

# VOLUNTEER

# TRAINING CALENDAR

## Rowville Neighbourhood Learning Centre

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

### Office Administration & G-Suite

Topics covered:

- Intro to office administration duties and responsibilities
- Google Suite products including Gmail, Calendar, Docs, Forms, Sheets, Slides and Tasks

Online via Zoom  
Wednesdays 9:30am – 12:30pm  
4th November to 2nd December  
\$35

[Book Now](#)

### Introduction to Medical Reception

This course provides a solid grounding in the expectations, tasks, skills and knowledge required to be part of a Medical Practice administration team.

- Basic Medical Terminology
- Identifying and appropriately using abbreviations for Medical terms
- Administrative task practice on the computer
- Reception duties and more

Please note This course does not include Pracsoft due to the restrictions in place for COVID. We will offer a separate course for Pracsoft face-to-face as soon as restrictions are lifted or in the new year.

Online via Zoom  
Tuesdays 9:30am – 12:30pm  
6th October to 8th December  
(No class 3rd November)  
\$57

[Book Now](#)

### Job Applications in a Digital World

Get your resume and interview skills refined for online applications. This short course will help you understand

- Your career direction
- Job roles and responsibilities
- Resume writing techniques
- Tips and hints for online interviews and to give the right 'first impression'

Online via Zoom  
Thursdays 9:30am – 12:30pm  
29th October to 3rd December (6 weeks)  
\$35

[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

### Microsoft Excel – Level 1

Learn to use basic formulas and functions to perform calculations. Create charts, sort and filter data and much more. Spreadsheets can be used to model and manipulate data sets, create graphical visualization's, inform future planning, charting and lists.

Basic computer knowledge required

Online via Zoom  
Thursdays 7:00pm – 9:00pm  
22nd October to 10th December (8 weeks)  
\$60 (includes manual)

[Book Now](#)

### XERO for Beginners

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.

Online via Zoom  
Tuesday 7:00pm to 9:00pm  
20th October to 8th December (8 weeks)  
\$30

[Book Now](#)

### Career Smart – Finding the Job you Love

Preparing you for the job seeking process and what is required in order to secure employment. MDLC is now offering a Zoom live service to review your resume. Gain the tips and tricks for a successful interview.

Online via Zoom  
Mondays 7:00pm – 9:00pm  
19th October to 7th December (8 weeks)  
\$30

[Book Now](#)

### Marketing for Beginners

Deb has been in the marketing industry for over 9 years. Join her and learn the skills and techniques for basic marketing. You'll acquire knowledge that can help you in any business-related career, because you'll understand the importance of consumer relations and communication.

Online via Zoom  
Wednesdays 7:00pm – 9:00pm  
21st October to 9th December (8 weeks)  
\$30

[Book Now](#)

### Conversation Café – Practice English

Join Henk every Wednesday night to practise your English skills from the comfort of your own home. Meet new people and enjoy time together remotely via Zoom.

Online via Zoom  
Wednesdays 6:00pm – 7:00pm  
7th October to 16th December  
FREE

[Book Now](#)

## Coonara Community House

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

### Providing First Point of Contact

Understand the importance of first point of contact in an organisation. Learn how to greet visitors, take phone calls, messages and respond to emails and much more.

Online via Zoom  
Thursdays 10:00am – 12:00pm  
15th October to 29 October (3 weeks)  
FREE

[Book Now](#)

### Digital Storytelling

This course teaches script writing, storyboarding, interview techniques, and basic video editing skills. By the end of the course, you will come out with these new skills and with a complete video (digital story) of your own.

Online via Zoom  
Mondays 12:30pm – 3:00pm  
19th October (8 weeks)  
FREE

[Book Now](#)

### Creative Writing Group

Learn the importance of individual work choice, alliteration and how to create characters. This short course will introduce you to the skills and discipline needed to make a start with creative writing.

Online via Zoom  
Wednesdays 9:30am – 12:00pm  
14th October (10 weeks)  
FREE

[Book Now](#)

### Computers – The Next Step

Digital Literacy for the Workplace (Intermediate Level)

Using Zoom – getting the best from your Zoom meetings

Mondays 1:30pm – 3:30pm  
12th October to 30th November  
FREE

[Book Now](#)

### Introduction to Community Services

#### Early Childhood

Always wanted to work with young children then this short course will prepare you for a pathway into the Certificate III in Early Childhood Education and Care.

Online via Zoom  
Wednesdays 7:00pm – 8:00pm  
21st October (4 weeks)

FREE

[Book Now](#)

### Introduction to Mental Health

Return to study and career info for early school leavers of all ages. This course will be a pathway into the Cert IV in Mental Health at Swinburne TAFE and has been co-designed with them.

Online via Zoom  
Mondays 10:00am – 12:00pm  
19th October (8 weeks)  
FREE

[Book Now](#)

## Orana Neighbourhood House

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

### Computers – Word & Excel

This is an introductory class for Word & Excel. Learn how to create a variety of documents and take your basic Excel skills further.

Mondays 12:30pm – 2:30pm  
12th October to 7th December (8 weeks)  
(No class 2nd November)  
\$50

[Book Now](#)

### Basic iPad & Tablet Technology

Enjoy your iPad or Tablet. Explore its many features, learn how to change settings, use the calendar, clock, eBooks and conduct internet searches and bookmarking app folders.

Tuesdays 9:30am – 11:30am  
13th October to 8th December (8 weeks)  
(No class 3rd November)  
\$50

[Book Now](#)

### iPads & Tablets – The Next Step

This class is for those that know the basics of your iPad or Tablet and want to expand on all of its many features.

Tuesdays 12:30pm – 2:30pm  
13th October to 8th December (8 weeks)  
(No class 3rd November)  
\$50

[Book Now](#)

### Everyday English

Improve your English skills, both verbal and written in this English class.

Mondays 6:00pm – 8:00pm  
12th October - 7th December (8 weeks)  
(No class 2nd November)  
\$50

[Book Now](#)

### Be Connected – Getting Online

Learn the absolute basics of using your device, getting online and being safe while online. BYO device (if you prefer) or please advise if you need to use an Orana device.

Mondays 10:00am – 12:00pm  
12th October - 7th December (8 weeks)  
(No class 2nd November)  
FREE

[Book Now](#)

### Photography for Beginners

This course will bring any beginner to a comfortable level using their DSLR and give them the confidence to explore the features of the camera.

Online via Zoom with detailed notes provided  
Wednesdays 7:00pm – 8:30pm  
21st October - 4th November (3 weeks)  
\$45

[Book Now](#)

## The Basin Community House

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

### Computers – Next Step

For those who know the basics of using a computer and wish to learn how to use various programs in Microsoft Office including Word, Excel and Power Point.

Wednesdays 12:30pm – 3:00pm  
21st October to 9th December  
\$20

[Book Now](#)

### Digital Photography – Part 1

Get to know your DSLR camera and increase your knowledge to take control and get the most out of your photos.

Mondays 3:30pm – 5:30pm  
19th October to 7th December  
\$20

[Book Now](#)

DEVELOP YOUR SKILLS WITH KLA

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.

# VOLUNTEER TRAINING COURSE START DATES

# OCTOBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
		Introduction to Medical Reception 9:30am	Conversation Café - Practice English 6:00pm			
11	12	13	14	15	16	17
	Be Connected - Getting Online 10:00am Computers - Word & Excel 12:30pm Computers - The Next Step 1:30pm Everyday English 6:00pm	Basic iPad & Tablet Technology 9:30am iPads & Tablets - The Next Step 12:30pm	Creative Writing Group 9:30am	Providing First Point of Contact 10:00am		
18	19	20	21	22	23	24
	Introduction to Mental Health 10:00am Digital Storytelling 12:30pm Digital Photography - Part 1 3:30pm Career Smart - Finding the Job you Love 7:00pm	XERO for Beginners 7:00pm	Computers - Next Step 12:30pm Introduction to Community Services 7:00pm Marketing for Beginners 7:00pm	Microsoft Excel - Level 1 7:00pm		
25	26	27	28	29	30	31
				Job Applications in a Digital World 9:30am		

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

4 November Office Administration & G-Suite 9:30am