



<p>Wednesday 8th Feb 2012 VLSA10</p>	<p>Beyond Bingo– Seniors Activities Hands on workshop for care workers & volunteers in seniors groups of varying abilities, including clients with early memory loss. Topics covered: how to engage your clients in activities, mentally stimulating activities, music therapy and arts & craft ideas. All new topics to suit returning trainees and new trainees.</p>	<p>Jannali Uniting Church 527 Box Road, Jannali Time: 9.30am—3.30pm Cost: Volunteer– FREE \$35.00 for HACC Staff \$45.00 for non-HACC Staff</p>
<p>Thursday 9th, 16th and 23rd Feb 2012 OR Monday 19th, 26th March & 2nd April 2012 OR Wednesday 30th May, 6th & 13th June 2012 VLVF10</p>	<p>Volunteer Fundamentals— 3 sessions You are invited to upgrade your community knowledge and your communication and negotiations skills. If you have not attended a Fundamentals course, then join us as we explore:</p> <ul style="list-style-type: none"> Your involvement in community services, volunteering with people who are frail or aged Volunteering with people who have a disability Understanding dementia and other impairments Communication, self esteem, assertiveness/negotiation Cross cultural awareness, workplace health and safety 	<p>February Course Jannali Uniting Church 527 Box Road, Jannali Time: 9.30am—1.00pm Cost: Volunteer—FREE OR March Course Arncliffe Community Services 35 Forest Rd, Arncliffe Time: 9.30am—1.00pm Cost: Volunteer—FREE OR May Course St George Community Services 72 Carwar Ave, Carss Park Time: 9.30am—1.00pm Cost: Volunteer-FREE</p>
<p>Workshop 1 Monday 13th Feb 2012</p> <p>Workshop 2 Monday 5th March 2012</p> <p>Workshop 3 Thursday 3rd May 2012</p> <p>Workshop 4 Thursday 17th May 2012</p> <p>Workshop 5 Monday 4th June 2012</p>	<p>Governance—5 Workshops TLG101,2,3,4,5 Board members work through “It’s your Business” manual published by ADHC.</p> <p>Workshop 1: Corporate Governance—Being an effective board member, delegations of authority, schedules, agendas and smooth operations</p> <p>Workshop 2: Legal Issues—Decision making, effective contracts, funding agreements, insurance, other issues (intellectual property)</p> <p>Workshop 3: Strategic Business Planning—Strategic planning & the planning process, examining, strategic directions, developing the plan & finalising, documenting the plan, monitoring & evaluation</p> <p>Workshop 4: Financial Management—Director responsibilities, understanding financial statements, taxation issues: costs & costs behaviour, setting financial directions, monitoring financial performance</p> <p>Workshop 5: Strategic Human Resource Management—Human resource issues, legal issues, planning, recruiting and selecting staff, personnel management, development human resource capability.</p>	<p>St George Community Services 72 Carwar Ave, Carss Park Time: 6.15-8.15pm Cost: Board members -FREE \$20.00 for HACC Staff \$30.00 for non-HACC Staff</p>
<p>Monday 20th Feb 2012 OR Tuesday 5th June 2012 TLCCS11</p>	<p>Common Community Care Standards Implementing the new standards in place from March 2011 This guide has been developed to assist service providers to prepare for participating in the quality review. It is also used by quality reviewers in conducting reports of community care services.</p>	<p>20 Feb - Loftus TAFE, Room GG05 Rawson Ave, Loftus Time: 9.30am-1.00pm OR 5 Jun—St George Community Services 72 Carwar Ave, Carss Park Time: 9.30am—1.00pm Cost:\$35.00 for HACC Staff \$45.00 for non HACC Staff</p>
<p>Tuesday 28th Feb 2012 VLMH10</p>	<p>Manual Handling for Volunteers and Field Staff Participant focused with demonstrations of safe postures, assisting clients into chairs and cars as well as correct use of specialized equipment.</p>	<p>St George Community Services 72 Carwar Ave, Carss Park Time: 9.30am – 1.00pm Cost: Volunteers- FREE \$20.00 for HACC Staff \$30.00 for Non HACC Staff</p>
<p>Wednesday 29th February And Thursday 1st March 2012 TLFA10</p>	<p>Senior First Aid—Unit Name-ULTFA301B This course covers:</p> <ul style="list-style-type: none"> Introduction to First Aid and Infection control procedures Cardio-pulmonary resuscitation; Wounds, bleeding and bandaging Emergencies due to lack of oxygen; Extremes of heat and cold Injuries to bones, joints and muscles; Poisoning, bites and stings Managing emergency situations 	<p>St George Community Services 72 Carwar Ave, Carss Park Time: 9.30am –5.00pm (both days) Cost: \$60.00 for Volunteers \$90.00 for HACC Staff \$120.00 for non-HACC Staff</p>
<p>Wednesday 7th & 14th March 2012 VLWWE10</p>	<p>Working with the Elderly This two day workshop now includes the concepts of “enabling” and “person centred planning” . It will explore topics: Physical, social and psychological aspects of ageing, signs of elder abuse, a basic understanding of the dementias and our role as helpers. It also gives useful strategies for working with this client group and supporting them and ourselves in managing cars, stairs, walkers and wheelchairs. This course is suitable for new and existing workers and Volunteers.</p>	<p>St George Community Services 72 Carwar Ave, Carss Park Time: 9.30am – 1.00pm Cost: Volunteers- FREE \$20.00 for HACC Staff \$30.00 for Non HACC Staff</p>
<p>Tuesday 13th March 2012 TLMI11</p>	<p>Understanding & working with Mental illness Content will include exploring stereotypes, stigma & our own values; The meaning of recovery; Possible causes & contributing factors of mental illness; Understanding different diagnosis and symptoms: Understanding & responding to self harm & suicide; How to navigate the St George Mental Health System. It will include a talk from a person who has experienced a mental illness.</p>	<p>St George Community Services 72 Carwar Ave, Carss Park Time: 9.30am – 4.30pm Cost: Volunteers- FREE \$20.00 for HACC Staff \$35.00 for Non HACC Staff</p>
<p>Thursday 15 March 2012 VLOHS11</p>	<p>Work Health Safety Act 2011 Information Session The new Work Health Safety Act 2011 (WHS Act 2011) goes into effect on 1st of January 2012. This new legislation will take into account modern work practices which focus on everyone being responsible for workplace safety under the law (including volunteers). Regulations and Code of Conduct have been drafted which will give you more specific guidance on how to meet the new obligations. We will also include information about volunteers in your services. Everyone is encouraged to attend.</p>	<p>St George Community Services 72 Carwar Ave, Carss Park Time: 10am – 1.00pm Cost: \$30.00 per person</p>
<p>Wednesday 21st March and Thursday 22nd March 2012 TLCR11</p>	<p>Conflict Resolution & Challenging Behaviours (accredited course) This two day workshop includes: Understanding conflict & its causes plus how we as an individuals deal with conflict. Key conflict resolution skills, mapping conflicts, & exploring creative solutions. Understanding mediation and negotiation, adopting a Win/Win approach and managing emotions effectively. If students would like to undertake a recognition of prior learning process after this course, this can be arranged if they have the necessary experience and learning. Talk to the team for more information.</p>	<p>Loftus TAFE, Room GG05 Rawson Ave, Loftus Time: 9.30am—4.30pm Cost: Volunteer– FREE \$75.00 for HACC Staff \$120.00 for non-HACC Staff An extra cost for accreditation process will be negotiated if this is required.</p>



<p>Tuesday 27th March 2012 TLFS11 <i>Nationally Accredited</i> SITXOHS022A SITXFSA001A</p>	<p>Food Safety Supervisors—Unit Name(SITXOHS002A) & (SITXFSA001A) NSW Food Safety Regulations require every hospitality business in NSW to have a designated Food Safety Supervisor responsible for implementing safe food handling on the premises. On successful completion, participants will receive a NSW Food Authority Food Safety Supervisor (FSS) certificate. Course content: <ul style="list-style-type: none"> Legislative requirement Understanding food safety policies and procedures Identifying and controlling hazards, HACCPP, Personal Hygiene ANZFA guide to Food Safety Standards Food safety monitoring Disposing of food and its environmental impact Food contamination. Course suitable for Food Safety Supervisors (FSS), Kitchen Staff, Managers & Supervisors.</p>	<p>St George Community Services 72 Carwar Ave, Carss Park Time: 9.30am - 4.00pm Cost: \$60.00 for HACC Staff \$90.00 for non-HACC Staff</p> <p>new course!</p>
<p>Thursday 29th March 2012 TLERL11</p>	<p>Ethical & Responsible Leadership Incorporating Steven Covey's "7 Habits of Highly Effective People" Course objectives: <ul style="list-style-type: none"> Be able to apply the principles of Emotional Intelligence to leadership in the workplace and life Acquire techniques to lessen the impact of "negative" beliefs and emotions Know the key ingredients of non-verbal messages and how cultural differences may impact Understand how better to value and work effectively with personality differences Be able to demonstrate empathy and assertiveness in communications with others </p>	<p>GyMEA Community Centre 39 GyMEA Bay Road, GyMEA Time: 9.30am-4.30pm Cost: \$60.00 for HACC Staff \$90.00 for non-HACC Staff</p>
<p>Wednesday 4th April 2012 VLIRAOP10</p>	<p>Identifying and Responding to Abuse of older people This course is for volunteers, direct care workers and service managers. Topics covered: <ul style="list-style-type: none"> What is abuse of older people, client rights and worker responsibilities Identifying abusive situations and how to respond </p>	<p>St George Community Services 72 Carwar Ave, Carss Park Time: 9.30am-12.30pm Cost: FREE-Volunteer \$20.00 for HACC Staff \$30.00 for non-HACC Staff</p>
<p>Thursday 5th April 2012 VLCCR11</p>	<p>Cultural Competence & Understanding Refugee Issues What is "normal" in a culture? Participants explore the history of migration, the "White Australia Policy" and today's "Multicultural Society". Participants learn strategies to enhance basic communication, expressions of inclusiveness and cooperative thinking between clients, volunteers and service providers. Also explored are the effects of trauma/torture on some refugee clients and seeking extra help in these situations.</p>	<p>Arncliffe Community Centre 35 Forest Rd, Arncliffe Time: 9.30am—1.00pm Cost: Volunteer-FREE \$20.00 for HACC Staff \$30.00 for non-HACC Staff</p>
<p>Monday 23rd April OR Wednesday 6th June 2012 VLHCCO11</p>	<p>Home and Community Care Orientation This is an overview of the Home and Community Care framework in the southern region of Sydney. Participants will gain an understanding of <ul style="list-style-type: none"> Basic philosophies and principles of HACC, populations served by HACC Range of services provided by HACC and their locations, how to access HACC services Standards and ethics underpinning HACC service provision, policies & procedures, interface with Community </p>	<p>April-St George Community Services 72 Carwar Ave, Carss Park Time: 9.30am—1.00pm OR June-GyMEA Community Aid 39 GyMEA Bay Rd, GyMEA Time: 12.00pm-4.00pm Cost: Volunteer-FREE HACC Staff—FREE</p>
<p>Monday 30th April 2012 TLRVCM11</p>	<p>Recruiting Volunteers using Clever Marketing Techniques (Computer workshop) In this session participants will have a chance to go online to explore different marketing techniques and how messages can stand out in a crowded, busy world. We will also explore where volunteers are gathering online and how to engage them effectively using different mediums.</p>	<p>St George and Sutherland Shire Community College 127-129 Sutherland Rd, Jannali Time: 9.30am—1.30pm Cost: \$30.00 for HACC Staff \$40.00 for non- HACC Staff</p>
<p>Wednesday 2nd May 2012 VLFL10</p>	<p>Grief and Loss Participants in this workshop will examine the grieving process and the various helping strategies. The workshop includes the different stages & types of grief, the varied reactions to loss and how to communicate with people who are mourning. Techniques to assist are as varied as the grieving process and participants also examine the skills of what to say and what to avoid saying. The use of appropriate, professional boundaries and self care for the helper is also a focus of this workshop.</p>	<p>Loftus TAFE, Room GG05 Rawson Ave, Loftus Time: 9.30am to 1.00pm Cost: FREE—Volunteers \$20.00 for HACC Staff \$30.00 for non-HACC Staff</p>
<p>Thursday 3rd, 10th & 17th May 2012 TLD10 <i>Nationally Accredited</i> CCAC319A</p>	<p>Care & Support in response to Dementia This is a 3 day Nationally Accredited Course Participants will gain an understanding of <ul style="list-style-type: none"> strategies which take into account the progressive and variable nature of dementia. activities to maintain clients' dignity, skills and health at an optimum level. how to develop/implement strategies which minimise the impact of challenging behaviours and reducing excess disability. Participants should be those who work closely with people with dementia and /or their carers. This certified course links with CHCAC319A Provide support to people living with dementia which are compulsory units in Certificates III and IV in Aged Care, and Certificates III and IV in Home and Community Care.</p>	<p>Loftus TAFE, Room GG05 Rawson Ave, Loftus Time: 9.30am-4.30pm Cost: FREE (includes assessment during workshop)</p>
<p>Monday 14th May 2012 VLSHV10</p>	<p>Safe Home Visiting The course looks at the processes and strategies that need to be in place in order to ensure the safety of workers (paid or unpaid) when they are visiting clients in their own homes.</p>	<p>St George Community Services 72 Carwar Ave, Carss Park Time: 10.00am—1.00pm Cost: FREE-Volunteers \$20.00 for HACC Staff \$30.00 for non-HACC Staff</p>
<p>Mon 21st, Tue 22nd and Wed 23rd May 2012 VVFVC10</p>	<p>Volunteer Fundamentals in Chinese We would like to invite people who speak Cantonese or/and Mandarin and wish to become a volunteer to attend this three-day workshop. Topics covered include: <ul style="list-style-type: none"> Day 1– Volunteer involvement in community services plus issues for frail aged people Day 2– OHS basics, working with people with disabilities plus boundaries Day 3– Communication/negotiation/conflict resolution skills plus cross cultural competency. </p>	<p>St George Community Services 72 Carwar Ave, Carss Park Time: 10.00-1.00 Cost: : Volunteer—FREE</p>
<p>Tuesday 22nd May 2012 VLB&DOC10</p>	<p>Understanding Professional Boundaries & Duty of Care One of the main ethical issues arising in our sector is that of Boundaries. This workshop gives participants useful strategies for remaining within their professional work roles as well as emphasizing our Duty of Care to clients and co-workers as well as ourselves. This course now includes the concepts of "enabling" and "person centred planning" which come under the philosophies of the Better Practice Project.</p>	<p>GyMEA Community Centre 39 GyMEA Bay Road, GyMEA Time: 10.00am—1.00pm Cost: Volunteer-FREE \$20.00 for HACC Staff \$30.00 for non-HACC Staff</p>
<p>Thursday 14th June 2012 TLWHSAGAP12 <i>Nationally Accredited</i></p>	<p>Work Cover One Day Bridging Course This course is only suitable for people who hold existing qualifications as OHS Representatives and those who have completed the WorkCover 4 Day OHS Consultation Course within the last 2 years. This WorkCover 1 day course is the bridging course to the new 5 day Course which will be available later in 2012.</p>	<p>Loftus TAFE, Room GG05 Rawson Ave, Loftus Time: 9.30am—4.30pm Cost: TBA</p> <p>new course!</p>
<p>Monday 18th & Tuesday 19th June 2012 VLWWE10</p>	<p>Working with the Elderly in Chinese Topics include: Physical, social and psychological aspects of ageing, an introduction to elder abuse, a basic understanding of the dementias and our role as helpers. It also give useful strategies for working with this client group and supporting them and ourselves in managing cars, stairs, walkers and wheelchairs. This course is suitable for new and existing workers and volunteers.</p>	<p>St George Community Services 72 Carwar Ave, Carss Park Time: 10.00am-1.00pm Cost: Volunteer- FREE \$20.00 for HACC Staff \$30.00 for non-HACC Staff</p>
<p>Tuesday 26th and Wednesday 27th June 2012 TLAC10 <i>Nationally Accredited</i> CHC405C</p>	<p>Accidental Counsellor—this is an accredited course CHCS405C The course aims to equip people with the specific skills to assist those experiencing a crisis or dealing with stressful, traumatic situations. Include are: listening skills, reflection, paraphrasing, summarizing, options/decision making and goal setting and the use of personal boundaries, self care and issues faced when helping others.</p>	<p>Loftus TAFE, Room GG05 Rawson Ave, Loftus Time: 9.30am-4.30pm Cost: \$40.00 for Volunteer \$75.00 for HACC Staff \$120.00 for non-HACC Staff</p>

For bookings and any further information, please contact Training Link on 8558 4000 or email us at vollink@stgcs.com.au. Please also visit our websites: www.communitycourses.org.au or www.stgcs.org.au