# Department of Education and Training

# Higher Education and Skills Group

# PIRE Branch Memo: *2018 / September / 11*

**TO: Learn Local organisations - *ALL***

**ACFE Board**

**ACFE Regional Councils**

**Adult Education Institutions**

**Learn Local Stakeholders**

**PIRE Branch Staff**

**FROM: Eduard de Hue**, ActingDirector

Participation, Inclusion and Regional Engagement Branch

**DATE:** 11 September 2018

**SUBJECT: Learn Local Governance Workshops and Mentoring - reminder and more information**

## Actions / Critical Dates:

* *Learn Local Organisation Committees of Management and managers to register now for free governance capability building workshops, a series of three, with mentoring follow up after each workshop in own Learn Local. The workshops are being held at six locations across Victoria from mid-September 2018.. Registration is via this link:* [*Governance Workshops*](https://www.sbms.org.au/events#host-54)

## Learn Local Governance Workshops and Mentoring

The ACFE Board is funding governance capabilities development opportunities for Learn Local Organisations across Victoria that begin in September 2018.

The opportunity includes a series of 3 workshops delivered approximately 1 month apart plus a private mentoring session after each workshop in the Learn Local to assist the Committee of Management to develop sound and appropriate governance plan for their individual Learn Local Organisation.

The topics of the three Governance and Committees of Management workshops are:

Workshop 1 - Committee of Management Governance

Workshop 2 - Managing a Committee - Roles & Responsibilities

Workshop 3 - Program Management - developing action plans.

The output after the mentoring as well will be a tailored local governance plan.

The Learn Local Governance Workshops and Mentoring program is being run at six locations by the Small Business Mentoring Service in conjunction with The Small Business Institute for up to 10 Learn Local Organisations in each location (with 2 participants maximum per Learn Local organisation).

The six locations are:

* Melbourne CBD: Monday, 17 Sep 2018 to Monday, 12 Nov 2018
* Geelong: Monday, 17 Sep 2018 to Monday, 12 Nov 2018
* Ballarat: Tuesday, 18 Sep 2018 to Tuesday, 13 Nov 2018
* Bendigo: Tuesday, 18 Sep 2018 to Tuesday, 13 Nov 2018
* Shepparaton: Wednesday, 19 Sep 2018 to Wednesday, 14 Nov 2018
* Dandenong: Thursday, 20 Sep 2018 to Thursday, 15 Nov 2018

To register at your nearest location go to [*Governance Workshops*](https://www.sbms.org.au/events#host-54)*.*

This is a great opportunity for Learn Locals to increase their knowledge and skills on governance and develop a tailored own Learn Local governance plan.