

VOLUNTEER

TRAINING CALENDAR

BUILD YOUR SKILLS FOR VOLUNTEERING, WORK OR STUDY

Volunteer for Knox, in partnership with Knox Learning Alliance, is offering a series of short courses for volunteers who are looking to improve their skills. Knox Learning Alliance is made up of the five neighbourhood houses in Knox. Combined, these neighbourhood houses offer a large variety of courses designed to develop employability skills. In addition to these courses, Knox Learning Alliance offers a range of hobby courses and social activities with a focus on leisure and community engagement. More information can be found at each neighbourhood house website.

Coonara Community House

22 Willow Rd, Upper Ferntree Gully VIC 3156
(03) 9758 7081
enquiries@coonarahouse.org.au
www.coonarahouse.org.au

Preparation for Community Services Work

Our trainer is an experienced and Stress Management specialist. In these five sessions you will explore and develop skills in communication using Emotional Intelligence strategies so that you are prepared for when you start working in Community Services. These sessions are both practical and interactive. Topics to include:

- Conversations that matter
- Boundaries – Personal and Professional
- Building Resilience
- Stress Management
- Wellbeing and care of self and others

Thursdays 9:30am – 12:30pm
19th May – 16th June (5 weeks)
\$45

[Book Now](#)

Introduction to Aged Care for

Domestic Staff Roles

This course will provide the skills and knowledge to gain employment as a domestic in an aged care residential setting or for in-home care for the elderly or those with a disability.

Wednesday 15th June, 9:30 – 3:30pm
Thursday 16th June, 9:30am – 3:30pm
Tuesday 21st June, 9:30am – 3:30pm
\$45

[Book Now](#)

Introduction to Administration Skills:

Return to Work

In this course you will learn:

- The office environment
- Communication in the office
- Policies, procedures and other relevant documents in the workplace
- Introduction to popular office software
- Searching job market & register for work
- Reading and understanding job ads
- Career Planning
- Resume Writing
- Interview skills

Tuesdays 9:30am – 2:30pm
3rd May – 14th June (5 weeks)
No class on 17th May & 7th June
\$60

[Book Now](#)

Introduction to Mental Health

Peer Support Work

Return to study and career information for early school leavers of all ages to prepare for training in the mental health sector as a peer support worker. This course will be a pathway into the Cert IV in Mental Health – Peer Support at Swinburne TAFE and has been co-designed with Swinburne.

Tuesdays 9:30am – 12:30pm
17th May – 14th June (5 weeks)
\$40

[Book Now](#)

Smartphone Photography

Everyone has a mobile phone. Join this short session to understand how to take great pictures with your phone and learn to edit.

Wednesdays 1:00pm – 3:00pm
25th May – 1st June (2 weeks)
\$10

[Book Now](#)

The Basin Community House

21 Liverpool Rd, The Basin VIC 3154
(03) 9761 0209
info@basincommunityhouse.org
www.thebasincommunityhouse.org.au

Computers for Beginners

Increase your skills and confidence by using a range of programs that can be used for employment or personal use.

Fridays 12:30pm – 3:00pm
29 April to 17 June
\$50

[Book Now](#)

iPads & Tablets Next Step (All Abilities)

Learn how to use your tablet, bring it along to class and learn its basic functions including downloading apps, internet browsing and more.

Wednesday 12:30pm – 3:00pm
4 May to 22 June
\$50

[Book Now](#)

Word & Publisher

Use Word to create and save documents. Use formatting techniques to make your documents more presentable. Learn how to copy and move text. Inserting pictures and tables, headers and footers. Use Publisher to create flyers, business cards, greeting cards, calendars and more.

Fridays 9:30am – 12:00pm
29 April to 17 June
\$50

[Book Now](#)

Digital Technology

Using smart phones/tablets/laptops. Get to know your smart phone. Sending and receiving emails, safe online shopping with PayPal, internet banking, using maps and carrying out searches.

Wednesdays 9:30am – 12:00pm
4 May to 22 June
\$50

[Book Now](#)

Orana Neighbourhood House

62 Coleman Rd, Wantirna South VIC 3152
(03) 9801 1895
onh@netspace.net.au
www.orananh.org.au

Mental Health First Aid for Carers

Do you care for someone with a disability and live, work or play in Knox? This course will focus on assisting people who have a disability and are experiencing a mental health problem or crisis. You'll learn:

- How to provide initial support to adults aged 18 and over who are experiencing a mental health problem or crisis.
- What to do until appropriate professional help is received or the crisis resolves.

Wednesdays 12:00pm – 3:00pm
8 June to 29 June (4 weeks)
Free

[Book Now](#)

Social Media

Learn how to use Canva to create engaging social media content to market your business online. Plus get some tips, tricks and ideas on how to easily plan and systemise your social media marketing for Instagram and Facebook.

Saturdays 10:00am – 12:30pm
28 May to 4 June (2 weeks)
\$20

[Book Now](#)

Everyday English

Improve your English skills to gain confidence in a social or business environment.

Mondays 6:00pm – 8:00pm
2 May to 20 June (7 weeks)
\$50
No class 13 June

[Book Now](#)

Resume Writing and

Interview Skills Workshop

Free information session presented by Careers Support Advisor from Skills & Jobs Centre, Swinburne University of Technology. One on one sessions will be available on an appointment basis after the session.

Thursday 10:00am – 12:30pm
2 June
Free

[Book Now](#)

Mountain District Learning Centre

13-15 The Avenue, Ferntree Gully VIC 3156
(03) 9758 7859
office@mdlc.com.au
www.mdlc.com.au

English for Living and Working in Australia

Basic Level 1

Do you need help with English communication skills, pronunciation, listening, vocabulary, grammar, reading and writing? Join our class to practice your conversation skills for use in day to day life in Australia.

Wednesdays 9:00am – 12:00pm
27 April to 29 June (10 weeks)
Fee: \$90

[Book Now](#)

Beginners XERO

Join Cymone and start at the beginning learning about Xero. This course is designed to teach you from the beginning with step-by-step instructions. You learn about the following topics; software overview, cash book, accounts receivable, accounts payable, creating templates for invoices, quotes and inventory management.

Tuesdays 7:00pm – 9:00pm
3 May to 21 June
Fee: \$80

[Book Now](#)

Basic Bookkeeping

Join Anne as she introduces you to the fundamentals of bookkeeping for your business. Work through practical examples using the accounting equation, financial reports, double entry accounting (debits and credits), stock control, cash and accrual accounting methods, ABN, GST, Profit & Loss and Balance Sheet. This course is essential if you want to study an accounting software package such as MYOB or Xero.

Mondays 9:00am – 11:30am
2 May – 27 June
Fee: \$125

[Book Now](#)

Smartphones

How Smart are they? What can your Smart phone do for you? Sign up for this workshop and find out.

Saturday 14 May, Saturday 11 June,
10:00am – 12:00pm 10:00am – 12:00pm
Fee: \$25

[Book Now](#)

Community Learning Centre

40 Fulham Rd, Rowville VIC 3178
(03) 9764 1166
info@communitylc.org.au
www.communitylc.org.au

Create a WordPress Website for Beginners

Part 1

Interested in starting up a WordPress website? Learn the following from this short course:

- Basic computer skills, resizing windows
- Basic photo editing, crop and resize images
- Domain name and hosting provider
- Introduction to Enfold Theme and Editor
- Building simple web pages
- Creating simple web forms

Thursdays 6:00pm – 9:00pm
5 May to 16 June (7 weeks)
\$70

[Book Now](#)

Maintain your WordPress Website

Intermediate Part 2

This course will cover:

- Advanced photo editing, layers and transparency
- Building more complicated pages
- Advanced web forms
- Explore different Enfold tools
- Documenting the old website, ready to re-construct website using different Theme

Mondays 6:00pm – 9:00pm
2 May to 20 June (7 weeks)
No class 13 June
\$70

[Book Now](#)

Getting the most out of LinkedIn

With a LinkedIn page, you can find your place in the world's professional community, telling your company's story and giving customers and prospects a place to learn about your business, your employees, and your brand.

Tuesdays 6:00pm – 9:00pm
10 May to 24 May (3 weeks)
\$30

[Book Now](#)

VOLUNTEER TRAINING COURSE START DATES

MAY 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
	<p>Basic Bookkeeping 9.00am</p> <p>Everyday English 6.00pm</p> <p>Maintain a WordPress Website... 6.00pm</p>	<p>Introduction to Admin Skills... 9.30am</p> <p>Beginners XERO 7.00pm</p>	<p>Digital Technology 9.30am</p> <p>iPads & Tablets Next Step 12.30pm</p>	<p>Create a WordPress Website... 6.00pm</p>		
8	9	10	11	12	13	14
		<p>Getting the most out of LinkedIn 6.00pm</p>				<p>Smartphones 10.00am</p>
15	16	17	18	19	20	21
		<p>Introduction to Mental Health... 9.30am</p>		<p>Preparation for Community... 9.30am</p>		
22	23	24	25	26	27	28
			<p>Smartphone Photography 1.00pm</p>			<p>Social Media 10.00am</p>
29	30	31				

Computers for Beginners 29 April, 12.30pm

Word & Publisher 29 April, 9.30am

English for Living & Working in Aus 29 April, 9.00am

This calendar indicates the start date of the course. These courses run over a number of weeks. Please check the previous page for details.

VOLUNTEER TRAINING COURSE START DATES

JUNE 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
				Resume Writing & Interview Skills 10.00am		
5	6	7	8	9	10	11
			Mental Health First Aid for Carers 12.00pm			Smartphones 10.00am
12	13	14	15	16	17	18
			Introduction to Aged Care... 9.30am	Introduction to Aged Care... 9.30am		
19	20	21	22	23	24	25
		Introduction to Aged Care... 9.30am				
26	27	28	29	30		

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