

KNOWLEDGE

The forum is designed to provide a taste of training topics that are relevant to the Community and Voluntary Sector. They are specifically aimed at providing some good basic skills that you can use within your organisation in the first instance. As well as give you a taste of what training in this area would involve.

NIBBLE

Bring your lunch along and eat it while enjoying the company of others in the Community and Voluntary Sector.

Tea and Coffee is provided

NETWORK

At each Forum there will be an opportunity to network with others in the Community and Voluntary Sector, discuss issues and help each other to build capacity within your organisations

knowledge nibble network

KNOWLEDGE NIBBLE NETWORK

Is proudly supported by

Community Trust of Otago
Dunedin City Council
Dunedin Council of Social Services
Department of Internal Affairs
Volunteering Otago
Otago Chamber of Commerce
and other organisations.

OTHER SERVICES

To find out more about training opportunities and events visit our website (www.dcross.org.nz) which lists training opportunities and events. You can register to receive regular updates of the training calendar direct to your email. If you have a training event that you would like to put on our website, please contact Sue Russell on (03) 471 6177 or email sue@dcross.org.nz.

NOT FOR PROFIT ORGANISATIONS

Do you work, volunteer for or are you on the committee / board of a social service, community, sport, education, in fact any not for profit group?

WANT TO KNOW ABOUT TRAINING OPPORTUNITIES?

Then come to **Knowledge Nibble Network** a forum where you can talk to others in the sector, share knowledge, experience and expertise

WHEN:

Second Wednesday of
Every Month

TIME:

12.00noon – 1pm

WHERE

Clifford Skeggs Gallery
Municipal Chambers
The Octagon
DUNEDIN

FORUM

KNOWLEDGE NIBBLE NETWORK

CALENDAR 2009

<i>MONTH</i>	<i>TOPIC</i>
11 FEBRUARY	TRAINERS EXPO – Octagon Club Come and talk directly with the training providers about your training needs. Please note change of venue
11 MARCH	GOVERNANCE TRAINING Governance is an important role for community and social service organisations. This session gives you a few handy hints about governance and lets you know about other training opportunities in this area.
8 APRIL	TIME MANAGEMENT Are you stressed out by the amount of work you have. Not sure where to start and concerned about completing tasks. Come to this session for some helpful hints on managing your time effectively.
13 MAY	EMPLOYMENT ISSUES Employment is always a difficult mine field of compliance and regulations. This session will give you some handy hints on how to be a good employer whether you are a manager or on the governance board of your organisation
10 JUNE	MEETING FACILITATION How do you manage a meeting with a group of passionate people with strong ideas and personalities? This is a common situation within the Community and Voluntary Sector. This session will give you some good tips on managing meetings and working with different dynamics
8 JULY	ORGANISATIONAL FINANCES Funding, Contracts, Accountability, Reporting, Compliance. All these terms can strike terror into anyone's heart. This session is just a taster of what you need to consider in regard to your organisation's finances

<i>MONTH</i>	<i>TOPIC</i>
12 AUGUST	CULTURAL AWARENESS Do you know what to be aware of when working with people from different cultures? Do you know what could offend them resulting in a withdrawal from potentially important services? This session will give you a taste of what to be aware of with some of the more common cultures in Dunedin to ensure you provide the best service to meet their needs
9 SEPTEMBER	MENTORING It can be difficult to work in the Community and Voluntary Sector and having someone to call, or being available to someone new to the sector can make all the difference. This session will give you an introduction to mentoring and how it could help you in your role.
14 OCTOBER	POLICIES AND PROCEDURES With greater compliance, regulations and requirements of government contracts the development of policies and procedures is vital to a well run organisation. This session will provide some helpful hints as to how to develop these for your own organisation
11 NOVEMBER	TRAINING FOR 2010 This is an opportunity for you to tell us what you think of the training tasters provided through the KNN Forum and let us know what training you would like for 2010
9 DECEMBER	CHRISTMAS PARTY