



COURSES for selection for the BREWARRINA PILOT

Workshop Dates: Mon 25 – Fri 29 May 2009

(2 workshops will be run in this period – participants can enrol in both or just one)

Good Governance: CVGOV07A

Covers all the essential areas for good governance of your organisation including: identification of core business; compliance with legal responsibilities; understanding organisational structure, culture and operations; roles & responsibilities of individuals and what you need to do about risk management.

The People Factor: CVTPF08A

Covers all the essential 'human' issues for your organisation including: identifying key stakeholders, what makes up a community, creating partnerships, valuing diversity, working effectively with others, contributing to good customer/client services and creating mechanisms for feedback.

Carry Out Business Planning: CVBSP02A

Covers the essential areas of how to contribute to planning and management for regional not-for-profit and cultural organisations. Participants will look at where their organisation is now, where they want to be and how to get there; and draft the key elements of a Business Plan.

Guaranteeing long term success

This course de-mystifies the process of business planning and turns it into a tool that can be used effectively by groups of all sizes. It unpicks the jargon and gives you the skills and language to be able to clearly set out your long term plans and share them with potential support networks like local government.

Network Within Communities: CVNWC01A

Concentrates on how to establish and maintain successful networks within and across communities. Participants will learn key concepts and undertake practical exercises dealing with the nature of networks, identifying network opportunities and effective networking tools to suit their organisation.

Making the most of what your community has

This course will give you a way to identify local resources and to tap into them. You will be provided with the tools to build and increase your networks to support your work. 'It's not what you know, but who you know,' that can really help.

Undertake Marketing: CVMGP04A

Concentrates on how to develop a marketing plan suitable for not-for-profit and cultural organisations. Participants will explore the purpose and uses of a marketing plan, identify target markets and develop practical actions to help their organisation to position and present itself effectively.

Making people aware of what you've got to offer

This course will help you build membership and participants. It offers practical help to make more people aware of your group and your activities and increase participation and income.

Develop Funds and Resources: CVFAS03A

Developing strategies and preparing proposals for funding, sponsorship and other resourcing options. Participants will work through developing the basics of a grant or sponsorship application for funding or other resources and identify and target potential sources of support.

Money and help - how to get it, how to keep it

This course will show you how to identify sources of assistance and how to secure it. It illustrates how groups can receive support beyond cash. It also sets out ways of preparing strong funding submissions.

Plan and Program Events: CVPPE06A

Covers the key elements of planning and programming arts and cultural events. This workshop will include generating concepts for and designing an event, event planning tools, event budgeting and scheduling, programming activities and identifying risk management strategies.

Making your event really work

Sports carnivals, environmental days, art exhibitions, street parades, school fetes and so many other activities are events that need careful planning and programming. This course will give you the skills to plan and then deliver great events that will attract audiences and participants.

Work with Collections: CVWWC05A

The essential areas of working with cultural collections including ways of linking with the community, planning a collections strategy, developing a collections policy, assessing the significance of objects and/or collections, ethical issues, interpretive approaches, target audiences and legal and insurance requirements.

Creating tomorrow's history - what's valuable, what's interesting?

All communities have items of historical interest. Today's events soon become part of tomorrow's history. Photographs, scrapbooks, awards, posters, uniforms and so much more can provide fascinating commentaries on how life was lived. This course outlines what can and should be kept and how items can be stored to last.

Train Others: VCVRT09A, TAAENV405B, TAADEL301B (not available)

This workshop provides practical 'nuts and bolts' skills information for a wide range of art and cultural contexts where someone may be involved in training others. This workshop will enable artists and arts and cultural workers to gain the skills needed to conduct skills development workshops within the community.

Manage a Project: CUSADM03A (not available)

This workshop will provide skills in the area of managing small arts and cultural projects. It will look at how to initiate a project, plan a project, administer and monitor a project, and review your project.