



# Workshop Series – 2007

Conservation Volunteers Australia in partnership with Toyota Australia are proud to offer a series of free volunteer management workshops.

Conservation Volunteers is one of Australia's largest volunteer involving organisations, managing more than 10,000 volunteers a year. This year Conservation Volunteers is celebrating its 25th anniversary.

Conservation Volunteers and Toyota Australia have worked in partnership for a number of years – together we are working to recruit, recognise and reward more volunteers. Through the partnership more than 1,000 volunteers have achieved the formal qualification, the Certificate in Active Volunteering.

This free workshop series is designed to share experience and expertise with volunteer managers and coordinators (paid and unpaid) from environment groups as well as other volunteer organisations.

Each workshop runs for half a day and there is a choice of topic between:

## 1. Change management in community groups

Change needs to be managed and conducted in the appropriate sequence to arrive at the desired outcome. Many organisations embark on implementing a new organisational structure or a process yet do not succeed in imbedding it within the organisation culture.

The workshop will teach you the 8 fundamental steps required to implement change

## 2. Motivated volunteers

If we understand what motivates volunteers, then **volunteer recruitment and retention** activities will be targeted and programs will be successful.

The workshop will include an organisation self review and discussion of successful volunteer recruitment and retention strategies.

## 3. Team development for community groups

Volunteer programs frequently require teams to achieve outcomes. Putting people together and hoping that they become a committed team is a high risk and flawed strategy. Volunteer organisations and leaders need to be intentional and planned in the process of forming and maintaining volunteer teams.

The workshop will address the essential roles within a team and assist in identifying the right person for each role.

## 4. Project management in community groups

Project Management is a controlled process of initiating, planning, executing and closing down a project. The workshop will explore the stages of project management as well as looking at 5 key aspects:

- Good communication
- Understanding the stakeholders
- Leadership skills
- Scheduling the project
- Identify and control the risks

To register email [training@conservationvolunteers.com.au](mailto:training@conservationvolunteers.com.au)  
or visit [www.conservationvolunteers.com.au](http://www.conservationvolunteers.com.au)



# Calendar of workshops

Workshops run from 9.30am to 12.30pm

Location	State	Date	Topic
<b>Albany</b> Albany Police and Citizens Youth Club, 115 Stead Rd, Albany	WA	July 27	Change Management
<b>Busselton</b> Busselton Toyota, 78 West St, Busselton	WA	July 25	Change Management
<b>Perth</b> Grand Toyota, Marmion Ave, Clarkson	WA	July 30	Motivated Volunteers
<b>Perth</b> Midland Toyota, 163 Great Eastern Hwy cnr Moore Ave, Midland	WA	August 1	Team Development
<b>Adelaide</b> CMI Toyota, 869 Port Rd, Cheltenham	SA	August 15	Motivated Volunteers
<b>Alice Springs</b> Peter Kittle Toyota, 46 Stuart Hwy, Alice Springs	NT	August 17	Change Management
<b>Hobart</b> Co-Op Toyota, 267 Argyle St, Hobart	TAS	August 28	Change Management
<b>Launceston</b> Bruce Stevenson Toyota, 80 Hobart Rd, Launceston	TAS	August 30	Motivated Volunteers
<b>Melbourne</b> Yarra Valley Toyota, 454 Maroondah Hwy, Lilydale	VIC	October 9	Project Management
<b>Melton</b> Melton Toyota, 143-147 High St, Melton	VIC	October 10	Motivated Volunteers
<b>Melbourne</b> Frankston Toyota, 1-4 Wells Rd, Frankston	VIC	October 30	Team Development
<b>Melbourne</b> Lane Toyota, 383 Springvale Rd, Glen Waverley	VIC	October 31	Change Management
<b>Bendigo</b> Bendigo Toyota, 41-53 Midland Hwy, Epsom	VIC	September 25	Team Development
<b>Sydney</b> Phil Gilbert Toyota, 66-76 Parramatta Rd, Lidcombe	NSW	September 11	Change Management
<b>Sydney</b> Phil McCarroll Toyota, 46 Pacific Hwy, Waitara	NSW	September 13	Project Management
<b>Sydney</b> Chatswood Toyota, 728 Pacific Hwy, Chatswood	NSW	October 17	Team Development
<b>Sydney</b> Penrith Toyota, 87-101 Great Western Hwy, Kingswood	NSW	October 19	Project Management
<b>Brisbane</b> Torque Toyota, Cnr Anzac Ave & Boardman Rd, Redcliffe	QLD	November 12	Motivated Volunteers
<b>Sunshine Coast</b> Ken Mills Toyota, Cnr River Rd & Bunya Hwy, Kingaroy	QLD	November 14	Change Management
<b>Gold Coast</b> Hinterland Toyota, Cnr Spencer Dr & Hildon Crt, Nerang	QLD	November 16	Change Management

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