

Learn Local Master Class Series

- Intensive sessions for Learn Local organisation managers and coordinators
- Knowledge & practical skills in: financials, strategy, planning, compliance, managing, project management
- Presented by CWCC – Co-sponsored by Adult Community and Further Education (ACFE) Board

Learn Local Master Class series – Overview

Master Classes are intensive 1-day sessions for managers and coordinators. They focus on providing knowledge and practical skills in an intensive environment that can be applied in the Learn Local organisational context.

The Master Classes also provide opportunities to share experiences, issues and ideas in a supportive and challenging forum.

The focus of the Master Class series is on providing participants with knowledge and practical skills in:

- Financial management basics
- Financials – Advanced
- Practical approaches to strategy and planning
- Compliance for better outcomes
- Managing staff
- Building management and leadership capability
- Project management essentials

See over page for more detail on the topics to be covered in each Master Class.

How it works

The Master Class series will be run in Melbourne CBD, Dandenong and regional Victorian locations (Bendigo, Ballarat) subject to demand.

Sessions will run from 9.30-4pm. Morning tea and lunch will be provided.

Participants can select one or multiple Master Classes. Each session will have 15-20 participants.

Participants may be asked to pre-read some material and/or to think about some issues from the perspective of their organisation for discussion in the session.

If your organisation is interested in registering multiple participants for one or more Master Classes please contact CWCC.

CWCC background

CWCC has extensive experience in working with community organisations on a range of projects relating to people, skills, training, business partnerships, business models and sustainability.

CWCC has also developed and provided a wide range of programs for community organisations covering strategy and planning, governance, general business management, people management, clients and services, and financial management.

CWCC has developed and provided the Community Business Management Program (as a Diploma of Management) for managers in community organisations since 2007.

In addition to working with community organisations, CWCC undertakes a wide variety of consulting, research, analysis and business services projects across a range of different sectors. This includes an extensive track record of working with major corporate clients in the areas of people, skills and business outcomes.

Dr Shannon Lloyd is coordinating the Master Class series. A number of other CWCC staff will be involved in presenting sessions including CWCC principals Dr Anna Bodi and Dr Glenn Maggs.

Learn Local Master Class Series

Fees

The ACFE Board is supporting delivery of the Master Class series using a co-contribution funding model, and is contributing 50% of the cost of every participant's place in the Master Class series. The participant fee for each Master Class is \$250.

Master Class	Topics
Financials – Advanced	<ul style="list-style-type: none">• Operating a profitable and sustainable organisation• Advanced approaches to costing at an organisation level• Importance of capital• Effective capital utilization in community organisations• Valuing tangible and intangible assets including social capital• Medium to long term financial and management planning
Practical approaches to strategy and planning	<ul style="list-style-type: none">• Approaches to strategy• Understanding 'implementability'• Putting strategy into action – short, medium and longer term
Compliance for better outcomes	<ul style="list-style-type: none">• Understanding compliance requirements in your organisation• Approaches to managing compliance• Building better business processes for compliance• Measuring and reporting on compliance outcomes
Financial management basics	<ul style="list-style-type: none">• Profit & Loss statements• Balance sheet• Cash flow management• Basics of costing
Building management and leadership capability	<ul style="list-style-type: none">• Leadership – theory and reality• Managing and leading• Focus on key management tools (e.g., teams, interpersonal skills)
Managing staff	<ul style="list-style-type: none">• Workforce planning• Approaches to recruitment & selection• Understanding employment• Performance management
Project management essentials	<ul style="list-style-type: none">• Project management fundamentals• Managing project scope• Managing project costs

Registration

Registration is now open. Please complete the attached Registration Form, which allows you to indicate the sessions you would like to attend and your preferred date and location.

A tentative calendar is also attached. Please note delivery dates and locations may change depending on demand.

Please submit your Registration Form as soon as possible. CWCC will monitor registrations and be in contact to confirm details and provide other updates as needed.

Any questions

If you have any questions please contact CWCC on (03) 8656 1600 or cbp@cwcc.com.au.

	August	September	October	November	December	January	February	March	April	May	June
Delivery dates											
Financials – Advanced				Dandenong 27			Ballarat 4			Bendigo 30	
Practical Approaches to Strategy and Planning			Melbourne CBD 8				Ballarat 18			Dandenong 6	
Compliance for Better Outcomes			Melbourne CBD 16				Ballarat 26			Dandenong 14	
Financial Management Basics			Dandenong 23		Ballarat 3		Melbourne CBD 4			Bendigo 20	
Building Management and Leadership Capability			Melbourne CBD 29		Ballarat 11			Dandenong 19			Bendigo 28
Managing Staff				Melbourne CBD 13			Ballarat 5		Bendigo 25		Dandenong 3
Project Management Essentials					Melbourne CBD 19				Dandenong 15		Ballarat 11

Note: Delivery dates and locations subject to change based on demand

Learn Local Master Class Series – Registration Form

Please return your completed registration form to CWCC.

Scan and email: cbp@cwcc.com.au or;

Fax: 03 8656 1699 or;

Post: CWCC, Level 5, 121 Flinders Lane, Melbourne VIC 3000

Please see the Privacy Statement at the back of this form.

Contact details

Name (First) (Surname)

Organisation name

Organisation address

Suburb State Postcode

Home address

Suburb State Postcode

Preferred postal address Home Work

Work phone

Home phone

Mobile phone

Preferred Email

Other Email (if applicable)

Position held at organisation

Learn Local Master Class Series – Registration Form

Master Classes

Please indicate which Master Classes you would like to attend

Master Class	Participant Fee	Date	Location	Register (✓)
Financials – Advanced	\$250	27 November 2014	Dandenong	
		4 February 2015	Ballarat	
		30 April 2015	Bendigo	
Practical approaches to strategy and planning	\$250	8 October 2014	Melbourne CBD	
		18 February 2015	Dandenong	
		6 May 2015	Ballarat	
Compliance for better outcomes	\$250	16 October 2014	Melbourne CBD	
		26 February 2015	Ballarat	
		14 May 2015	Dandenong	
Financial management basics	\$250	23 October 2014	Dandenong	
		3 December 2014	Ballarat	
		4 March 2015	Melbourne CBD	
		20 May 2015	Bendigo	
Building management and leadership capability	\$250	29 October 2014	Melbourne CBD	
		11 December 2014	Ballarat	
		19 March 2015	Dandenong	
		28 May 2015	Bendigo	
Managing staff	\$250	13 November 2014	Melbourne CBD	
		5 February 2015	Ballarat	
		25 March 2015	Bendigo	
		3 June 2015	Dandenong	
Project management essentials	\$250	26 November 2014	Melbourne CBD	
		15 April 2015	Dandenong	
		11 June 2015	Ballarat	

Delivery dates and locations subject to change based on demand

Learn Local Master Class Series – Registration Form

Payment details

Please indicate who is paying the fee

Participant

Organisation

If Organisation, please indicate

Name of Organisation

Organisation ABN

Financial contact person
- Name

Financial contact person
- Email

Please make your payment to CWCC by EFT or credit card, as indicated below.

Amount

Electronic Funds
Transfer (EFT)

Account details

Bank: Commonwealth

Account Name: CWCC Group Pty Ltd

BSB: 063000

Account number: 10880210

Payment reference: **Please provide participant name as payment reference**

Amount to be charged _____

OR

Credit card

VISA / MASTERCARD (please circle)

Name on card _____

Card No _____ - _____ - _____ - _____

Expiry Date _____ / _____

Cardholder signature _____

Amount to be charged _____

Learn Local Master Class Series – Registration Form

Privacy Statement – Learn Local Master Class Series

Personal information about Master Class participants is collected by, or on behalf of, CWCC for the following purposes:

- to nominate/register individuals to participate in Learn Local Master Classes
- to maintain records of attendance and, if/as relevant, activities undertaken
- to carry out related research and analysis

Your personal information (and the personal information of any third parties that you provide, such as nominated individuals) may be disclosed by, or on behalf of, CWCC to other entities including:

- CWCC and its related bodies corporate
- ACFE
- for nominated/sponsored participants, your current employer
- other service providers (such as IT providers)

Personal information collected, by or on behalf of CWCC, that is held electronically by CWCC is stored on servers located in Australia.

You can read CWCC's Privacy Policy at www.cwcc.com.au/privacy. This includes information about:

- how you may access and correct the personal information that is held about you;
- how you may complain about a breach of privacy and how the complaint is dealt with; and
- how you can raise any privacy concerns

Acceptance

I agree to my personal information being collected, used and disclosed in the manner outlined in this Privacy Statement.

Signature

Date