

Working Well: 101

A workshop series for not-for-profits

The sessions below can be shaped and tailored to meet the needs of your group. Each session is 90 minutes long and is designed to be informal and conversational whilst exploring best practice principles.

Session 1

Basic Budgeting

- Purpose and function of a budget
- Who is responsible?
- Requirements of a budget
- Differences between an Operational budget and a Project budget
- Reporting against your budget
- How to draft a budget

Session 2

Governance: Best Practice

- The 'four fundamentals' of good governance and what this looks like in action
- Differences between governance and management and practical ways to create healthy separation in your context
- Role and responsibility of key office bearers; Chair, Treasurer and Secretary
- Committee make-up and effective meeting practices

Session 3

Community Engagement

- What is community engagement?
- Defining your community
- Spectrum of engagement activities
- Examples of practical engagement tools

Session 4

Strategic Planning - Part 1

- Explore the benefits and purposes of strategic planning
- Discuss the key components of a strategic plan; Vision, Mission, SWOT, PEST, SMART goals
- Review templates and strategic plan structure

Session 5

Strategic Planning - Part 2

- Confirm your Vision, Mission and Values
- Carry out SWOT and PEST analysis
- Begin to determine SMART goals for your group

