



Neighbourhood Centres
Community Resource Centres
Sporting Groups and Clubs
Environmental and Biosecurity Groups
Childcare, Parenting and Playgroups
Charitable Organisations
Seniors, Disability, Migrant
and Youth Groups...

Linkwest Training for Centres, small NFPs and Community Groups

Neighbourhood Centres, Community Resource Centres, small NFPs and community groups are the beating heart of every community, and no matter their mission, vision or purpose, they all have one thing in common: they need good governance and management in order to thrive.

Training **topics**

- Communication Skills
- Compliance
- Fundraising
- Governance – Ethics and Culture
- Governance – Legal and Financial Responsibilities
- Governance – Principles
- Governance – Purpose and Strategic Planning
- Governance – Risk Management
- Governance – Roles and Responsibilities in Strong Committees
- Grant Writing
- Incorporation - a Guide for Community Groups
- Making Effective Requests
- Outcomes Planning
- Risk Management

Refer to the attached menu of training options for further details.

From \$225* for a
1-hour training session

- up to 24 participants
- your place or ours
- in or out of business hours

* Rate is dependent upon membership and NFP status.
Travel and accommodation is additional if more than
75kms outside the Perth metro area.

See over for our
customised training rate card...

Highly rated training

Linkwest has been providing highly rated training on all aspects of governing and managing a small, incorporated organisation for almost 40 years.

As the Peak Body for Neighbourhood and Community Resource Centres in WA, we live and breathe small, community-led organisations, and have developed a comprehensive suite of training options specifically for small NFP staff and committees.

Customised Training Rates

Session length	Full member NC + CRC Package	CRC Member + Associates	Non-member NFPs	Govt + Business
1 hour	\$225	\$450	\$565	\$620
2 hours	\$340	\$675	\$790	\$845
Half-day (3.5 hrs)	\$620	\$1240	\$1350	\$1580
Full-day (6 hrs)	\$845	\$1690	\$1800	\$2140

- Prices quoted are for delivery online or within the Perth metropolitan area.
- Travel and (if necessary) accommodation charges will be incurred if over 75kms outside the Perth metropolitan area.
- All prices are quoted in Australian dollars, and are inclusive of GST.
- Prices valid until 30 June 2024.

You provide:

- The participants.
- The venue: with seating, tables, and projection capabilities.

Note: it is likely there is a local Neighbourhood or Community Resource Centre in your area which offers venue hire at very reasonable rates. Or, you can come to our premises in Nedlands.

- What topic/s you would like covered:
 - 1 or 2 hour training: choose one topic
 - Half-day training: choose up to two topics
 - Full-day training: choose up to three topics
- Some light refreshments for your participants.

We provide:

- Customisation of your chosen training topics to suit the needs of your group / organisation.
- An experienced and engaging presenter.
- Handouts and training materials.
- The opportunity for your local NFPs and small community organisations to benefit from content that is relevant, practical and applicable within their organisation.

Find out more:

To make a booking or to discuss your training requirements, please contact us on (08) 6164 9823 or email office@linkwest.asn.au



Menu of Training Options

Session	Description
<p>Communication Skills (Available as one-day training only)</p>	<p>Language is the foundation of our lives – both professional and private – and it creates our reality. Language is also an essential part of team and organisational culture and values. The words and expressions we use at work, the type and quality of our spoken and unspoken communication define our teams and organisations. Knowing what the tools are and learning how to start using them more effectively is not only essential to running a successful organisation, it also promotes professional and personal wellbeing.</p> <p>This interactive workshop will introduce each of the five tools in your communication toolbox and help you work through how you might use them more effectively.</p>
<p>Compliance for Incorporated Associations</p>	<p>The major legislation governing incorporated associations in WA was updated in 2015. The <i>Associations Incorporation Act (WA) 2015</i> came into effect 1st July 2016, and this new legislation brought a number of changes that affect the way associations are governed. Incorporated associations were required to update their constitutions by 1 July 2019 to comply with the Act.</p> <p>Compliance, however, is not just about updating constitutions. Simply put, an organisation might update their constitution, but if they are not following their new rules they might still be in breach of the Act. Associations have to ensure they implement processes that are in line with the new legislation, and that their management committee members, staff, and volunteers are aware of these.</p> <p>This session breaks down the Act’s main requirements and provides practical tips, systems, and resources to help ensure compliance.</p>
<p>Fundraising for Community Groups</p>	<p>Small NFPs and community groups are under constant pressure to be sustainable and generate enough funds to support their important work. While – especially in WA – there has been a significant reliance on government funding, there are other exciting options available.</p> <p>This session looks at the various funding options including: philanthropic giving, corporate sponsorship/partnership, and becoming socially enterprising. It also provides essential tips on how to pursue these options and the key ingredients to fundraising success.</p>
<p>Governance – Ethics and Culture</p>	<p>This session explores the core of any organisation – its culture. It looks at where an organisation is and where it would like to be, and how to bridge the gap between the two. It provides tips for management committees to ensure a positive culture, based on common values, and tools to dealing with culture issues.</p>
<p>Governance – Legal and Financial Responsibilities</p>	<p>This session breaks down the legal and financial responsibilities committees need to be aware of. It provides an overview of the main legislation governing incorporated associations and the duties committee members have to meet.</p>
<p>Governance – Principles</p>	<p>This session takes a look at the main principles of strong governance and aims to help small NFPs ensure their management committees have a good foundation in their understanding.</p> <p>This session explores what governance actually is and why it is essential: who is responsible for governance and what this means in practical terms, and the difference between governance and operations.</p>

Continued over...

Menu of Training Options (cont...)

Session	Description
Governance – Purpose and Strategic Planning	This session breaks down strategic planning into practical steps and provides the tools needed for organisations to undertake the process. At the end of this session participants will have a clear understanding of what strategic planning is, why it is important, and how to create a strategic plan that leverages strengths and is aligned with the organisation’s purpose.
Governance – Risk Management	This session provides committees of small NFPs a foundation for risk management. It takes a practical look at the responsibilities committees have to mitigate risk and provides tips and tools to achieving this on a small budget. The session also explores the benefits of good risk management and the importance of embedding strong risk management practices within an organisation.
Governance – Roles and Responsibilities in Strong Committees	This session explores the roles and responsibilities within a management committee and the specific requirements of these roles. It also takes a practical look at delegation and provides tips to small NFPs for creating strong committees, including how to attract and keep new committee members and how to ensure a balanced committee.
Grant Writing	This session will look at the process of putting together a great grant application, and provide some useful tips and tools. The workshop will cover: how to break down grant guidelines; how to plan your project; how to demonstrate a need; the evaluation process; and the budget.
Incorporation – A Guide for Community Groups	<p>Many community groups struggle with the decision of whether or not to become incorporated. While there are advantages to both incorporating and remaining un-incorporated, the final decision rests on the type of group, the activities they undertake, and their funding model.</p> <p>This session looks at the different legal structures and their benefits, and breaks down the process of incorporation and its implications.</p>
Outcomes Planning for Success	<p>The capacity to identify and achieve outcomes that are aligned with an organisation’s mission and strategic priorities is essential to success.</p> <p>This session combines the principles of strengths-based community engagement with stabled outcomes models (Theory of Change and Results Based Accountability) to provide a helpful, practical guide. Small NFPs and community groups will, at the end of the session, have a clear idea of how to identify priority outcomes, gain consensus from their communities, embed the outcomes in operations, and evaluate their success to ensure continuous improvement.</p>
Risk Management for Community Groups	<p>All organisations face risk in their operations, and the effective management of risk is essential both to achieving long-term strategic goals and to the smooth running of daily operations. Good risk management can also contribute to a range of benefits, including reduced insurance costs and greater access to grants.</p> <p>This session, based on Linkwest’s Risk Management Tool Kit, works through the essential steps of implementing an effective risk management plan.</p>