





<b>Wed 21 July</b> VL SA10	<b>Seniors Activities</b> This is a workshop for volunteers and staff who work in Senior's day Social Centres. Topics covered : creative ideas art, craft and theme days, reminiscing activities, mentally stimulating ideas, new games to try, music exercise and dance ideas	St George Community Services First Floor, 72 Carwar Ave, Carss Park Time: 9.30—3.00 Cost: Volunteer—FREE \$35.00 for HACC Staff \$45.00 for non-HACC Staff
<b>Thurs 22 July</b> <b>Mon 18 October</b> <b>Thurs 11 November</b> TLG103.4.5	<b>Governance</b> This workshops begins a series that gives Board members an opportunity to discuss the "It's Your Business" manual recently published by DADHC. Topics will include: <ul style="list-style-type: none"> <li>• Financial Management (Thurs 22 July)</li> <li>• Strategic Human Resources (Mon 18 October)</li> <li>• Risk Management (Thurs 11 November)</li> </ul>	St George Community Services First Floor, 72 Carwar Ave, Carss Park Time: 6.30pm—8.30pm Cost per session: Volunteer & Board Members—FREE \$20.00 for HACC Staff \$30.00 for non-HACC Staff
<b>Wed 4 August</b> VLSF10	<b>Safe Food Handling</b> This course is about food safety and hygienic food practice in the preparation and service of food. This course covers hygiene issues encountered in the various types of food services such as meals on wheels and community based food services. This course is a must for staff members and for Volunteers.	St George Community Services First Floor, 72 Carwar Ave, Carss Park Time: 12.30—4.00 Cost: Volunteer—FREE \$20.00 for HACC Staff \$30.00 for non-HACC Staff
<b>Thurs 5, 12 &amp; 19 August</b> VLVF10	<b>Volunteer Fundamentals</b> Volunteer involvement in community services, assist people who are frail, aged or with a disability, OH&S basics, communication and negotiation skills, cross cultural awareness are explored	Sutherland Library 30-36 Belmont Street, Sutherland Time: 10.00—1.00 Cost: Volunteer—FREE
<b>Mon 9 August</b> TLHR10	<b>Human Relations for Volunteer Managers</b> Introducing a range of ideas to deal with judgmental/inflexible behaviour or autocratic volunteers, and counteracting obsessive attachments or their opposites. Plus any difficulties arising out of mandated volunteers.	St George Community Services First Floor, 72 Carwar Ave, Carss Park Time: 9.30—1.00 Cost :\$20.00 for HACC Staff \$30.00 for non-HACC
<b>Thurs 19 August</b> TLTM10	<b>Time Management—Self Leadership</b> - Learn how to: <ul style="list-style-type: none"> <li>• Recognize the patterns &amp; habits that cause mismanagement of time</li> <li>• Identify demands and pressures surrounding work and life in general</li> <li>• Analyse responses to stress and develop strategies for working more Effectively when under pressure</li> <li>• Learn how to define and prioritise key roles and goals and set up effective planning systems</li> <li>• Better manage paper work and administrative chores</li> <li>• Learn when and how to delegate in order to share the role with others.</li> </ul>	Jannali Neighbour Aid Uniting Church Hall 527 Box Rd, Jannali Time: 9.30—4.30 Cost : \$40.00 for HACC Staff \$60.00 for non-HACC Staff
<b>Mon &amp; Tues 23 &amp; 24 August</b> TLAC10	<b>Accidental Counsellor</b> The course aims to equip you with the specific skills to use within your existing workplace to assist people who are experiencing a crisis or dealing with a stressful, traumatic situation. Skills covered include: listing skills, reflection of feeling, paraphrasing, summarizing, options/decision making and goal setting. This course will introduce a variety of methods for assisting people and will explore some of the personal issues faced when helping others.	St George Community Services First Floor, 72 Carwar Ave, Carss Park Time: 9.30—4.30 Cost :Volunteer—FREE \$50.00 for HACC Staff \$70.00 for non-HACC Staff
<b>Tues &amp; Wed 31 August &amp; 1 September</b> TLCR10	<b>Conflict Resolution</b> Come and learn about the Win/Win approach in this two day workshop. This course includes the 12 Skills of Conflict Resolution and here will be opportunities for participants to practice using these skills.	St George Community Services First Floor, 72 Carwar Ave, Carss Park Time: 9.30—4.30 Cost :\$50.00 for HACC Staff \$70.00 for non-HACC Staff
<b>Tues &amp; Wed 7 &amp; 8 September</b> TLLS10	<b>Legally Speaking II</b> This workshop covers the full range of legal topics relating to the employment and management of volunteers in corporate and not-for-profit organizations. It is relevant to all paid staff and volunteers who have responsibility for recruiting and managing volunteers.	Loftus TAFE, Room GG05 Rawson Ave, Loftus Time: 9.30—4.30 Cost: \$70.00 for HACC Staff \$100.00 for non-HACC Staff
<b>Mon 13 September</b> TLD10	<b>Low Risk Driving</b> The course aims to help participants to develop both mental & physical skills in four main areas: <ul style="list-style-type: none"> <li>• Preparing for failure—learning to deal with mistakes &amp; errors</li> <li>• Objective risk assessment—learning to measure driving risks</li> <li>• Motivating for safety—developing thinking styles that promote safer driving</li> <li>• Feedback—becoming self critical about safety performance</li> </ul>	St George Community Services First Floor, 72 Carwar Ave, Carss Park Time: 8:15—5:15 Cost: Volunteer—\$70.00 \$100.00 for HACC Staff \$130.00 for non-HACC Staff



For bookings and any further information, please contact us on 8558 4000  
 For more details, please go to [www.stgcs.com.au](http://www.stgcs.com.au) or [www.hsnet.nsw.gov.au](http://www.hsnet.nsw.gov.au)

Please turn over for more training .

<b>Tues 14 September</b> TLM10 	<b>Clever Marketing for Volunteer Programs</b> Wondering why the volunteer message is getting lost? How do we find the ideal volunteer? How can we engage the next generation of volunteers? Learn the answers and more in this innovative workshop.	Gymea Community Centre 39 Gymea Bay Road, Gymea Time: 10.00—1.00 Cost: Volunteer—FREE \$20.00 for HACC Staff \$35.00 for non-HACC Staff
<b>Wed 15 September</b> VLMH10	<b>Manual Handling for Volunteers and Field Staff</b> Participant focused with demonstrations of safe postures, assisting clients into chairs and cars as well as correct use of specialized equipment.	Loftus TAFE, Room GG05, Rawson Ave, Loftus Time: 9.30—1.00 Cost: Volunteer—FREE \$25.00 for HACC Staff \$40.00 for non-HACC Staff
<b>Mon 20 September</b> VLCA10	<b>Cultural Awareness</b> Learn how to be culturally aware by: exploring cultural diversity within Australia, comprehending the causes of cultural stereotypes and recognizing ways to avoid them, discussing practical strategies to communicate effectively with people with different languages and from different cultural backgrounds.	St George Community Services First Floor, 72 Carwar Ave, Carss Park Time: 10.00-1.00 Cost: Volunteer—FREE \$20.00 for HACC Staff \$30.00 for non-HACC Staff
<b>Tues &amp; Wed 12 &amp; 13 October</b> TLFA10	<b>Senior First Aid</b> This course covers: <ul style="list-style-type: none"> <li>• Introduction to First Aid and Infection control procedures</li> <li>• Cardio-pulmonary resuscitation</li> <li>• Wounds, bleeding and bandaging,</li> <li>• Emergencies due to lack of oxygen</li> <li>• Extremes of heat and cold</li> <li>• Injuries to bones, joints and muscles</li> <li>• Poisoning and envenomation</li> <li>• Managing emergency situations</li> </ul> 	Loftus TAFE, Room GG05, Rawson Ave, Loftus Time: 9.00—5.00 (both days) Cost: \$60.00 for Volunteers \$90.00 for HACC Staff \$120.00 for non-HACC Staff
<b>Mon, Tu &amp; Wed 25, 26 &amp; 27 Oct</b> VLVFC10	<b>Volunteer Fundamentals (in Chinese)</b> Volunteer involvement in community services, assist people who are frail, aged or with a disability, OH&S basics, communication and negotiation skills, cross cultural awareness are explored.	St George Community Services First Floor, 72 Carwar Ave, Carss Park Time: 10.00—1.00 Cost :Volunteer—FREE
<b>Tues 2 &amp; 9 November</b> VLWWE10	<b>Working with the Elderly</b> Topics include: Physical, social and psychological aspects of ageing, services for older people, a look at elder abuse, understanding dementia, OH & S in working with elderly, safe wheelchair operation and transferring to cars, buses	Gymea Community Centre 39 Gymea Bay Road, Gymea Time: 10.00—1.00 Cost: Volunteer—FREE, \$20.00 for HACC Staff \$30.00 for non-HACC Staff
<b>Wed 3 November</b> TLFM10	<b>Financial Management for ADHC Requirement</b> Learning objectives are tailored for ADHC funded managers and Administrators. Suitable only for HACC Staff. <ul style="list-style-type: none"> <li>• Financial literacy: Budgets, balance sheets and accrual accounting etc</li> <li>• Meeting DADHC requirements Continual monitoring, prior year surpluses, acquittals packages and common pitfalls etc.</li> </ul> 	Loftus TAFE, Room GG05 Rawson Ave, Loftus Time: 9.30—4.30 Cost: \$50.00 per person
<b>Thurs 4, 11 &amp; 18 November</b> VLVF10	<b>Volunteer Fundamentals</b> Volunteer involvement in community services, assist people who are frail, aged or with a disability, OH&S basics, communication and negotiation skills, cross cultural awareness are explored.	St George Community Services First Floor, 72 Carwar Ave, Carss Park Time: 10.00—1.00 Cost : Volunteer—FREE
<b>Mon 8,15 &amp; 22 November</b> TLD10 	<b>Care &amp; Support in Response to Dementia (3 day workshop (Nationally recognized accreditation))</b> An in-depth look at caring for people with Dementia using the Person Centered Care approach of The Hammond Care Group Communication - Use communication strategies which take into account the progressive & variable nature of dementia— Activities – Provide appropriate activities to maintain client's dignity, skills & health at an optimum level Behaviour – Develop & implement strategies which minimize the impact of challenging behaviours reducing excess disability.	St George Community Services First Floor, 72 Carwar Ave, Carss Park Time: 9.30—4.30 (all days) Cost: Volunteer—\$60.00 \$120.00 per day for HACC Staff \$160.00 per day for non-HACC Staff (includes assessment for accreditation)
<b>Tues 23 November</b> VLGL10	<b>Grief and Loss</b> The grieving process, Issues relating to grief and loss, identifying the needs of grieving people, coping with loss and supporting others who have experienced loss.	St George Community Services First Floor, 72 Carwar Ave, Carss Park Time: 10.00—1.00 Cost: Volunteer—FREE, \$20.00 for HACC Staff \$30.00 for non-HACC Staff
<b>Tues 30 November</b> TLFR10	<b>First Aid Refresher</b> This course is for those who have a current First Aid certificate which is due to expire in the next couple of months. You must have a current certificate and bring it with you on the day to show the Trainer from Australian Red Cross.	St George Community Services First Floor, 72 Carwar Ave, Carss Park Time: 9.00—5.00 Cost :\$45.00 for Volunteer \$70.00 for HACC Staff \$90.00 for non-HACC Staff



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