

Course Type	Length	Location	January	February	March	April	May	June	July	August	September	October	November	December	NFP	Commercial
Not for Profit Organisations																
Finance																
Accounting for non-accountants	½ day	Dunedin		26			15				11				\$50	\$260
Treasurers' roles risks and responsibilities	½ day	Dunedin						19							\$50	\$260
Successful funding applications and sponsorships	½ day	Dunedin			28			5				17			\$50	\$260
Leadership																
Communication for managers and leaders	½ day	Dunedin		20											\$50	\$260
Communication for managers and leaders	½ day	Alexandra		21											\$50	\$260
Courageous conversations in the workplace	½ day	Dunedin								21					\$50	\$260
Courageous conversations in the workplace	½ day	Alexandra								22					\$50	\$260
Developing self for managers and leaders	½ day	Dunedin										30			\$50	\$260
Developing self for managers and leaders	½ day	Alexandra										31			\$50	\$260
Essentials for managing staff part 1	½ day	Dunedin				22			23				7		\$50	\$260
Essentials for managing staff part 2	½ day	Dunedin				29			30				14		\$50	\$260
Essentials for managing staff part 3	½ day	Dunedin					5			6			31		\$50	\$260
Board members and committee members																
Governance and management	½ day	Dunedin				11			25						\$50	\$260
Meeting procedures	½ day	Dunedin					22								\$50	\$260
Strategic planning – the basics	½ day	Dunedin			5										\$50	\$260
Minute writing for Not for Profit Meetings	½ day	Dunedin				4					17				\$50	\$260
Marketing																
Social media part 1	½ day	Dunedin					24			30					\$50	\$260
Social media part 2	½ day	Dunedin					31				6				\$50	\$260

How to register: ☎ 03 479 0181 | 0800 42 49 68 | @ training@otagochamber.co.nz | 🌐 www.otagochamber.co.nz

All information is correct as at 01 February 2019.

All prices are GST exclusive. NFP = Not for Profit organisations Commercial = Organisations outside of the Not for Profit sector