

# Learn Local Master Classes – 2015

## Professional development opportunity for 2015

In 2015, CWCC is offering a series of Master Classes that provide a convenient and flexible mix-and-match approach to professional development for Learn Local staff. The Master Classes provide opportunities to share experiences, issues and ideas in a supportive and challenging forum.

The Master Classes focus on providing participants with knowledge and practical skills in four key areas:

- Financials
- People & Leadership
- Strategy, Planning & Project Management
- Compliance

Master Classes are single-day sessions (9am to 4pm) held in Melbourne CBD, Dandenong and regional Victorian locations (Bendigo, Ballarat) subject to demand.

The fee for each Master Class is \$250 per person. Registration is now open for all 2015 Master Classes.

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

### Feedback from previous Master Class participants

“Very engaging, and pitched at the right level for us... Incredibly useful.”

“I thought the whole day was great... I'm going to go back and review the way we are doing some things.”

“Very engaging and well-presented... Lots of relevant examples I will take back and apply to our situation.”

“Very relevant, useful information... It will help support plans for the future.”

## Key Details

### Registration

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 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.

### Fees

Master Classes are presented by CWCC and co-sponsored by the ACFE Board – with ACFE contributing 50% of the overall cost.

The participant fee for each Master Class is \$250.

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

## Master Class Topics

Topic	Coverage
Financials – Basics	<ul style="list-style-type: none"> <li>• Profit &amp; Loss statements</li> <li>• Balance sheet</li> <li>• Cash flow management</li> <li>• Basics of costing</li> </ul>
Financials – Advanced	<ul style="list-style-type: none"> <li>• Operating a profitable and sustainable organisation</li> <li>• Advanced approaches to costing at an organisation level</li> <li>• Importance of capital</li> <li>• Effective capital utilisation in community organisations</li> <li>• Valuing tangible and intangible assets including social capital</li> <li>• Medium to long term financial and management planning</li> </ul>
Managing Staff	<ul style="list-style-type: none"> <li>• Workforce planning</li> <li>• Approaches to recruitment and selection</li> <li>• Understanding employment</li> <li>• Performance management</li> </ul>
Building Management & Leadership Capability	<ul style="list-style-type: none"> <li>• Leadership – theory and reality</li> <li>• Managing and leading</li> <li>• Focus on key management tools (e.g., teams, interpersonal skills)</li> </ul>
Practical Approaches to Strategy, Planning & Project Management	<ul style="list-style-type: none"> <li>• Approaches to strategy</li> <li>• Understanding ‘implementability’</li> <li>• Putting strategy into action – short, medium and longer term</li> <li>• Project management fundamentals</li> <li>• Managing project scope and costs</li> </ul>
Compliance for Better Outcomes	<ul style="list-style-type: none"> <li>• Understanding compliance requirements in your organisation</li> <li>• Approaches to managing compliance</li> <li>• Building better business processes for compliance</li> <li>• Measuring and reporting on compliance outcomes</li> </ul>

### About CWCC

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 Classes. A number of other CWCC staff will be involved in presenting sessions including CWCC principals Dr Anna Bodi and Dr Glenn Maggs.

	January	February	March	April	May	June
<b>Master Classes</b>						
Financials – Basics			Ballarat 11 Dandenong 24	Melbourne CBD 21	Bendigo 14	
Financials – Advanced		Ballarat 12	Ballarat 12	Melbourne CBD 7	Melbourne CBD 7	Bendigo 11
Building Management & Leadership Capability			Dandenong 17		Melbourne CBD 19	Bendigo 10
Managing Staff			Melbourne CBD 25	Dandenong 16		Dandenong 3
Practical Approaches to Strategy, Planning & Project Management		Melbourne CBD 25			Dandenong 6	Ballarat 23
Compliance for Better Outcomes			Melbourne CBD 5	Dandenong 28	Ballarat 20	

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

# Learn Local Master Class – Registration Form

Please return your completed registration form to CWCC.

Scan and email: [cbp@cwcc.com.au](mailto: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 – Registration Form

## Master Classes

Please indicate which Master Classes you would like to attend

Master Class	Participant Fee	Date	Location	Register (✓)
Financials – Basics	\$250	11 March	Ballarat	
		24 March	Dandenong	
		21 April	Melbourne CBD	
		14 May	Bendigo	
Financials – Advanced	\$250	12 March	Ballarat	
		7 May	Melbourne CBD	
		11 June	Bendigo	
Managing Staff	\$250	25 March	Melbourne CBD	
		16 April	Dandenong	
		3 June	Dandenong	
Building Management & Leadership Capability	\$250	17 March	Dandenong	
		19 May	Melbourne CBD	
		10 June	Bendigo	
Practical Approaches to Strategy & Project Management	\$250	25 February	Melbourne CBD	
		6 May	Dandenong	
		23 June	Ballarat	
Compliance for Better Outcomes	\$250	5 March	Melbourne CBD	
		28 April	Dandenong	
		20 May	Ballarat	

*Delivery dates and locations subject to change based on demand.*

## Payment details

Please indicate who is paying the fee

Participant

Organisation

# Learn Local Master Class – Registration Form

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 – Registration Form

## Privacy Statement – Learn Local Master Class

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
- 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](http://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