

DUNEDIN WORKSHOPS	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Accounting for non-accountants		14								
Courageous conversations in the workplace					20					
Courageous conversations part 2										
Communication for managers and leaders	14									
Creating workplace wellbeing										
Developing self for managers and leaders										
Essentials for managing staff 1		06						04		
Essentials for managing staff 2		13						11		
Essentials for managing staff 3		20						18		
Governance and management	27			29			28			13
Meeting procedures				10						
Minute writing for Not for Profit meetings	21				7				16	
Social media part 1		02					10			
Social media part 2		09					17			
Strategic planning - the basics			10							7
Stress Resilience										
Successful funding applications and sponsorship	13			3						
Treasurers' roles, risks and responsibilities	15									
Using Facebook to promote your organisation										
REGIONAL WORKSHOPS	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Accounting for non-accountants										
Communication for managers and leaders	15 Alex									
Courageous conversations in the workplace					21 Alex					
Courageous conversations part 2										
Developing self for managers and leaders										
Essentials for managing staff 1										
Essentials for managing staff 2										
Essentials for managing staff 3										
Governance and management										
Meeting procedures										
Social media and the web part 1				11 Oamaru						
Social media and the web part 2				18 Oamaru						
Successful funding applications and sponsorships										
Treasurers' roles, risks and responsibilities										

Our scheduled courses are a small part of the training we offer. If the course you require is not listed or the dates do not suit, please contact us and we will do our best to assist you. **Phone 03 479 181 or email training@otagochamber.co.nz**