

VOLUNTEER

TRAINING CALENDAR

TERM 3 2023

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.

Community Learning Centre

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

Computer Basics – Build Your Confidence & Update Your Skills

Do you have the slightest idea on how the computer works? "What is going on with my computers system?" You may not want to learn everything about computers but understanding your computer helps you to use it with ease in your study, work and life.

Fridays 1:00pm – 4:00pm
21 July – 1 September
\$65

[Book Now](#)

English Skills for Everyday Life

This course will help you to practice and improve your spoken, written and reading English skills in a fun way, using games and discussion. The course is aimed towards participants who already have a basic understanding of English and are looking to build their conversational confidence. Start Speaking Basic English classes are also available.

Mondays 9:30am – 12:30pm
17 July – 11 September
\$50

[Book Now](#)

Microsoft Office Essentials – Word, Excel & PowerPoint

This course will cover the fundamentals of Microsoft Word, Excel and PowerPoint! Learn how to format text, apply styles, insert elements and use mail mergers in Word. Create simple formulae, use the drag handle, create basic graphs and sort data in Excel. Develop the basics of creating professional, engaging and visually appealing PowerPoint presentations.

Tuesdays 10:00am – 1:00pm
18 July – 29 August
\$65

[Book Now](#)

Skills to be an Office Administration All-Rounder

Turn yourself into the awesome Office Administration All-Rounder that employers need, who provides professional service as the first point of contact and operation support! Learn all about customer service skills, understanding business documents, digital literacy skills, basic bookkeeping skills, resume writing and job applications, OH&S and creating promotional materials!

Mondays 1:30pm – 5:00pm
10 July – 14 August
\$65

[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 I)

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
OR 1:00pm – 4:00pm
12 July – 13 December
Boronia Library
FREE

[Book Now](#)

Read Write Now I

Do you or a friend need help with spelling, grammar, reading, writing or numbers?

Wednesdays 5:30pm – 7:30pm
12 July – 13 December
Boronia Library
\$120.00

[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.

Wednesdays 9:30am – 12:00pm
26 July – 13 September
\$125 (includes comprehensive manual)

[Book Now](#)

iPhone Photography

Smart phone cameras have evolved rapidly in recent years to able to capture good quality and satisfying images. This 2 session course will cover all the features of the iPhone camera App, the benefits and limitations of iPhone vs "real" cameras, additional hardware and software available, and some suggestions on how to identify photographic opportunities and capture them in a satisfying image.

Please note this course is specifically for Apple iPhones, and will not cover how to use the camera App on other smartphone brands.

Tuesdays 6:30pm – 7:30pm
22 and 29 August
\$50

[Book Now](#)

The Basin Community House

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

Microsoft Office 16 (Windows 10, Word, Excel, PowerPoint, Publisher & Outlook)

Increase your skills and confidence by using a range of these Microsoft Programs. Highly sought for employment and useful for personal use for writing letters, journals, budgets, slide shows, cards, emails and calendars. Small classes with friendly tutor, non-threatening environment.

Fridays 12:30pm – 3:00pm
\$50

[Register Your Interest](#)

Beginners Smart Devices for the Terrified

Need help using smartphones and tablets? Small classes with friendly tutor, non-threatening environment. Learning what your devices can do besides text and call people. Take photos, update Apps, send and receive emails, blocking phone calls and emails. Creating a My Gov account, learn about internet banking and scam awareness, linking Centrelink or ATO to My Gov. Using Services Vic app for more than signing in.

Wednesdays 9:30am – 12:00pm
\$50

[Register Your Interest](#)

TBCH Photography Group

TBCH Photography Group gives participants the opportunity to practice and hone their technical and creative photographic skills, through on location photo shoots and activities. Participants will also present and share their work to the group, gain (and give) feedback, strengthen visual and verbal communication skills, and build up a photography portfolio.

Prerequisite: completion of Photography 1, 2, 3, 4, 5, your camera and some comfy shoes for walking.

Tuesdays 12:00pm – 2:30pm
11 July – 5 September
\$50

On location

[Book Now](#)

Art Therapy

This Art Group is tailored to people living with mental health conditions. Enjoy themed art projects, art therapy processes and individual art exploration in a small group environment.

Mondays 10:00am – 2:00pm
17 July – 4 September
\$90 (includes materials)

[Book Now](#)

Coonara Community House

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

Xero Accounting

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 include:

- User friendly
- Stores files on the cloud
- Safe and secure access to your accounts anywhere and more!

Mondays 6:00pm – 8:30pm
24 July – 11 September
\$50

Face to face and online joining options available

[Book Now](#)

Introduction to Admin & Reception Skills

Getting back to work in administration?

This course is for you! You will learn:

- First point of contact
- Email & phone etiquette
- Communication skills
- Dealing with complaints and understanding multicultural customers
- Time management skills
- Understanding OH & S

Tuesdays 9:30am – 12:30pm
25 July – 5 September
\$60

[Book Now](#)

Customer Service Skills Program

Learn the skills and techniques needed to be successful in any customer service role or industry. The course will cover:

- The chain of responsibility
- Appreciating the customer
- Dealing with complaints
- Understanding multicultural customers and body language
- Telephone and email etiquette
- Pathways in customer service employment and opportunities

Thursdays 6:30pm – 8:30pm
3 August – 7 September
\$50

[Book Now](#)

Update & Maintain Your Wordpress Website

Topics include:

- Introduction to web hosting and Wordpress
- Domain ownership and hosting
- Website design and plugins
- Preparing images for the web
- Using drag and drop page editing tools, web forms
- Building and maintaining pages

Wednesdays 6:30pm – 9:00pm
26 July – 6 September

Online only

[Book Now](#)

Orana Neighbourhood House

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

iPads & Tablets - The Next Level

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 9:30am – 12:00pm
OR 12:30pm – 3:00pm
18 July – 4 September
\$50

[Book Now](#)

Intermediate Digital Skills

Revision of basic digital skills including changing settings, blocking phone calls, text messages and emails, including scanning and signing PDFs, creating emails with attachments, editing photos and downloading and updating apps and operating systems.

Mondays 12:30pm – 3:00pm
17 July – 4 September
\$50

[Book Now](#)

Fitness For Over 40's

An exercise class using weights, fit ball and mats. Suitable for most fitness levels. Not a fast paced aerobic class but weight bearing with cardio.

Wednesdays 9:30am – 10:30am
12 July – 8 September
\$90

This course is full, please call Orana Neighbourhood House on 9801 1895 for further information.

VOLUNTEER TRAINING COURSE START DATES

JULY 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	3	4	5	6	7	8
9	10	11	12	13	14	15
	Skills to be an Office Admin... 1:30pm	TBCH Photography Group 12:00pm	English for Living and Working 9:00am Fitness For Over 40's 9:30am Read Write Now I 5:30pm			
16	17	18	19	20	21	22
	English Skills for Everyday Life 9:30am Art Therapy 10:00am Intermediate Digital Skills 12:30pm	Microsoft Office Essentials... 10:00am iPads & Tablets... 9:30am or 12:30pm			Computer Basics... 1:00pm	
23	24	25	26	27	28	29
	Xero Accounting 6:00pm	Introduction to Admin... 9:30am	Basic Bookkeeping 9:30am Update & Maintain Your... 6:30pm			
30	31					

AUGUST 2023 iPhone Photography 22 & 29 August, 6:30pm Customer Service Skills Program 3 August, 6:30pm