

# Not for profit Financial Management



Psychiatric Disability Services  
of Victoria (VICSERV)



## Friday 15th September 2017

This half day course delivered by Governance Institute of Australia is a practical overview of financial management and reporting for organisations in the NFP sector. It will explore the responsibility of the board with regard to financial reporting.

### Learning Outcomes

At completion of this workshop, learners will be able to:

- consider financial reports and legal requirements
- examine the types of reports which should be provided to the board
- reflect on the financial and non-financial metrics which provide knowledge about organisational performance
- assess the board's responsibilities with regard to reporting against legislative and funding requirements

### Who should attend

This course is ideal for board secretaries, budget owners, treasurers, officers, senior managers, board and committee members who want to increase their financial understanding of their NFP organisation. It develops the ability to read and relate critically on financial statements and board reports.

It is assumed that those attending this course will have some familiarity with financial statements.

### Course Outline

- Introduction
- Review of statutory reporting requirements
- Preparing financial information for reporting
- Financial and non-financial metrics
- Issues for directors
- Resources

### Facilitator

Governance Institute of Australia

Governance Institute of Australia is the only independent professional association with a sole focus on whole-of-organisation governance.

Their Certificates in Governance Practice, Governance and Risk Management and Governance for Not-for-Profits provide skills-based governance and risk management training, and a qualification for a wide range of professionals responsible for corporate accountability functions and processes within an organisation.

### Further information

#### Cost

Member	Rate \$350 inc GST
Non-member	Rate \$400 inc GST

#### Time

9.30am - 1.00pm

#### To register

Please visit the VICSERV website [www.vicserv.org.au](http://www.vicserv.org.au) and register online

#### Public transport

Elsternwick station is located on the corner of Glenhuntly Road and Horne Street and is a one minute walk from the VICSERV offices. Elsternwick is on the Sandringham line.

#### Location

VICSERV  
Level 2, 22 Horne Street,  
Elsternwick

# Project Management



Psychiatric Disability Services  
of Victoria (VICSERV)

## Thursday 5th & Friday 6th October 2017

This two day workshop explores effective and practical techniques for managing projects in your field. Examples from the group will be used to demonstrate the various tools for effective management of the project process and we will also explore the 'human side' of project management.

### Learning Outcomes

At completion of this workshop, learners will be able to:

- Identify and discuss the unique nature of projects
- Discuss and apply project management principles
- Know how to undertake a simple cost benefits analysis
- Know the elements to include when writing a project brief
- Use a Work Breakdown Structure and Gantt Charts
- Undertake a risk analysis and contingency plan
- Know the best time to set up project monitoring systems and the importance of constant monitoring, and
- Have an opportunity to plan what areas they need to develop back in the workplace and how this can be achieved.

### Workshop outline

The key content will include:

- Introduction to project management
- Initiating projects
- Project planning
- Project communication
- Monitoring and evaluating projects
- Project team building

### Who Should Attend

- Those new to project management and want to understand the practical techniques involved, and
- Experienced project managers who would like to develop their skills further.

### Facilitator

Adam Le Good

Adam has developed and conducted a wide variety of management and personal development programs for a broad cross section of clients since 1988.

His knowledge of adult learning principles, group dynamics, learning styles and human behaviour ensures that the training will appeal to a broad range of participants.

As well as a degree in Psychology, Adam has completed a Certificate IV in Training and Assessment, an Advanced Train the Trainer and a Creative Training Techniques workshop.

### Further information

#### Cost

VICSERV member **Rate \$440 inc GST**  
Non-member **Rate \$600 inc GST**  
Course materials included

#### To register

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#### Public transport

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Elsternwick

# Leading Others Through Change



Psychiatric Disability Services  
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## Monday 27th November 2017

This one day program helps team leaders, supervisors and managers lead their staff through times of change, with practical insights into what staff will experience and the support and skills they will need to effectively navigate the change process.

### Learning Outcomes

At completion of this workshop, learners will be able to:

- Recognise and possibly provide the skills needed to enable their staff to deal with change
- Have a range of tools to help staff in times of transition
- Understand the nature of the change process
- Develop their own skills in relation to both dealing with and leading others through change
- Plan for the successful implementation of change strategies, and
- Have developed a range of skills to communicate effectively in a changing environment.

### Workshop outline

The key content will include:

- Change manager's skill
- Helping staff through change
- A model for understanding the impact of change
- Effective management of organisational change
- Communicating about change

### Who Should Attend

- Anyone who has responsibility for staff during times of organisational change and would like to build the resilience of their staff.

### Facilitator

Adam Le Good

Adam has developed and conducted a wide variety of management and personal development programs for a broad cross section of clients since 1988.

His knowledge of adult learning principles, group dynamics, learning styles and human behaviour ensures that the training will appeal to a broad range of participants.

As well as a degree in Psychology, Adam has completed a Certificate IV in Training and Assessment, an Advanced Train the Trainer and a Creative Training Techniques workshop.

### Further information

#### Cost

VICSERV member	Rate \$230 inc GST
Non-member	Rate \$320 inc GST
Course materials included	

#### To register

Please visit the VICSERV website [www.vicserv.org.au](http://www.vicserv.org.au) and register online

#### Public transport

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Elsternwick

# Team Leadership



Psychiatric Disability Services  
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## Friday 10th November 2017

This one-day workshop will provide practical tips on the effective leadership of teams. Participants will gain practical skills in communication and motivation. They will also gain practical insights in how to deal with any difficult behaviour that arises.

### Learning Outcomes

At completion of this workshop, learners will be able to:

- Understand what makes teams different
- Understand the skills required to be an effective team leader
- Know their responsibilities as team leaders
- Be more effective communicators
- Know the attributes of effective teams
- Understand the dynamic phases of a team and how to help the process
- Have an understanding of the different leadership styles
- Delegate to staff more effectively
- Motivate their team members more effectively, and
- Deal more effectively with difficult behaviour

### Workshop outline

The key content will include:

- Introduction
- Communication
- Team building exercise
- Team leadership skills

### Who Should Attend

- Anyone who is currently managing a team and would like to improve their skills, or
- Anyone who would like to move into a team management role.

### Facilitator

Adam Le Good

Adam has developed and conducted a wide variety of management and personal development programs for a broad cross section of clients since 1988.

His knowledge of adult learning principles, group dynamics, learning styles and human behaviour ensures that the training will appeal to a broad range of participants.

As well as a degree in Psychology, Adam has completed a Certificate IV in Training and Assessment, an Advanced Train the Trainer and a Creative Training Techniques workshop.

### Further information

#### Cost

VICSERV member	Rate \$230 inc GST
Non-member	Rate \$320 inc GST
Course materials included	

#### To register

Please visit the VICSERV website [www.vicserv.org.au](http://www.vicserv.org.au) and register online

#### Public transport

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