



The Wheelhouse
Empowering Taranaki Community Groups

Information Sheet

Training & Workshops

Here you will find information about our regular workshop and training opportunities to assist trusts, clubs, societies, voluntary and community organisations with their governance. All workshops and training provided by The Wheelhouse are subsidised. Most will be free of charge. Some may have a charge ranging from \$30 - \$150 per person depending on the module and the costs incurred to deliver.

You should attend if you are

- a current board member wishing to improve your knowledge
- a volunteer or staff member.
- someone considering joining a board.
- someone supporting organisation within the community sector.

When you have attended a session run or co-ordinated by The Wheelhouse you will receive a certificate of attendance.

Learning Levels

Foundation

At this level you can expect to be provided with information relevant to the running of or managing your organisation. These sessions are normally no longer than 2 ½ hours in length.

Intermediate

At this level you can expect the session to be an interactive workshop design to help you develop your skills and capability. The aim is to improve your effectiveness at a governance or management level in any size organisation in the community sector. - These sessions are usually 2 hours or half a day in length.

Advanced

At this level you can expect the session to be an interactive workshop design to help you further develop your skills and capability. The aim is to assist with the continuous improvement in effectiveness at a governance or management level in any size organisations in the community sector - These sessions usually last a full day.

Foundation Level

The modules below are delivered in partnership with Taranaki Community Law



Fraud and Financial Mis-Management in the Voluntary and Community Sector.

How to safeguard against it and what to do if you suspect it. This interactive session explores the simple measures you can implement in your organisation to reduce the likelihood of fraud.

We also cover the steps you should take if you suspect mismanagement or fraud has taken place.

Disclosure of Information and The Privacy Act

What information can you disclose? When can you disclose it? What are the consequences of wrongful disclosure? If you need to know the answers to these and other questions about the disclosure of information then this session is for you.

This is an opportunity for you to establish exactly what your organisations responsibilities are.

Volunteers Rights and Responsibilities

What rights do you have as a volunteer? What responsibilities does an organisation have towards volunteers? In this session the following issues are covered.

- Volunteer and client privacy
- Health and safety at work
- ACC
- Discrimination.

This is an opportunity to make sure you and your volunteers are clear about what their rights and responsibilities actually are.

Intermediate Level

An Introduction to Governance for Trusts, Clubs, Societies & Community Organisations.

Do you want to de-mystify what governance actually is? What does it mean to be on a governing committee? Does it all sound scary? Then have we got the session for you!!!

This interactive session covers the roles and responsibilities of the board and its members, effective processes, templates and an opportunity to action plan.

An Introduction to Planning for Trusts, Clubs, Societies & Community Organisations

Planning is the process of thinking about and organising the activities required to achieve your goal

This interactive session explores tools and techniques required to develop and implement an effective plan for your organisation. Participants will identify practical issues and develop an action plan.

An Introduction to Finance for Trusts, Clubs, Societies and Community Organisations

This session is for everyone on the board or staff team.

"....all you ever wanted to know but were afraid to ask!" Summer 2018 participant

A good financial plan provides a strong foundation for a successful organisation. Even more important is the ability of everyone in governance and staff roles to understand it and know what questions to ask to ensure they get the information they need. Finance is the responsibility of all board members not just the treasurer or staff member - We aim to give you the basic understanding so the information provided to you by the treasurer makes sense.

An Introduction to Marketing for Trusts, Clubs, Societies and Community Organisations.

Marketing is much more than just advertising. This session is suitable for newcomers or those currently doing marketing for their organisation.

This session provides an introduction to marketing concepts in a simple and easy way to understand and the opportunity to practice concepts that work for your organisation.

Role of The Secretary & Minute Taking

The role of the secretary is to support the Chair in ensuring the smooth functioning of the board, management committee or governance team:

The secretary is responsible for:

- ensuring meetings are effectively organised
- minutes are taken and accurately reflect the key points and decision in the meeting.
- maintaining effective records and administration

Advanced Level

How to be an Effective Board Chair for a Trust, Club, Society or Community Organisation

The role of the Chair is about accepting a greater responsibility, having a larger challenge, mentoring other board members, ensuring the organisation has first rate governance and compliance measures are met.

This professional development session will focus on the nuts and bolts of good chairing. Tailored for the needs of experienced and newly appointed Chairs the session will cover:

- roles and responsibilities of the Chair in good governance. Covering what is actually means to be a chair, myth busting, governance and operational realities and creating a balance
- how to be effective in the role. Including board structures, meeting management, managing strategic relationships, issues you might face and looking after yourself
- legal responsibilities and obligations. Knowing your guiding document, how to handle sensitive information, financial controls, legal responsibilities

Governance for Sustainable Voluntary and Community Organisations

Do you want to understand more about your role on a trust or governance committee? Come and spend the day with us where we aim to demystify and clarify the role of trustees.

In this FULL DAY session we will explore:

- your organisation's purpose and its place in the community are the policies in places to support this?
- how to identify, plan, maintain and grow resources people, money and things
- how to identify your organisations risks and challenges mitigate the risks and overcome challenges

Project Planning for Community Organisations

How to create simple, effective and easy to understand project management processes that work!

The emphasis during the day will be to equip you with the knowledge and skills to manage simple projects for your organisation. You will be provided with an introduction to the key aspects involved with managing a successful project.

In the session you will learn how to:

- identify and avoid the major pitfalls of project management
- initiate, scope and plan a project
- develop a project management structure
- implement and monitor a project lifecycle
- review and close a project
- measure the success of a project and apply lessons learned

Contact: manager@wheelhouse.org.nz or visit www.wheelhouse.org.nz/training for details of current sessions.