

VOLUNTEER

TRAINING CALENDAR

Orana Neighbourhood House

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

Basic iPads & Tablets

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

Tuesdays 9:30am – 12:00pm
15 February to 5 April
\$50

[Book Now](#)

Social Media

This introductory workshop is ideal to engage those contemplating returning to work or those starting a new business and wanting to market their business.

Week 1: Learn how to use Canva to market your business

Week 2: Using your skills learnt in previous week learn how to promote your business on Facebook, Instagram and LinkedIn.

Pre-requisite: Basic computer skills

Saturdays 10:00am – 12:30pm
26 February to 5 March (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
31 January to 4 April (9 weeks)
\$50

No class 14 March

[Book Now](#)

Coonara Community House

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

Return to Work Skills – Part 1

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
- Looking at the job market and registering for work
- Reading and understanding job advertisements

Tuesdays 9:30am – 12:30pm
8th February – 15th March (6 weeks)
\$60

[Book Now](#)

Introduction to Marketing

Do you have a business idea that you need to market? Learn how to find the right market for your product. This course will help you to produce a marketing plan and give you direction on the right audience for your product. Topics covered:

- Mission and Vision Statement
- SWOT Analysis
- Market Overview
- Target customers
- Your product
- Financial Plan

Thursdays 6:30pm – 9:00pm
24th February – 31st March (6 weeks)
\$45

[Book Now](#)

XERO for Small Business

Xero is an online cloud accounting software, which means its accessible through the internet, rather than having to physically install it on your computer. Some benefits of using Xero:

- User friendly
- Storing files on the cloud accounting
- Safe access to your accounts anywhere.
- Safe and Secure and more...

Mondays 6:30pm – 9:00pm
14th February – 4th April (7 weeks)
No class on 14th March
\$45

[Book Now](#)

Managing Stress – Work/Life Balance

Now more than ever, in our modern world, we find ourselves experiencing busy and challenging lives, both personally and in the workplace. This can have significant impact on our health and happiness and our personal wellbeing.

This course provides participants with supportive and practical strategies and processes that will help participants to:

- Gain a deeper level of self-awareness,
- Regulate emotions, and calm stress
- Adopt a positive mind set, break the habit of negative and stressful thinking
- Learn the art of self-care that leads to a more balanced approach to work/life.

This course will benefit anyone, both at a professional and personal level.

Online Class (via Zoom)
Tuesday 6:30pm – 8:30pm
1st March – 22nd March (4 weeks)
\$35

Face-to-face Class
Tuesdays 1.00pm – 3.00pm
1st March – 22nd March (4 weeks)
\$35

[Book Now](#)

Introduction to Excel

This is a beginner's course and aims to give the new spreadsheet user a thorough grounding in the basics of creating and working with spreadsheets using Microsoft Excel 2016.

Thursdays 10:00am – 1:00pm (online)
17th February – 24th March (6 weeks)
\$50 plus \$30 manual

[Book Now](#)

The Basin Community House

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

Canva

Canva is a basic online graphic design platform. Learn to create social media graphics, professional presentations, posters, documents and other visual content.

Thursdays 7:00pm – 9:00pm (online)
10 February to 31 March
\$50

[Book Now](#)

TERM 1 2022

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

FEBRUARY 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
6	7	8	9	10	11	12
		Return to Work Skills - Part 1 9.30am		Canva 7.00pm		
13	14	15	16	17	18	19
	XERO for Small Business 6.30pm	Basic iPads & Tablets 9.30am		Introduction to Excel 10.00am		
20	21	22	23	24	25	26
				Introduction to Marketing 6.30pm		Social Media 10.00am
27	28	1	2	3	4	5
		Managing Stress (F2F) 1.00pm Managing Stress (online) 6.30pm				

Everyday English 31 January, 6.00pm

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