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| Higher Education and Skills Group  **Participation Branch Memo**  **Department of Education and Early Childhood Development** |

***NUMBER:*** *2014 / 8 / 19*

**TO:**

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| Learn Local organisations  *– ALL* |  |  |
| Adult Education Institutions |  |  |

**FROM:** Bronwen Heathfield, Director, Participation Branch

**DATE:** 19/08/2014

**SUBJECT:** *Invitation to attend e-learning business strategy workshops*

**ACTIONS / CRITICAL DATES:**

* *To register for an e-learning business strategy workshop, please fill in the attached registration form and return Anna Oxley at* [*oxley.anna.m@edumail.vic.gov.au*](mailto:oxley.anna.m@edumail.vic.gov.au) *no later than Tuesday 2nd September 2014. One Committee of Management member and one operational staff member should attend from each participating Learn Local organisation.*

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As outlined in Participation Branch memo 2014/08/04, Cubic Consulting, a leader in change management, learning and performance support and e-learning solutions has been engaged to deliver e-learning business strategy workshops customised for the Learn Local sector.

Registrations are now open for these workshops. The workshops are on offer free of charge and provide a valuable opportunity for Learn Local Committees of Management and operational staff to develop a ‘game-plan’ for e-learning, customised to each organisation under the guidance of an e-learning expert. Workshops are suitable for all Learn Local organisations, whether just starting out or more advanced in e-learning practice.

Details of the workshops are as follows:

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| **Date** | **Location** | **Venue** | **Room** | **Workshop time** |
| Tuesday 9 September 2014 | Bendigo | All Seasons Hotel  171-183 McIvor Road  Strathdale, Bendigo | Lansell 1 Room | 10.30am for 11.00am – 3.30pm |
| Friday 12 September 2014 | Ballarat | Ballarat Lodge  613 Main Road  Ballarat | Victoria 2 Room | 10.30am for 11.00am – 3.30pm |
| Monday 15 September 2014 | Melbourne CBD | Centre for Adult Education (CAE)  Level 4  253 Flinders Lane  Melbourne | Room B417/417 | 9.30am for 10.00am – 2.30pm |
| Tuesday 16 September 2014 | Benalla | Raffety’s Reception Centre  55 Nunn Street  Benalla | To be confirmed upon registration | 10.30am for 11.00am – 3.30pm |
| Thursday 18 September 2014 | Moe | Moe RSL  63-67 Albert Street  Moe | Function Room | 10.30am for 11.00am – 3.30pm |

Participating Learn Local organisations will be invited to complete a ‘readiness tool’ upon registration to reflect on current capabilities and organisational context prior to attending the workshop. The game-plan to be developed as part of the workshop is designed to be a clear, agile and practical resource for your organisation, encompassing:

* Your business e-goals (benefits, who for, measures)
* Your learners (market profiles)
* Your programs (formats, strengths)
* Your e-opportunities (new programs, innovation)
* Your people (roles, new skills)
* Your technologies (selecting, managing)

Opportunities will also be available to access online materials after the workshops and participate in a follow-up webinar to share progress and experiences.

Letters of invitation have also been sent to Committee of Management Chairs encouraging them to take up this opportunity. It is expected that one Committee of Management member and one operational staff member will attend from each Learn Local organisation that chooses to participate.

To register for an e-learning business strategy workshop, please fill in the attached registration form and return to Anna Oxley at [oxley.anna.m@edumail.vic.gov.au](mailto:oxley.anna.m@edumail.vic.gov.au) no later than Tuesday 2nd September 2014.

I encourage you to make the most of this unique opportunity.

***Registration Form for e-Learning Business Strategy Workshops***

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| Learn Local organisation name: |
| Attendee name & position (Committee of Management representative): |
| Attendee name & position (Operational staff member): |
| Please indicate which workshop you would like to attend:  □ Tuesday 9 September, Bendigo  □ Friday 12 September, Ballarat  □ Monday 15 September, Melbourne CBD  □ Tuesday 16 September, Benalla  □ Thursday 18 September, Moe |
| Contact name and telephone number: |
| Email address for confirmation and receipt of workshop papers: |
| Please specify any dietary requirements for catering purposes: |

To register for a workshop, please email the attached registration form to Anna Oxley at [oxley.anna.m@edumail.vic.gov.au](mailto:oxley.anna.m@edumail.vic.gov.au) no later than **Tuesday 2nd September 2014**.

Thank you for your interest in this opportunity. A confirmation email will be sent to the email address provided above to confirm registration.