

Finance			FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	NFP	Commercial
Accounting for non-accountants	½ day	D/ZOOM	26			21				11			\$50	\$395
Treasurers' roles risks and responsibilities	½ day	ZOOM	26				19			4			\$50	\$395
Successful funding applications and sponsorships	½ day	ZOOM		26			12				16		\$50	\$395
Personal Development														
Mental Health First Aid Toolbox	4 hours	Dunedin					18						\$50	\$395
Leadership			FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	NFP	Commercial
Communication for managers and leaders. Parts 1 & 2.	2 x 2hours	ZOOM	19					8 & 15					\$50	\$395
Communication for managers and leaders													\$50	\$395
Courageous conversations in the workplace 1&2	2 x 2hours	ZOOM			29	6	10 & 17		19 & 20				\$50	\$395
Courageous conversations in the workplace	½ day	Oamaru							18				\$50	\$395
Courageous conversations in the workplace	½ day	Balclutha							20				\$50	\$395
Career Planning for managers & leaders Part 1	2 hours	ZOOM					24 &	1			21		\$50	\$395
Career Planning for managers & leaders Part 2	2 hours	Dunedin									22		\$50	\$395
Essentials for managing staff part 1	½ day	Dunedin	25			22							\$50	\$220
Essentials for managing staff part 2	½ day	Dunedin		3		29							\$50	\$220
Essentials for managing staff part 3	½ day	Dunedin		10			5						\$50	\$220
Board & Committee Members			FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	NFP	Commercial
Governance and management	½ day	Dunedin						24					\$50	\$395
Governance and management	½ day	Alexandra									8		\$50	\$395
Meeting procedures	½ day	ZOOM				7							\$50	\$395
Strategic planning – the basics	½ day	Dunedin		5				1					\$50	\$395
Minute writing for Not for Profit Meetings	½ day	ZOOM				6				17			\$50	\$395
Marketing			FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	NFP	Commercial
Social media part 1 +2	2 x ½ day	ZOOM			21 & 28		26	3	28	4			\$100	\$395