# Department of Education and Training

# Higher Education and Skills Group

# Participation, Inclusion & Regional Engagement Branch Memo: *2018 /12/17*

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

 **ACFE Board**

 **ACFE Regional Councils**

 **PIRE Branch Staff**

**FROM: Nick Orchard,** Acting Director

Participation, Inclusion & Regional Engagement Branch

**DATE:** 18 December 2018

**SUBJECT: Registrations open for Learn Local** **business management professional development workshop series 2019**

## Actions / Critical Dates:

* Managers of Learn Locals to register for professional development business management workshop series 2019 by 30 January 2019 via this link: [Business Management Registration](https://www.sbms.org.au/events#host-54)

## Purpose

The ACFE Board is funding Small Business Mentoring Service (SBMS) to assist Learn Local providers to further develop their Business Management capabilities 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.

## Locations and times of Business Management Professional Development 2019

The Business Management professional development opportunity consists of a series of four workshops plus one on one mentoring sessions.

### The workshops

The four workshops will be run approximately one month apart in five locations, chosen to suit those Managers who expressed interest in participating in response to memos issued in November.

Each workshop will build on the learnings from the previous. Attendance at all four workshops at your chosen location is required in order to maximise likely benefits.

The Locations and times of the Business Management workshops are shown in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location** | **Workshop 1** | **Workshop 2** | **Workshop 3** | **Workshop 4** |
| **Frankston DET**1 Petrie Street, Conference Rm 101 | Monday 11 February 10am -12 noon | Monday 11 March 10am -12 noon | Monday 1 April 10am -12 noon | Monday 13 May 10am -12 noon |
| **Dandenong** Punthill Dandenong157-163 Lonsdale Street, Walnut Room | Tuesday 12 February10am-noon | Tuesday 12 March10am-noon | Tuesday 2 April 10am-noon | Tuesday 14 May 10am-noon |
| **Kilsyth**Japara House Carpet Room 54-58 Durham Rd  | Tuesday 12 February2.30 -4.30 pm  | Tuesday 12 March2.30 -4.30 pm | Tuesday 2 April 2.30 -4.30 pm | Tuesday 14 May 2-4pm  |
| **Moe** DET Offices ,Corner Kirk & Haigh Street Meeting Rm 1.1 | Wednesday 13 Feb10am-12 noon  | Wednesday 13 March10am-12 noon  | Wednesday 3 April 10am-12 noon  | Wednesday 15 May 10am-12 noon  |
| **Melbourne CBD**VET Development Centre Board RoomLevel8 379 Collins St | Thursday 14 Feb10am-noon | Thursday 14 March 10am-noon | Thursday 4 April 10am-noon | Thursday 16 May 10am-noon |

One on one mentoring

Each workshop will be followed by a Mentoring session conducted on Learn Local sites by local professionals of the SBMS, to assist contextualisation and implementation of what is presented at the workshops.

# How to register to participate

Learn Local Managers please register to participate in the professional development business management workshop series 2019 *by 30 January 2019* via this link [Business Management Registration](https://www.sbms.org.au/events#host-54)

Please note that should registrations exceed 10 per location, then Managers who expressed interest will be given preference.