



**ConnectGroups**  
helping support groups & individuals



# Sector Development Calendar

## 2019



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helping support groups & individuals

# About ConnectGroups Sector Development

ConnectGroups Sector Development Program's primary purpose is to enhance and support a more sustainable system to ensure positive outcomes for Support Groups.

The 2019 calendar has been developed to advance the capacity of individuals, families and carers who are actively engaged with their Support Groups by equipping them with the appropriate information, tools and resources, safeguarding their long term sustainability.

## Emerging Stream

Designed for Support Groups that have been active for less than 12 months, the Emerging Stream provides essential introductory skills to group leaders and members, including group development, facilitation, group management, basic governance and succession planning.

## Established Stream

Designed for Support Groups that have been active longer than 12 months, the Established Stream provides intermediate to advanced training for group leaders and members ready to take the next step in building the group's capacity.

## Topical Forums

ConnectGroups Topical Forums provide an opportunity for Support Groups, NGO's, service providers, and individuals to come together and discuss a common cause or interest.

## Open Sessions

ConnectGroups' Open Sessions are opportunities for Support Group members to receive intensive support or to workshop specific skills with a ConnectGroups staff member.

**30 Jan  
2019**

**9.30am -  
12.00pm**

## **Give it Forward Grant Writing Workshop**

Give it Forward (GIF) is a great funding opportunity for your Support Group. If you would like to apply but do not feel confident, this workshop will provide all the necessary information and guidance to make it easy. It is also an opportunity to discuss your GIF project ideas with the grants project officer.

**Cost:** FREE

**Venue:** ConnectGroups Office, 10 Almondbury Road Booragoon WA 6154

**31 Jan  
2019**

**9.30am -  
12.00pm**

## **Pay it Forward Grant Writing Workshop**

Pay it Forward (PIF) is a great funding opportunity for your Support Group. If you would like to apply but not feeling confident, this workshop will provide all the necessary information and guidance to make it easy. It is also an opportunity to discuss your PIF project ideas with the grants team.

**Cost:** FREE

**Venue:** ConnectGroups Office, 10 Almondbury Road Booragoon WA 6154

**28 Feb  
2019**

**9.30am -  
12.00pm**

## **How to Start a Support Group**

Are you thinking of starting a Support Group or are you still stuck in the early stages of development?

This workshop will assist you in taking those first foundation steps to develop the purpose, vision and mission of your Support Group, through an active learning process.

**Cost:** FREE

**Venue:** ConnectGroups Office, 10 Almondbury Road Booragoon WA 6154

13 Mar  
2019

9.00am -  
12.30pm

## Co-Design Forum: How to Start a Support Group

Co-design is about designing and delivering community services in partnership - an equal and reciprocal relationship between service providers, and the people using the service, in order to really meet people's needs.

ConnectGroups recognises that its members have a wealth of knowledge and experience and are the true experts in their field. This will be a unique opportunity for Support Group leaders to help shape one of ConnectGroups' core Sector Development training - How to Start a Support Group.

**Cost:** FREE

**Venue:** AH Bracks Library, 431 Canning Highway, Melville WA 6156

20 Mar  
2019

9.30am -  
12.30pm

## Facebook Basics for Support Groups

Are you looking at creating a Facebook page for your Support Group? Or do you already have a page, but are struggling to navigate the platform? This workshop will help you with the basic set up and management of a Facebook page.

This session will cover:

- Facebook ethics
- Creating and scheduling posts
- Creating events
- Sharing photos and creating albums
- Creating appropriate content

**Cost:** \$33

**Venue:** ConnectGroups Office, 10 Almondbury Road Booragoon WA 6154



21 Mar  
2019

## Governance and Roles and Responsibilities of Board Members

9.30am -  
12.00pm

This workshop will provide you with the necessary knowledge to understand and articulate the roles and responsibilities of Board/Committee/Office Bearers. The session will equally share some insight into what is meant by good governance.

**Cost:** \$33

**Venue:** ConnectGroups Office, 10 Almondbury Road, Booragoon WA 6154

28 Mar  
2019

## Introduction to Governance and Succession Planning

9.00am -  
12.30pm

This workshop is tailored for incorporated and non-incorporated Support Groups, emerging groups and those in their early years of activity in the community.

The session will focus on identifying those risk factors that can adversely impact on the long term sustainability of the group. It will provide participants with the necessary tools to assist and empower them.

The following topics will be covered:

- What is a good governance model
- Succession planning

**Cost:** \$25

**Venue:** ConnectGroups Office, 10 Almondbury Road Booragoon WA 6154

4 Apr  
2019

9.30am -  
12.00pm

## Strategic Planning

Strategic Planning is the fundamental process in defining a Support Group's direction and key priorities, to then be able to set out the actions needed to achieve desired goals. This interactive workshop will guide participants through a simple five-step process which will empower them to facilitate a strategic planning session with their Board/Committees.

*It is recommended that two participants attend per Support Group.*

**Cost:** \$30

**Venue:** ConnectGroups Office, 10 Almondbury Road, Booragoon WA 6154

9 Apr  
2019

9.30am -  
11.30am

## Creating a Facebook Group

A Facebook Group is a good way of keeping in touch with your Support Group members outside of meetings. It is an effective platform for sharing information with regular members, as well as reaching remote members who are unable to attend meetings and introducing new members to the Group.

This session will cover:

- Creating a Facebook Group
- Setting guidelines
- Changing your privacy and settings
- Managing your members
- Sharing photos and documents
- Creating events
- Group etiquette and legalities

**Cost:** \$33

**Venue:** ConnectGroups Office, 10 Almondbury Road Booragoon WA 6154

10 Apr  
2019

9.30am -  
12.30pm

## Recruiting and Retaining Volunteers - *“With a Twist”*

Do you find it hard to attract and retain your volunteers to help run and maintain your Support Group?

The session run by VolunteeringWA in partnership with ConnectGroups will provide you with the tools of how to turn passive Group members to active Volunteers.

The workshop will cover

1. Sharing of good practice volunteer attraction models utilised by the sector
2. Investigating motivation and the generational expectations of the volunteer experience
3. How to future-proof your Support Group by doing a few things differently.
4. Volunteer Rights and Responsibilities

**Cost:** \$33

**Venue:** Bentley Library, Hedley Place (Cnr Manning Road), Bentley WA 6102

3 May  
2019

9.00am -  
12.00pm

## Grant Writing

Understanding the creation process of a grant proposal is a big part of the success in grant writing. Facilitated by Jo Wilkie, private consultant and ex-Lotterywest Grants Manager, this workshop will focus on the writing technique for successful grant applications and will help you to overcome that Grant Writing fear.

**Cost:** \$33

**Venue:** ConnectGroups Office, 10 Almondbury Road Booragoon WA 6154

9 May  
2019

9.30am -  
12.30pm

## How to Facilitate a Support Group

This training, informed by members as a result of the 2018 Co-design forum, will define what makes an effective facilitator, the roles and responsibilities, and discuss troubleshooting tips. We will explore the importance of communication and understand useful tools to communicate with effectiveness.

Within this training we will also consider the perception of conflict and how it may actually be turned into a useful tool for your group's sustainability.

This training will be useful for those looking to start a group and existing members wanting to increase their pool of co-facilitators.

**Cost:** \$25

**Venue:** ConnectGroups Office, 10 Almondbury Road Booragoon WA 6154

16 May  
2019

9.30am -  
12.30pm

## How to Start a Support Group

Are you thinking of starting a Support Group or are you still stuck in the early stages of development?

This workshop will assist you in taking those first foundation steps to develop the purpose, vision and mission of your Support Group, through an active learning process.

**Cost:** FREE

**Venue:** ConnectGroups Office, 10 Almondbury Road Booragoon WA 6154



29 May  
2019

## Resilience: A Path to Men's Health and Mental Fitness

7.30am -  
9.30am

You are cordially invited to attend a networking breakfast hosted by Bankwest as part of Men's Health Week.

*"Imagine a trickle of water emerging, high up in a beautiful mountain, commencing its journey as a fresh water stream. Taking the path of least resistance, growing, gaining strength, carving a path of invincibility on its way to a marriage with a sea or ocean."*

Join us in celebrating Men's Health Week as Jason Nelson (ex Defence Force and Police) shares his journey of living with PTSD, his road to recovery, and his passion to inspire others. Jason now uses his lived experience to educate, motivate, and encourage.

**Cost:** FREE

**Venue:** Bankwest Place, 300 Murray Street, Perth WA 6000

13 Jun  
2019

## The Art of Compassionate Disengagement

9.00am -  
11.30am

Do you struggle to appropriately de-escalate unwelcome conversations within your group, including over sharers, compulsive talkers, and conversations that breach personal boundaries?

This workshop will assist you to understand and become proficient in compassionate disengagement. The session includes strategies for influencing the pathway of conversation and strategies for politely interrupting and redirecting conversation.

**Cost:** \$33

**Venue:** ConnectGroups Office, 10 Almondbury Road, Booragoon WA 6154

20 Jun  
2019

9.00am -  
3.00pm

## Basic of Cash Management - Accounting for Cash Transactions

How to keep track of your cash is critical to ensure sustainability of your Support Group. This 6 hour session will introduce newly formed and/or new Support Groups committees how to identify the difference between cash and accrual accounting and find out efficient ways to keep money and records in line and updated appropriately.

This session will cover:

- Bank Accounts
- Cash Books
- Receipts Payments
- Bank Reconciliations
- Petty Cash

Suitable for small incorporated groups or emerging groups wanting to understand cash processes and tools for record keeping.

**Cost:** \$33

**Venue:** Lotteries Room, Piney Lakes Environmental Education Centre, Corner Leach Highway and Murdoch Drive, Winthrop WA 6150

25 Jun  
2019

9.00am -  
2.30pm

## Open Space Forum: Partnerships and Collaboration

Open Space is a method for convening groups around a specific question or purpose and giving them responsibility for creating their own experience. It is a participant-driven process whose agenda is created by the people attending.

Do you have an idea or vision that would be enhanced by working collaboratively with another Support Group?

This is an opportunity to come together with other similar-minded groups wishing to address collective impact.

**Cost:** FREE

**Venue:** Lotteries Room, Piney Lakes Environmental Education Centre, Corner Leach Highway and Murdoch Drive, Winthrop WA 6150

24 July  
2019

10.00am -  
12.00pm

## Newsletter Club July

ConnectGroups' monthly Newsletter Club is for Support Groups that use MailChimp for their community newsletter or magazine. Come along and receive feedback on your content, share tips and tricks, and get some new ideas for your next edition. BYO laptop, or request one from ConnectGroups.

**Note:** This session does not provide the tools to set up a MailChimp account.

**Cost:** FREE

**Venue:** ConnectGroups Office, 10 Almondbury Road Booragoon WA 6154

25 July  
2019

9.30am -  
12.30pm

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6 Aug  
2019

9.30am -  
12.00pm

## Pay it Forward Grant Writing Workshop

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**Cost:** FREE

**Venue:** ConnectGroups Office, 10 Almondbury Road Booragoon WA 6154

21 Aug  
2019

10.00am -  
12.00pm

## Newsletter Club August

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**Note:** This session does not provide the tools to set up a MailChimp account.

**Cost:** FREE

**Venue:** ConnectGroups Office, 10 Almondbury Road Booragoon WA 6154

27 Aug  
2019

9.30am -  
12.00pm

## Facebook Basics for Support Groups

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- Creating appropriate content

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2019

9.30am -  
11.30am

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- Setting guidelines
- Changing your privacy and settings
- Managing your members
- Sharing photos and documents
- Creating events
- Group etiquette and legalities

**Cost:** \$33

**Venue:** ConnectGroups Office, 10 Almondbury Road Booragoon WA 6154

17 Sep  
2019

10.00am -  
12.00pm

## Newsletter Club September

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24 Sep  
2019

9.30am -  
12.30pm

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**Cost:** \$33

**Venue:** ConnectGroups Office, 10 Almondbury Road Booragoon WA 6154

24 Sep  
2019

1.00pm -  
3.30pm

## Governance and Roles and Responsibilities of Board Members

This workshop will provide you with the necessary knowledge to understand and articulate the roles and responsibilities of Board/Committee/Office Bearers. The session will equally share some insight into what is meant by good governance.

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**Venue:** ConnectGroups Office, 10 Almondbury Road, Booragoon WA 6154

9 Oct  
2019

## Mental Health Week Forum - Nurturing Spaces for Connection and Belonging

9.30am -  
12.30pm

Cultivating and strengthening strong relationships within our groups requires intention. It requires us to create spaces of psychological safety, in which we can engage in conversations with each other about the things that matter to us, about our unique gifts, preferences and ways of being. In this participatory workshop, Nick Maisey will guide us to create our own personal profiles, that we can use to take back to our groups and workplaces to stimulate conversations that strengthen the way we relate to each other.

### About the presenter:

Nick Maisey is a leading West Australian social innovator, community builder and change-maker. In 2010, as an Occupational Therapy student, Nick founded Befriend, a Perth-based social enterprise that employs contemporary community building approaches to tackle social isolation, loneliness and exclusion. Nick has led Befriend's service design and innovation work for the past 8 years, collaborating with government, community organisations, researchers and individuals from diverse backgrounds to nurture social connectedness and belonging for individuals and communities.

**Cost:** FREE

**Venue:** Lotteries Room, Piney Lakes Environmental Education Centre, Leach Highway, Winthrop WA 6150

17 Oct  
2019

## Newsletter Club October

10.00am -  
12.00pm

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**Note:** This session does not provide the tools to set up a MailChimp account.

**Cost:** FREE

**Venue:** ConnectGroups Office, 10 Almondbury Road Booragoon WA 6154

7 Nov  
2019

9.30am -  
12.00pm

## Strategic Planning

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*It is recommended that two participants attend per Support Group.*

**Cost:** \$33

**Venue:** ConnectGroups Office, 10 Almondbury Road, Booragoon WA 6154

7 Nov  
2019

12.30pm -  
3.30pm

## Introduction to Governance and Succession Planning

This workshop is tailored for incorporated and non-incorporated Support Groups, emerging groups and those in their early years of activity in the community.

The session will focus on identifying those risk factors that can adversely impact on the long term sustainability of the group. It will provide participants with the necessary tools to assist and empower them.

The following topics will be covered:

- What is a good governance model
- Succession planning

**Cost:** \$33

**Venue:** ConnectGroups Office, 10 Almondbury Road Booragoon WA 6154



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12 Nov  
2019

## Senior's Week: Social Prescribing - A New Way Forward

9.30am -  
12.30pm

Held during WA Senior's Week, this forum will explore the concept behind social prescribing and the positive impact on seniors living in loneliness and isolation.

Stay tuned for further information.

**Cost:** FREE

**Venue:** City of Melville, 10 Almondbury Road, Booragoon WA 6154

27 Nov  
2019

## Newsletter Club November

10.00am  
-12.00pm

ConnectGroups' monthly Newsletter Club is for Support Groups that use MailChimp for their community newsletter or magazine. Come along and receive feedback on your content, share tips and tricks, and get some new ideas for your next edition. BYO laptop, or request one from ConnectGroups.

**Note:** This session does not provide the tools to set up a MailChimp account.

**Cost:** FREE

**Venue:** ConnectGroups Office, 10 Almondbury Road Booragoon WA 6154

## Request Individualised Training for your Group

ConnectGroups members may request for individualised training for their Support Group. These sessions can be held from the ConnectGroups office, or at the Support Group's premises.

For all individualised training enquiries, please contact ConnectGroups' Community Development Officer on (08) 9364 6909.



**ConnectGroups**  
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### January

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### February

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### March

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### April

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### May

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### June

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### July

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### August

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### September

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### October

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### November

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### December

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29	30	31				





Dates, times and venues listed are subject to change. For further information about our 2019 events calendar, or to register for an event, please contact the ConnectGroups office.

(08) 9364 6909  
[info@connectgroups.org.au](mailto:info@connectgroups.org.au)  
[www.connectgroups.org.au](http://www.connectgroups.org.au)