directors*

- **WTF**- Where's the Funding?
- **Win More Grants** - Go from a grant-seeking novice to a grants go-getter!
- **Step In, Step Up** - Everything a new community board or committee member needs to know.

*Places are limited and conditions apply

This calendar is subject to change without notice. Please check for updates at www.moyne.vic.gov.au/events

For more information contact Elise Ploenges ph 5568 0525 or email eploenges@moyne.vic.gov.au