

VOLUNTEER

TRAINING CALENDAR

Mountain District Learning Centre

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

Evening Computer Class

Wednesdays 7:00pm – 9:00pm
Expressions of interest being taken
Cost to be confirmed

[Book Now](#)

Read Write Now

Do you or a friend need to get better at reading, writing, spelling or numbers?

Wednesdays 7:00pm – 9:00pm
21 April to 23 June
\$50

[Book Now](#)

Beginners XERO

Do you want to develop the skills and knowledge to use Xero Accounting? 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
4 May to 22 June
\$50

[Book Now](#)

Introduction to Business Administration

Are you unsure about a certificate III in Business administration?

This introductory course is perfect for those who are looking to gain employment in an office or move on to further studies. Barbara will teach office skills including handling payroll, keyboard and computer functions, organising schedules, creating presentations, designing and producing documents, and so much more. This course offers transferable skills which will give you the confidence to take the next step in your chosen career.

Mondays 9:30am – 3:00pm
26 April to 21 June
\$80

[Book Now](#)

Community Learning Centre

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

Introduction to iPad & Tablet

- Getting to Know Your Device

Come and learn everything you need to know about your iPad. Learn to setup your iPad, search the internet, send emails with attachments, use the App Store, iCloud and camera, view photos and more.

Thursdays 10:00am – 1:00pm
29 April to 10 June
\$60

[Book Now](#)

Introduction to Excel

This short course aims to give the new spreadsheet user a thorough grounding in the basics of spreadsheeting and using Microsoft Excel. Learn to navigate your way around Microsoft Excel and workbooks, perform calculations, copy and paste data, create more complex formulas, format workbooks, create charts and sort/filter data.

Prerequisite: No prior knowledge of Microsoft Excel required. However, it is beneficial to have a general understanding of personal computers and the Windows operating system environment.

Thursdays 6:00pm – 9:00pm
6 May to 17 June
\$60 (Optional manual \$29.50)

[Book Now](#)

Professional Resume & Career Direction

Looking for work but need some help with your resume or career direction?

This short course will help you understand your career direction, explore job roles and responsibilities, highlight your strengths and articulate them in your resume, write a resume appropriate for specific job criteria and prepare and feel confident with online job applications and interviews.

Mondays 1:30pm – 4:30pm
3 May to 7 June
\$50

[Book Now](#)

Update Your Skills to Return to the

Workforce – Refresh & Learn Computers

Learn how to use your computer from the start. Learn Windows 10 basics and applications, how to search the internet, send and receive email, create Word documents and understand computer security.

Mondays 9:30am – 12:30pm
26 April to 7 June
\$60

[Book Now](#)

Update Your Skills to Return to the

Workforce – Word & Excel

Learn how to format text, apply styles, insert pictures, tables, shapes and screenshots, and mail merge in Word. Learn how to create simple formulae, use the Draghandle, create graphs and sort data in Excel.

Mondays 1:00pm – 4:00pm
26 April to 7 June
\$60

[Book Now](#)

Learn Google Suite & Canva

for Small Business

This course provides an introduction to Google Suite and Canva. You will gain insight into a range of Google Suite apps and how they can be used on a personal and professional level. You will also learn how to use Canva to create photo collages, engaging social media posts and promotional material.

Prerequisite: Must have a Google account/Gmail address

Tuesdays 6:00pm – 9:00pm
4 May to 1 June
\$50

[Book Now](#)

Social Media for Small Business

Review of the different social media platforms so you can determine which social media account(s) is right for your business. Platforms include Facebook, Instagram, LinkedIn, Twitter, Snapchat, TikTok and Pinterest. Explore different content types, learn about hashtags, review tools to help you create graphics and find royalty free stock images.

Wednesdays 6:00pm – 9:00pm
26 May to 16 June
\$40

[Book Now](#)

Introduction to Office Administration

Considering a career change? Topics covered in this course include customer service and office communication, building knowledge of basic office procedures, Occupational Health and Safety procedures, setting up an ergonomic workstation, and constructing an administration resource folder to keep for future reference.

Wednesdays 9:30am – 12:30pm
28 April to 26 May
\$50

[Book Now](#)

Introduction to Creating a

WordPress Website – Beginners

Learn basic computers skills, photo editing, explore domain names and hosting providers, be introduced to the Enfold Theme and Editor, build simple web pages and create simple web forms.

Mondays 6:00pm – 9:00pm
3 May to 21 June
\$60

[Book Now](#)

Orana Neighbourhood House

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

Ready for Work Skills

Are you looking to return to work but need some help getting started. In this course you will gain skills in resume writing, pre-interview preparation, presentation, interview skills, rights in the workplace and time management.

Wednesdays 6:00pm – 8:30pm
21 April – 9 June
\$50

[Book Now](#)

English Conversation

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

Mondays 6:00pm – 8:00pm
19 April to 7 June
\$50

[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

For those who want to start at the beginning with no or very little knowledge on how to use a computer.

Fridays 9:30am – 12:00pm
30 April to 18 June
\$50

[Book Now](#)

Coonara Community House

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

Computers – The Next Step

Refresh and learn Word and Excel for use in a work environment. Learn how to position text, manage styles, use themes and templates and perform mail merge to produce documents in Microsoft Word 2016. Learn how to create, open and navigate within workbooks, make changes to data, work with ranges and copy and paste in Microsoft Excel 2016.

Wednesdays 12:30pm – 3:00pm
28 April to 16 June
\$50

[Book Now](#)

Providing First Point of Contact

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

Tuesdays 10:00am – 12:00pm
27th April to 25th May
\$50

[Book Now](#)

Introduction to Hospitality Skills

Working in the Coonara Community kitchen preparing a community lunch each week. Cook a wide variety of foods from all cultures.

Wednesdays 10:00am – 1:30pm
21 April to 23 June
Free (volunteer and learn)

[Book Now](#)

Introduction to Mental Health

- Peer Support

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.

Expressions of interest being taken for commencement in term 3
\$50

[Book Now](#)

**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.

VOLUNTEER TRAINING COURSE START DATES

APRIL 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
18	19	20	21	22	23	24
	English Conversation 6.00pm		Read Write Now 7.00pm Ready for Work Skills 6.00pm Introduction to Hospitality Skills 10.00am			
25	26	27	28	29	30	1
	Intro to Business Administration 9.30am Update Your Skills to Return to... 9.30am Update Your Skills to Return to... 1.00pm	Providing First Point of Contact 10.00am	Intro to Office Administration 9.30am Computers - The Next Step 12.30pm	Introduction to iPad & Tablet... 10.00am	Computers for Beginners 9.30am	
2	3	4	5	6	7	8
	Professional Resume & Career... 1.30pm Intro to Creating a Wordpress... 6.00pm	Beginners XERO 7.00pm Learn Google Suite & Canva... 6.00pm		Introduction to Excel 6.00pm		
9	10	11	12	13	14	15
16	17	18	19	20	21	22

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

Social Media for Small Business 26 May 6.00pm