

Member Protection Information Officer (MPIO) Training Course

All clubs should have an MPIO... Covering the role of the MPIO, relevant legislation (harassment, anti-discrimination & child protection), complaint processes and alternative dispute resolutions - this will all make sense when you've done this course!

Time: 9am - 5pm

Dates: Saturday 21st March or Thurs 14th May or Saturday 8th August

Cost : \$100 members, \$200 non-members (GST inclusive)
Members' group rate \$1200 for up to 20 people (GST inclusive)

Parent's Guide to coaching children

Are you a parent coach? This course will give you great tips and techniques for getting the best out of the kids at every session. We'll discuss behavior management, session plans, and making drills fun, so that you'll all have a great experience.

Time: 6pm - 9pm

Dates: Wednesday 29th April or Thursday 22nd October

Cost: \$50 members, \$100 non-members (GST inclusive)
Members' group rate \$600 for up to 20 people (GST inclusive)

School Days - For school students and teachers

Interactive courses suitable for students studying the PASS and SLR course are offered here at Sports House throughout the year. For more details, please contact Julie Stafford on 8116 9740 or visit our website for dates.

Strategic Business Planning

Make sure you know the direction that you are heading in and what your goals are. Well run businesses have strategic business plans so make sure your club, organization or sport has one too!

Time: 6pm - 9pm

Dates: Thursday 27th August

Cost : \$50 members, \$100 non-members (GST inclusive)
Members' group rate \$600 for up to 20 people (GST inclusive)

Time Management (for people who are too busy)

No time to fit this course in? Spend too much time achieving too little? Got more work to do than time available? What are your priorities? This course will give you hints and tips on managing your time more productively to get the best out of every day.

Time: 9.30 - 12.30

Dates: Thurs 7th May or Tues 8th September

Cost: \$50 members, \$100 non-members (GST inclusive)
Members' group rate \$600 for up to 20 people (GST inclusive)

Working with the Media

Want to get the most out of journalists? Want to promote and advertise your club or sport? By using guest speakers from the industry we'll look at writing great press releases and getting your information to the people who need to read it

Time: 9.30 am-12.30

Dates: TBC

Cost : \$50 members, \$100 non-members (GST inclusive)

Event Management in Sport

Make sure you get it right on the day! This course is for people running local sports tournaments AND large festivals, and covers event feasibility, logistics, project management, planning tools, human resource management, basic risk management, and evaluation. Guest speakers will share their extensive knowledge of running large scale events.

Time: 10am-4pm

Dates: Tues 9th June or Tues 27th October

Cost: \$100 members, \$200 non-members (GST inclusive)
Members' group rate \$1200 for up to 20 people (GST inclusive)

Financial Management

This is a finance for committee members course. Learn more about accounting terms and principles and increase your knowledge of financial statements and reports. This is a course for anyone who is expected to understand and discuss financial matters.

Time: 6pm-9pm

Dates: Tues 4th August

Cost: \$50 members, \$100 non-members (GST inclusive)

Governance and Risk Management

This course is a must for everyone who is on a Board and/or Committee. Good governance principles should underpin your organisation and be reviewed regularly. You'll review what is involved in good governance, and consider what policies and procedures are essential for your organisation. Effective business planning will also be addressed. In the afternoon, we'll look at Risk management. Directors of Boards and Committees are faced with the same risks as companies – even volunteer Boards and Committees! It is important for a non-profit sporting organisation, association or club to know how to run professionally without bumping into unpleasant surprises. This course will open your eyes to what risks you face, teach you how to avoid them, and how to manage them.

Time: 10am-4pm

Dates: Saturday 23rd May

Cost: \$100 members, \$200 non-members (GST inclusive)

Leadership in Sport

Designed for both 'new leaders' AND the 'old hands', this course will assist you to analyse your leadership style and further develop your leadership skills. Communication skills will be covered as well as managing people and teams to get the best out of yours.

Time: 10am-4pm

Dates: Thurs 2nd April or Thurs 17th September

Cost: \$100 members, \$200 non-members (GST inclusive)
Members' group rate \$1200 for up to 20 people (GST inclusive)

Managing Volunteers – your key resource

Take away practical tips on attracting and retaining volunteers. This course covers recruitment, management (of people and roles), training, communication, recognition and evaluation. Keep these valuable people around!

Duration: 3 hours

Dates : Tues 12th May 6pm-9pm or Mon April 6th 9.30-12.30 or Tues 11th August 9.30-12.30

Cost : \$50 members, \$100 non-members (GST inclusive)
Members' group rate \$600 for up to 20 people (GST inclusive)