

Finance			FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	NFP	Commercial
Accounting for non-accountants & Treasurers' roles risks and responsibilities	½ day	Optional ZOOM & in person.		18			3					25		\$50	\$299
Accounting for Non accountants	½ day	Optional							5						
Treasurers' roles risks and responsibilities	½ day													\$50	\$299
Successful funding applications and sponsorships	½ day	Optional	11				9				6			\$50	\$299
Personal Development															
Mental Health First Aid Toolbox	4 hours	Dunedin		17			9		18			10		\$100	\$299
Anxiety Management	2 hours	Optional				26									
Anger Management 101.	2.5 hours	Optional			28										
Leadership			FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	NFP	Commercial
Communication for managers and leaders.	3 hours	Optional: Zoom & in person	17 (1pm)		22 (9am)				18 (1pm)		21 (9am)			\$50	\$299
Communication for managers and leaders														\$50	\$299
Courageous conversations in the workplace	3 hours	Optional: Zoom & in person			21 (1pm)		16 (1pm)		19 (9am)					\$50	\$299
Challenging Behaviour Management in Social Care settings.	2.5 hours	Optional.		3											
Carer Fatigue.	2.5 hours	Optional			21										
Career Planning for managers & leaders.	3 hours	Optional: Zoom & in person	18 (9am)				17 (9am)				20 (1pm)			\$50	\$299
Essentials for managing staff part 1	½ day	Dunedin		19			18			10		19		\$50	\$220
Essentials for managing staff part 2	½ day	Dunedin		26			25			17		26		\$50	\$220
Board & Committee Members			FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	NFP	Commercial
Governance and management	½ day	Dunedin												\$50	\$299
Governance and management	½ day	Alexandra												\$50	\$299
Meeting procedures	½ day	ZOOM		3		6				2				\$50	\$299
Strategic planning – the basics	½ day	Dunedin												\$50	\$299
Minute writing for Not for Profit Meetings	½ day	Optional ZOOM & in person.		25			24			30				\$50	\$299
Risk Management Planning in Social services settings	2.5 hours	Optional				11									
Marketing			FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	NFP	Commercial
Social media part 1 + 2	2 x ½ day	Dunedin or ZOOM	19,26	19, 26	23,30	21,28	18,25	23,30	20,27	17,24	22,29	19,26		\$100	\$395