

Unlock Your Organisation's Future



**Training and capacity building
sessions for your community group**

communitydirectors.com.au/training



Institute of Community Directors Australia

The best-practice governance network for the members of Australian not-for-profit and government boards and committees, and the senior staff who work alongside them – providing ideas and advice for community leaders.

- **Receive ‘responsible person’ status from the ATO**
- **Receive notifications when changes are made to policies**
- **Credentials: recognition through post-nominals (MICDA, FICDA)**

www.communitydirectors.com.au

Are you looking for training that's designed especially for your unique needs?

The Institute of Community Directors Australia (ICDA) provides a range of training options designed for the staff, volunteers, board and committee members, and supporters of Australian community organisations.



Online workshops (webinars)

(1 hour)



Online Certified Community Directors course

(study at your own pace)



Face-to-face interactive training

(half day / full day)



Diploma of Governance

Australia's premier
qualification for
not-for-profits

Let us collaborate with you to deliver a tailored training program that's a unique opportunity to share experiences, celebrate ideas and gain knowledge.

Specialities

ICDA can provide off-the-shelf training for volunteers, staff members, board members and organisation leaders in the following areas of community practice (or any combination of these areas):

**Boards, governance
and leadership**

Fundraising

**Financial literacy
(beginner and intermediate)**

**How-to: meetings, decisions
and resolving conflict**

**Leadership styles and
assessment of strength**

**Communication: how to tell
your story to stakeholders**

Grant writing

**Strategic planning –
what's our story?**

**Climate change: tools for
tackling our changing environment**

**Unlocking the potential of your
not-for-profit organisation**

**Governance training for
Aboriginal and Torres Strait
Islander organisations**

**Aboriginal cultural awareness
and engagement**

**Gender equality,
diversity and inclusion**

**Governance training
for multicultural audiences**

Impact evaluation

**Succession planning
and board effectiveness**

Change management

Ethical governance

Cyber safety

**Intercultural competency
in the 21st century workplace**

**Lived experience and
community voices on
the not-for-profit board**

Pandemic: next steps

For more details on course content, please visit
[**communitydirectors.com.au/training/training-specialties**](https://communitydirectors.com.au/training/training-specialties)

Online Compact Courses

We offer three low-cost online Compact Courses designed for busy not-for-profit board members, volunteers, staff members and fundraisers.

Practical, interactive, effective and fun!

Our Compact Courses are delivered via a smart learning management system which allows you to complete each course at your own pace and at a time and location of your choosing.

How long will this course take? You may like to complete this course in one session, which, on average, takes students around 45 minutes.

Learn at your own pace: If you would rather study

in smaller blocks of time, you'll have 30 days to complete each course from the date of purchase. During that time, you can log in as often as you like and can save your progress along the way.

Get certified! On completion, you will be issued with an electronic certificate for each course by the Institute of Community Directors Australia.

For more information visit:

training.communitydirectors.com.au



Step In, Step Up

If you've recently joined a not-for-profit community board or committee, or you're thinking of joining one, or if it's your role to ensure new board members get a good induction, this is the course for you.



Where's the Funding?

For community fundraisers asking 'WTF?' ('Where's the Funding?'), this course provides help to identify all the many sources of income available to your organisation and give you confidence to start drawing from each of them.



Win More Grants

This course is designed for grassroots community groups that want to find out where to find grants and how to win them. With just a bit of know-how and some confidence you'll go from a novice to a go-getter!

Online workshops (webinars)

A celebration of ideas, knowledge and capacity-building, tailored for you.

We can bring you an information-packed series of online workshops (webinars) or you can schedule just one.

Hear from experts on some of the hottest topics, trends and issues facing your community.

Some technical information:

- Participants will need access to a computer with sound and reliable internet.
- Once registered, participants will be sent a link via email; just follow the prompts to join the webinar.
- Be sure to check your system compatibility in advance: <https://support.goto.com/webinar/system-check-attendee>
- Webinars are supported by dedicated staff as well as the presenter, and during the webinar participants will be able to type questions and participate in real-time polling.
- Participants will be able to download the presentation and any other documents shared during the webinar and may be sent a copy of the recording within 24 hours of the webinar, if desired.
- Online interactive workshops allow for more face-to-face learning and interaction between participants and the trainer as well as more peer interaction.
- Participants can always contact our team for help with any technical problems that arise.



Online Certified Community Director course

Certified Community Director is a self-paced online course covering all things community governance.

Practical, interactive, effective and fun!

Our online Certified Community Director course is delivered via a smart learning management system which allows you to complete each unit at your own pace and at a time and location of your choosing.

The course has seven units:

- Governance foundations
- Understanding and cultivating culture through recruitment
- Strategic planning and change management
- Managing your funds
- Effective communication for board members
- Conflict resolution and negotiation techniques for boards
- Finding funds

Get certified

Complete all seven units to earn the micro-credential of Certified Community Director.

Cost

The cost for Unit 1 of this course is \$290 inc GST. Units 2-7 cost \$150 each inc GST.

Know you want to complete the whole course? Purchase all seven units in advance for just \$990 inc GST (a total saving of \$200).

For more information visit

training.communitydirectors.com.au/certified-community-director



Diploma of Governance

ICDA offers the only Diploma of Governance in Australia designed specifically for the not-for-profit sector.

The ICDA Diploma of Governance is the only diploma-level course designed specifically for the board members of Australian not-for-profit boards and committees, and the CEOs and other senior staff who work alongside them.

The course is accredited by ICDA, which is an Our Community enterprise dedicated to meeting the needs of the Australian not-for-profit sector.

As a board member there are core competencies you need to have if you wish to be successful. You need skills in legal and financial accountability, strategic vision and objectives, fundraising, advocacy, self-evaluation and meetings.

Our unique **stand-alone qualification** is underpinned by our knowledge of the real world needs of the sector and our deep understanding of the needs of not-for-profits and community boards and those who work with them.

Upon successful completion of this course, you will be issued with a Diploma of Governance and you will be eligible to use the post-nominals

Dip. Gov. FICDA – Fellow of the Institute of Community Directors Australia (while you remain a financial member).

About the Diploma

- The Diploma is a fully online course.
- The Diploma can be completed at your own pace in as little as six months or up to 12 months.
- Students join a large and growing alumni of not-for-profit governance specialists, getting access to deep connections and a vibrant network of leading community volunteers, directors and workers. Our experience shows that the connections with peers that are established through the course are considered as valuable as the knowledge imparted.
- The full cost of studying for the Diploma is \$4500.

For more information on the syllabus visit:

communitydirectors.com.au/training/diploma-syllabus



In-house training

Training that's designed especially for your unique needs.

We provide a range of training options designed for the staff, volunteers, board and committee members, and supporters of Australian community organisations.

Let us collaborate with you to deliver a training program that is a unique opportunity to share experiences, celebrate ideas, and gain knowledge.

Online workshops (webinars)

Online workshops (webinars) can be delivered to up to 200 participants.

We can bring you an information-packed series of online workshops or you can schedule just one.

Face-to-face workshops

Our face-to-face training involves a deeper dive into selected topics, incorporating opportunities for interactivity. These training sessions are designed to transmit deep learning without the need for mind-numbing reading or assessments. They're interactive and practical and provide actions that can be put to immediate use.

Face-to-face training can be provided for up to 30 participants and we work with you to ensure your key priorities are achieved.



Our key trainers



Nina Laitala

Training Lead, ICDA

B Music, M Education (Music), Dip Gov, FICDA

Nina excels in strategic and change management, with a particular focus on bringing diverse stakeholders along for the journey.

As CEO of the Victorian Student Representative Council, she led the organisation through significant change, from auspice agency to charitable company limited by guarantee. During this time she honed her skills as an executive manager and advocate with a focus on strategic planning and governance.

Nina is a passionate advocate for ensuring all communities, particularly marginalised communities, have opportunities to be heard to create positive change in the world.



Jon Staley

Trainer, Governance & Community Leadership

BA (Hons), Dip Ed, Cert IV in Training and Assessment, Dip Gov, FICDA

Jon has a background as a teacher, trainer, social entrepreneur, filmmaker and writer. He began his teaching career at Northland Secondary College in Melbourne, where in 2000 he was awarded the Peter Clarke Teaching for Reconciliation Award based on his work with the Aboriginal and non-Aboriginal communities at the school.

In 2008 Jon founded the not-for-profit youth media social enterprise Youthworx, which uses creative and commercial media to work with young people who are homeless or at risk of homelessness, and he led the organisation until 2020 when he joined Our Community.



Ian Woodruff

Trainer, Governance & Community Leadership

BSc (Hons), Grad Dip Nutrition and Dietetics, M Public Health, Dip Gov, FICDA

With a background in education and healthcare, Ian has served on the former Dietitians Registration Board, held a directorship with Dietitians Australia, and served as an allied health director at Melbourne's Alfred Hospital.

At the School of Management at RMIT, Ian held various roles from senior lecturer to program director. His next role, at Orygen, saw him lead teams delivering national training programs in mental health. Before joining ICDA, he managed the professional development program at the Australasian College for Emergency Medicine and led the accreditation of hospitals involved in specialist training.



Annabel Rattigan

Trainer, Governance & Community Leadership

BA Hons, Cert IV in Training & Assessment, Certificate in Intercultural Communication, Dip Gov, FICDA

Annabel has 20 years of experience in facilitation, relationship management, and program design and delivery at small consulting firms and not-for-profits, with a focus on capacity building and leadership development.

She has facilitated programs for young people, executives from ASX companies and not-for-profits, newly arrived migrants, global teams, and community board members.

Annabel has sat on the boards of several community organisations. She is a coach, mentor and podcaster for the social enterprise Takes a Village, which supports families with neurodiverse kids.

Training fees

Type	Time	Cost (Including GST)		Inclusions	Exclusions
		Face-to-face interactive	Online		
		Up to 30 people	Up to 200 people		
Intro course	Up to 1 hour	\$2400	\$1800	<ul style="list-style-type: none"> • Pre-workshop phone call with trainer to ensure understanding of the audience and key topics of interest • Live training delivered by a single trainer either face-to-face or online using our preferred platform, Zoom • Management of bookings via online form • Pre- and post-training communications (via email); may include answering follow-up questions • Distribution of PowerPoint presentation post-training • Access to a recording of the training for all registrants (applies only to online training) • Handouts and templates (as appropriate to topic) • Feedback survey (standard report provided to client on request) 	<ul style="list-style-type: none"> • Venue hire and catering • Travel and accommodation. Most ICDA trainers are based in Melbourne. Economy flights, mileage and 3- to 4-star accommodation are charged to the client at cost. • If travel time exceeds 1 hour each way, an additional fee may need to be incurred. • Tailoring of content. Anything other than minor changes to our off-the-shelf offering will be charged at \$120 per hour. • Additional trainers and facilitators. Fees for additional trainers, if requested by the client, will be passed on to the client at cost.
Short course	Up to 2 hours	\$3400	\$2400		
Half day course	Up to 4 hours	\$4200	\$3300		
One day course	Up to 6 hours	\$4700	\$4200		

Please note for partnerships that require significant administration and relationship management, a management fee will be applicable per annum, depending on the type of load and complexity expected. Prices correct as of March 2024.

Let's talk

We are highly flexible and able to tailor our training courses to meet specific needs and budgets, so please let us know if you have any questions or would like us to arrange a quote.

ICDA is also expert at creating bespoke training sessions. Please complete the online form at communitydirectors.com.au/training/tailored-training-services or email training@communitydirectors.com.au or call us on (03) 9320 6800 to talk about your needs.

Complete online form
[communitydirectors.com.au/
training/tailored-training-services](https://communitydirectors.com.au/training/tailored-training-services)

Call us on
(03) 9320 6800



Community Directors Council

The ICDA Community Directors Council is our advisory arm and brings a wealth of talent, experience and direction to the organisation.



**Adjunct Professor
Susan Pascoe AM**

Chair, Community Directors Council; inaugural commissioner, Australian Charities and Not-for-profits Commission (ACNC)



Dr Sonja Hood,
CEO, Community Hubs
Australia



**Emeritus Professor
Myles McGregor-Lowndes**

Australian Centre for Philanthropy and Nonprofit Studies, Queensland University of Technology Business School



Ms Jodi Kennedy,
general manager, Charitable
Trusts and Philanthropy,
Equity Trustees



Ms Jahna Cedar OAM,
Director, Policy, Evaluation
and Indigenous Engagement,
IPS Management



**Professor Emerita
Cynthia Mitchell,**
University of Technology Sydney



Ms Sheena Boughen OAM,
culture strategist, community
activist, arts leader



**Adjunct Professor
Anne Cross AM,**
Non-executive director on
multiple boards, former Uniting
Care Queensland CEO, Adjunct
Professor, School of Nursing,
Midwifery and Social Work,
University of Queensland



Ms Catherine Brooks,
senior advisor,
Wendy Brooks and Partners



Gemma Purcell
Chair, Murrumbidgee Landcare
Inc, state advisory council
member for Landcare NSW.

About Our Community

ICDA is an enterprise of Our Community, one of Australia's leading social enterprises. Formed in 2000 thanks to social investment from a handful of forward-thinking investors, Our Community is a self-sustaining organisation that works to build stronger communities through stronger community organisations. The Our Community group of enterprises includes:



Institute of Community Directors Australia (ICDA): The best-practice governance network for the members of Australian not-for-profit and government boards and committees, and the senior staff who work alongside them – providing ideas and advice for community leaders



FundingCentre.com.au: The best place to go to get and store information on grants and fundraising in Australia



GiveNow: Australia's most innovative giving platform – increasing donations to community causes, helping people become better givers, and providing a payment solutions hub for all not-for-profits



Communities in Control: Australia's most inspiring annual community sector gathering: thought leadership for the not-for-profit sector



SmartyGrants: Software, data science and intelligence for revolutionary grantmakers – accelerating outcomes and impact



The Innovation Lab: The engine room for sharing ideas and mobilising data science to drive social change



Our Community House: A co-working space for the social sector, where data and creativity come together to catalyse social change

