VOLUNTEER
TRAINING CALENDAR

TERM 4 2021

BUILD YOUR SKILLS FOR VOLUNTEERING, WORK OR STUDY

Volunteer for Knox, in partnership with Knox Learning Alliance, is offering a series of short courses for volunteers who are looking to improve their skills. Knox Learning Alliance is made up of the five neighbourhood houses in Knox. Combined, these neighbourhood houses offer a large variety of courses designed to develop employability skills. In addition to these courses, Knox Learning Alliance offers a range of hobby courses and social activities with a focus on leisure and community engagement. More information can be found at each neighbourhood house website.

Mountain District Learning Centre

13-15 The Avenue, Ferntree Gully VIC 3156
(03) 9758 7859
office@mdlc.com.au
www.mdlc.com.au

Read Write Now

Do you or a friend need to get better at reading, writing, spelling or numbers?

Wednesdays 7:00pm – 9:00pm
6 October to 15 December
(11 weeks) (School terms only)
Fee: $50

Book Now

Beginners XERO

Do you want to develop the skills and knowledge to use Xero Accounting? Join Cymone and start at the beginning learning about Xero. This course is designed to teach you from the beginning with step-by-step instructions. You learn about the following topics; software overview, cash book, accounts receivable, accounts payable, creating templates for invoices, quotes and inventory management.

Tuesdays 7:00pm – 9:00pm
12 October to 7 December
Fee: $50

Book Now

Smart Phones

How Smart are they? What can your Smart phone do for you? Sign up for this workshop and find out. (F2F only)

Saturday 16 October,
10:00am – 12:00pm

Saturday 13 November,
10:00am – 12:00pm

Fee: $20

Book Now

Community Learning Centre

40 Fulham Rd, Rowville VIC 3178
(03) 9764 1166
info@communitylc.org.au
www.communitylc.org.au

Skills to Work in Reception and Administration

Take away the following skills from this enlightening short course:

- Working in an office environment
- Reception and telephone techniques
- Understanding business information
- Introduction to software used in offices
- Finding that job
- Occupational health and safety

Wednesdays 9:30am – 2:30pm (online)
13 October to 10 November
$65

Book Now

Interested in starting a WordPress website?

Start with the basics:

- Resizing windows
- Photo editing
- Cropping and resizing images
- Obtaining a domain name and hosting provider
- Introducing Enfold Theme and Editor
- Building simple web pages
- Creating simple web forms

Wednesdays 6:00pm – 9:00pm
13 October to 24 November
$65

Book Now

Orana Neighbourhood House

62 Coleman Rd, Wantirna South VIC 3152
(03) 9801 1895
onh@netspace.net.au
www.orananh.org.au

Be Connected Getting Online

Learn how to get online and thrive in the digital world. In these FREE weekly workshops you will learn the absolute basics of using your device, getting online and being safe while online, connecting with others, data – what is WIFI and mobile networks and more. BYO device (if you prefer) or please advise if you need to use an Orana device.

Mondays 9:30am – 12:00pm
11 October to 6 December
Free
No class 1 November

Book Now

English Conversation

Improve your English skills, both verbal and written in this English class.

Mondays 6:00pm – 8:00pm
4 October to 13 December
$50
No class 1 November

Book Now

The Basin Community House

21 Liverpool Rd, The Basin VIC 3154
(03) 9761 0209
info@basincommunityhouse.org
www.thebasincommunityhouse.org.au

PowerPoint – Wednesday

Learn how to create engaging slideshows and presentations with PowerPoint.

Wednesdays 9:30am – 12:00pm (online)
13 October to 1 December
$50

Book Now

iPads & Tablets All Abilities

Mixed group, beginners and/or advanced. Installing and using the Service Victoria app; installing Vic emergency app plus others. Using maps and other included apps such as the alarm and calendar and other features of your device.

Wednesdays 12:30pm – 3:00pm (online)
13 October to 1 December
$50

Book Now

Coonara Community House

22 Willow Rd, Upper Ferntree Gully VIC 3156
(03) 9758 7081
enquiries@coonarahouse.org.au
www.coonarahouse.org.au

Providing First Point of Contact

Looking for a change of career? Understand the importance of first point of contact in an organisation. Learn how to greet visitors, take phone calls, OH&S, taking messages, respond to emails and much more.

Tuesdays 9:30am – 12:00pm
9 November – 7 December (5 weeks)
$40

Book Now

Intro to Mental Health – Peer Support

Return to study and career information for early school leavers of all ages to prepare for training in the mental health sector as a peer support worker. This course will be a pathway into the Cert IV in Mental Health – Peer Support at Swinburne TAFE and has been co-designed with Swinburne.

Register your interest.
Dates to be advised.

Book Now

Computers the Next Step – Word & Excel

Refresh and learn to use Word and Excel.

Microsoft Word 2016

- Work effectively with features that affect the page layout of your document
- Work with tabs
- Learn how to work with section breaks
- Insert headers and footers into a
- Perform a mail merge from scratch
- Produce address labels from a mailing list
- Customise mail merges
- Use table features to improve the layout and format of tables and more

Microsoft Excel 2016

- Navigate Microsoft Excel 2016
- Create and work with a new workbook
- Open and navigate workbooks & worksheets
- Make changes to data in a workbook
- Understand & work with ranges in worksheets
- Copy and paste data in Excel and more

Basic understanding of computers is essential.

Wednesdays 12:30pm – 3:00pm
20 October – 8 December (8 weeks)
$50

Book Now

Understanding Internet, Email and Online forms Workshop

Do you want to learn how to use the internet, set up an email and complete online forms but don't know where to start? Then this course is for you! We start with learning internet basics and general tips and tricks when searching online and completing online forms or shopping orders. We will also look at how to create and use email platforms. Feel free to bring any questions or challenges you have regarding internet and email use to class and we can delve into finding some resolutions for you as well.

Thursdays 9:30am – 12:30pm
21 October – 28 October (2 weeks)
$30

Book Now

VOLUNTEER TRAINING COURSE START DATES

OCTOBER 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	1	2
3	4 **English Conversation** 6.00pm	5	6 **Read Write Now** 7.00pm	7	8	9
10	11 **Be Connected Getting Online** 9.30am	12 **Beginners XERO** 7.00pm	13 **Skills to Work in Reception & Admin** 9.30am **Interested in WordPress…** 6.00pm **PowerPoint – Wednesday** 9.30am **iPads & Tablets All Abilities** 12.30pm	14	15	16 **Smart Phones** 10.00am
17	18	19	20 **Computers the Next Step…** 12.30pm	21 **Understanding Internet, Email…** 12.30pm	22	23
24	25	26	27	28	29	30

Providing First Point of Contact 9 November, 9.30am   **Smart Phones** 13 November, 10.00am

This calendar indicates the start date of the course. These courses run over a number of weeks. Please check the previous page for details.