

Unlock Your Organisation's Future

Training and capacity building sessions for your community group

communitydirectors.com.au/training

INSTITUTE OF COMMUNITY DIRECTORS AUSTRALIA
Knowledge Connections Credentials

an enterprise of:
ourcommunity.com.au
Where not-for-profits go for help



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

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.

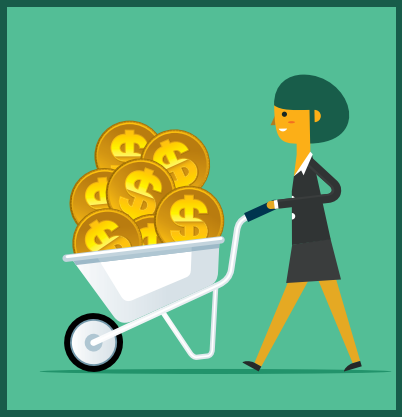
Get certified! On completion, you will be issued with an electronic certificate for each course by the Institute of Community Directors Australia.

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.

Self-paced online course

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.



Kate James
Trainer, Governance & Community Leadership
BA, LLM (Juris Doctor), Graduate Diploma of Legal Practice, Certificate III (Investigations Certificate IV (Government Investigations), NMAS Mediation Skillset

Kate (they/them) has a professional background spanning commercial law, government, private investigations and management consulting. They've worked with community groups of all shapes and sizes, providing legal and regulatory advice, conducting cultural reviews, and facilitating restorative processes.

They have a long-standing interest in capacity-building and was awarded by the Law Council of Australia for their research in this area. A qualified mediator, Kate also has special interests in conflict resolution, trauma-informed practice, and psychosocial safety. Kate's training style is grounded and pragmatic, with a focus on building connection and confidence.



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

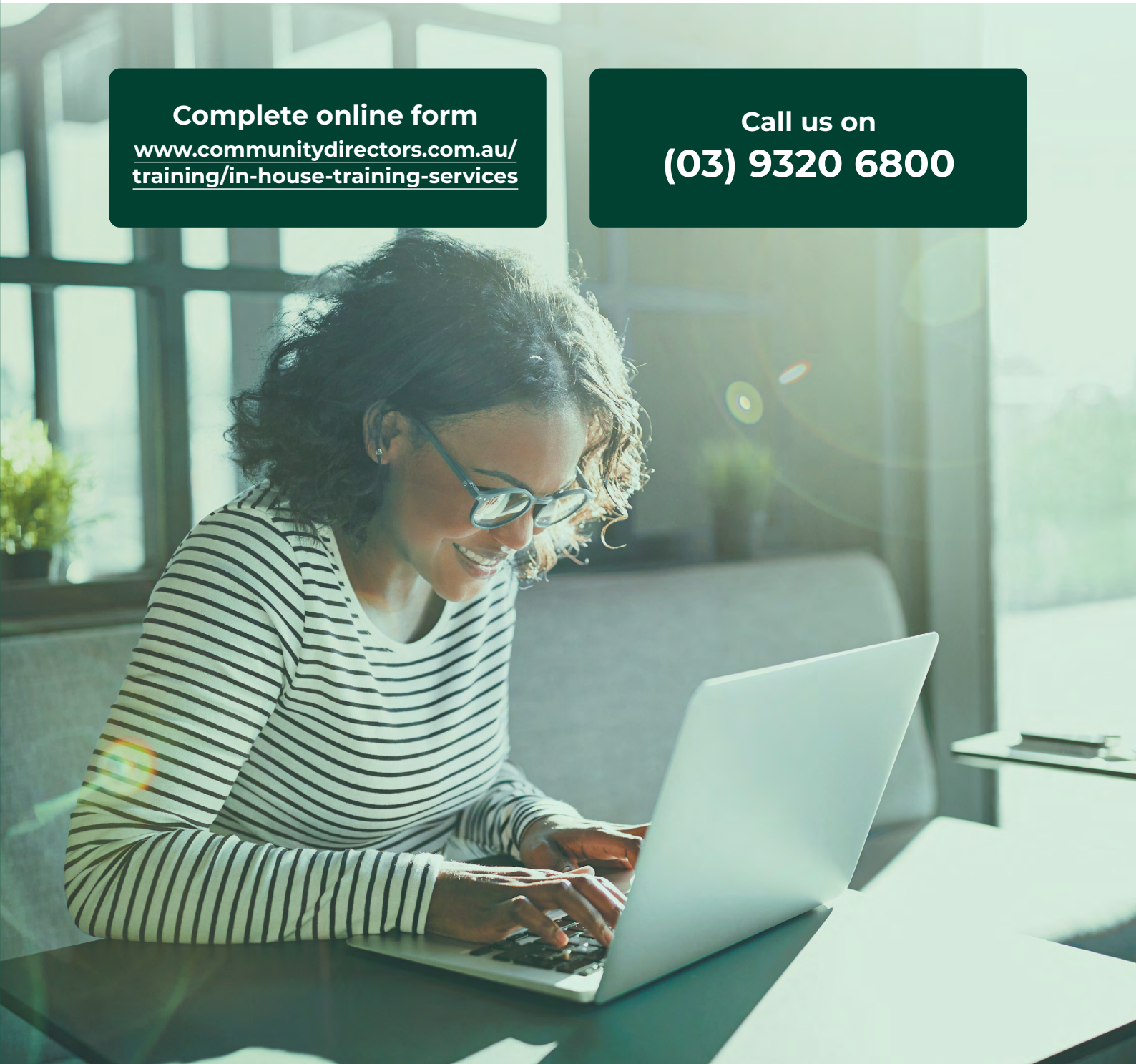
Type	Time	Cost (Including GST)		Inclusions	Exclusions
		Face-to-face interactive	Online		
		Up to 30 people	Up to 200 people		
Intro course	Up to 1 hour	$2400	$1800	• Pre-workshop phone call with trainer to ensure understanding of the audience and key topics of interest • Live training delivered by a 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) • Certificate of completion	• 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. • Where appropriate in-person workshops above 30 participants will incur an additional cost per head.
Short course	Up to 2 hours	$3400	$2400		
Half day course	Up to 4 hours	$4500	$3600		
One day course	Up to 6 hours	$5500	$4900		

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 December 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 **www.communitydirectors.com.au/training/in-house-training-services** or email **training@communitydirectors.com.au** or call us on (03) 9320 6800 to talk about your needs.



Complete online form
www.communitydirectors.com.au/training/in-house-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

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

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



Last updated December 2024