

Sustainability and Relevance A Workshop on the Strategic and Financial Options for Improving the Viability of Non-Profit Organisations

A one-day course designed for Board Members, CEOs and senior staff, QA Managers or others with similar responsibilities in nonprofit community service organisations.

The workshop will provide information and skills relevant to assessing and improving the relevance and financial and operational viability of a nonprofit and maintaining a social business model. The workshop will be based around relevant hypothetical situations, case studies and examples.

Outcomes

Participants will develop skills and knowledge in the following areas:

- What is the future – scenarios
- The most appropriate strategic and management model for your organisation / program.
- Finding and assessing new sources of funding.
- The approach for new income sources.
- Options for alliances and partnerships.

Topics

1. What are the options for the future - Sustainability with relevance.
2. Strategic and management models.
3. Ideas for income and innovation - improving income from government and non-government sources.
4. Building the business case and approach to strengthen income.
5. What now?

Every participant will be provided with how-to documents and forms to implement ideas developed in the workshop. The workshop will use examples, case studies and the participants' own information to develop skills.

Please note: We cannot refund workshop fees with less than 21 days notice prior to the workshop commencing.

Workshops commence with arrival coffee at 8.30am for a 9am start and include morning tea, lunch and afternoon tea.

Effective Reports, Submissions and Business Cases for Community Sector Organisations

A one-day course designed for CEOs, Senior Managers, QA, HR and other staff involved in the development of reports, submissions, business cases and other work that requires appropriate research, writing and presentations. The course will provide knowledge and skills to ensure participants have up-to-date information on what is required in developing reports and submissions for Government, the Board, potential business partners and other groups.

Outcomes

Participants will learn to:

- Identify the appropriate report or submission required for each situation.
- Consult with stakeholders.
- Research and collect relevant information from external sources.
- Identify the information needed from within the organisation.
- Develop logical ideas and structure in a report for Government, private sector funding and partnerships, the CEO and Board.
- Develop a business case and present it in a document and at a meeting.

Topics

1. The role of reports, submissions, business cases and other documents that provide information to Departments, Boards and other stakeholders.
2. Consulting with stakeholders.
3. Researching and collecting information.
4. Determining the structure, level and depth of the document.
5. Writing reports and submissions.
6. Presenting reports and submissions.
7. Developing and writing business cases.

THE PRESENTER is Raymond Bennett. Ray is the editor of *Australian Community Management* magazine, now in its eleventh year of publication and author of a number of other publications. Ray has extensive practical experience consulting with many community services over 20-plus years. Ray has lectured at Sydney and UTS universities and Sydney Institute of TAFE. Ray uses case studies and real examples from the Community Service Sector and there is ample opportunity to raise your own issues and problems. The course presenter has considerable experience, over the last two decades, of developing reports, submissions and business cases for not-for-profit organisations.

Workshop	SYDNEY	MELBOURNE	ADELAIDE	BRISBANE
Sustainability	7 April	13 April	5 April	3 May
Business Case	8 April	14 April	6 April	4 May

Name: _____ Position: _____
 Organisation: _____
 Address: _____ Postcode: _____
 Phone: () _____ Fax: () _____
 Email: _____ Mobile: _____

Workshop _____ City _____ No of participants _____
 Workshop _____ City _____ No of participants _____

Name and position of any other participants _____

Fees (includes GST)

- \$286 per person per workshop
- \$264 per person per workshop for registration and payment four weeks prior to workshop
- \$242 per person per workshop for magazine subscribers
- \$484 for two registrations from the same organisation, or registration at two workshops
- \$693 for three registrations, or \$880 for four registrations, from the same organisation.

WORKSHOP NUMBERS ARE LIMITED to provide a more interactive atmosphere; and to ensure every participant gains as much knowledge and training as possible.

Venues: Adelaide: Chifley on South Terrace; Brisbane: Customs House; Melbourne: The Charsfield Hotel; Perth: Parmelia Hilton; Sydney: Woolloomooloo. (These venues are not guaranteed, but similar standard substitutions will be made if necessary.)

Cheque enclosed for _____ (made out to Com Management) PO Box 139 BALMAIN NSW 2041

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