# Department of Education and Training

# Higher Education and Skills Group

# Participation, Inclusion & Regional Engagement Branch Memo: *2018 /11/19*

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

**ACFE Board**

**ACFE Regional Councils**

**PIRE Branch Staff**

**FROM: Ryan Collins**, Director

Participation, Inclusion & Regional Engagement Branch

**DATE:** 19 /11/ 2018

**SUBJECT: Professional development on business management**

## Actions / Critical Dates:

* *Learn Locals Managers to express interest in participating in professional development workshops in 2019 to support the development of critical management skills.*
* *Register your interest by COB 7 December to* [*anthony.turner@sbms.org.au*](mailto:anthony.turner@sbms.org.au)

## Purpose

The ACFE Board is funding professional development to assist Learn Local providers to further develop their capabilities in the area of business management. The Small Business Mentoring Service (SBMS) has been engaged to deliver the professional development.

Participants will have the opportunity to improve skills relating to:

* creating clear goals and strategy
* creating business plans and allocating responsibility for completion
* budgeting and financial management
* updating business practices and business models
* creating and using appropriate financial and productivity tools.

Managers of Learn Locals are being asked to express interest in participating in the professional development workshops. Once final numbers are confirmed, delivery locations will be identified to maximise opportunities.

The professional development involves a series of 4 workshops, of 2 hours duration each, over a period of 4 months. The workshops will be run in 5 locations across Victoria for up to 10 Learn Local Organisations per location.

To assist contextualisation and implementation of learnings for participants, there will also be follow up, one-on-one, mentoring, conducted on site by local professionals of the SBMS.

The proposed dates for the workshops are:

* Workshop 1 — week commencing 11 February 2019
* Workshop 2 — week commencing 14 March 2019
* Workshop 3 — week commencing 1 April 2019
* Workshop 4 — week commencing 13 May 2019

Each workshop will build on the learnings from the previous. Attendance at all workshops is required in order to maximise the likely benefits for participants.

## How to register interest

Register interest please by COB 7 December with Anthony M Turner, SBMS Program Delivery Manager, via email: [anthony.turner@sbms.org.au](mailto:anthony.turner@sbms.org.au)

Include your name, Learn Local Organisation and preferred location to attend the workshops.

## Further advice on business management professional development 2019

The Department will advise the locations and precise times of the Business Management workshop series and how to register in mid-December 2018.