

## IMPORTANT INFORMATION

### Please note:

- Bookings are essential
- Dates & venues are subject to confirmation

*All interested volunteers must be eligible for training in accordance with Whittlesea Volunteer Resource Service training guidelines.*

**For further information & registration please contact Sarath or Emma**

# 9401 6666



WHITTLESEA VOLUNTEER RESOURCE SERVICE  
WHITTLESEA COMMUNITY CONNECTIONS

Visit our website:  
[www.vicnet.net.au/~ciwwhit](http://www.vicnet.net.au/~ciwwhit)

## WHITTLESEA VOLUNTEER RESOURCE SERVICE

Our aim is to advance and promote volunteering activities and programs; to build a cohesive, participative and more resilient social environment; and to strengthen the volunteer capacity of local community organisations.



Community Information Whittlesea  
Shop 111 Epping Plaza, High Street, Epping



Whittlesea Volunteer Resource Service  
Whittlesea Community Connections  
Shop 111, Epping Plaza,  
Cnr Cooper & High Sts,  
Epping, Vic  
Tel: 9401 6666  
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[www.vicnet.net.au/~ciwwhit](http://www.vicnet.net.au/~ciwwhit)

Whittlesea Volunteer Resource Service jointly funded by:  
Department of Immigration & Citizenship  
City of Whittlesea  
Volunteering Australia  
Department for Victorian Communities

# FREE

## VOLUNTEER TRAINING 2007

# TRAINING / WORKSHOPS & EVENTS

February to June 2007



*Please note that volunteers from Whittlesea services/agencies and those not eligible for training assistance from other services have priority for this training.*

*Volunteers from the Northern Region & others welcome, but places are limited.*

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# WORKSHOPS & SHORT COURSES

## FEBRUARY TO JUNE 2007

### March

#### First Aid level 1

This accredited & nationally recognised one day course aims to provide volunteers with a level of understanding in First Aid that is sufficient to their work as volunteers. It is a FREE course for all volunteers in the City of Whittlesea and offered in partnership with Lalor Living & learning Centre.

**Date:** Wednesday 7 March

**Time:** 9.30am to 4.00pm

**Venue:** Lalor Living & Learning Centre  
47A French Street, Lalor (Melways 8K5)

*\* A small fee may apply for non-volunteers*

#### Cultural Awareness In Our Community

This workshop will provide an opportunity to increase understanding of cultural diversity and strengthen skills in communicating with people from diverse backgrounds.

**Date:** Monday 26 March

**Time:** 9.30am to 1.00pm

**Venue:** Whittlesea Community Connections  
Shop 111 Epping Plaza  
Cnr Cooper & High Streets  
Epping

### May

#### Food Handling Level 1

Offered in partnership with Lalor Living & learning Centre, this course is designed to provide volunteers and others who are involved in food handling with sufficient level of understanding of the basics in food handling.

**Date:** Wednesday 30 May

**Time:** 9.30am to 1.00pm

**Venue:** Lalor Living & Learning Centre  
47A French Street, Lalor

#### **Dealing with Grief & Loss—A workshop**

**This session will provide an introduction to grief and loss for volunteers and volunteer programs. Information will be provided about the grief process, grieving across cultures, the impacts of grief/loss and strategies to work with those who are grieving.**

***Date & time to be advised.***

### JUNE

#### Occupational Health & Safety for Volunteers

This workshop aims to introduce basic concepts and standards in Occupational Health & Safety to volunteers focusing mainly on OHS for the community and welfare service sector.

**Date:** Thursday 28 June

**Time:** 9.30am to 12.00pm

**Venue:** WCC, Shop 111 Epping Plaza  
Cnr Cooper & High Streets, Epping

## INTRODUCTION TO VOLUNTEERING

### INFORMATION SESSION DATES

All sessions are from  
10.00am to 12.00pm

**Tuesday 20 February**

**Wednesday 28 March**

**Thursday 26 April**

**Tuesday 22 May**

**Wednesday 20 June**

**An information session will also be held on Thursday 17th of May to celebrate National Volunteer Week.**

**The session will be held from 7pm-9pm.**

The information sessions are free and open to anyone wishing to learn more about volunteering in a relaxed discussion environment.

Participants will learn all about the benefits of volunteering, different types of volunteer opportunities, rights & responsibilities, and find out how to find the right volunteer opportunity.

*The sessions will be held at Whittlesea Community Connections, Shop 111 Epping Plaza, Corner High & Cooper Streets, Epping.*

International Volunteer Day will be held on Sunday 2nd of December at Hawkstowe Park. More information will be available from July 07.

#### JULY TO DECEMBER 2007 WORKSHOPS

**To include: Volunteering in Aged Care, Reception & Administration work, First aid Level 1 & Food handling. Dates & venues will be advised soon, please contact Sarath to register your interest.**