

**Please Note:**

Training sessions are **free** of charge and run for approximately 2 hours.

Bookings are essential for all sessions.

**Workshop Venue:**

Our workshop locations vary for each session. Please ensure that you RSVP. This will enable us to send you a confirmation email including details the training venue one week prior to attending.

**Our workshops will commence on time.**

If you are late there is a chance you will not be allowed entry, as it can be disruptive to the workshop and other attendees. We appreciate your effort to be on time.

If you are interested in attending training and workshops please RSVP by contacting:

**Laura Calderone**  
Project Co-ordinator  
Mental Health and Well-being Program

**South East Volunteers**

**Phone: 9562 0414**

**Fax: 9562 0411**

**Email: L.Calderone@sev.org.au**



*'strengthening our community'*

*Our aim is to link community service organisations with prospective volunteers from the community, and to provide quality training opportunities to ensure a mutually rewarding experience for all participants.*

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*This training calendar is provided in partnership with South East Volunteers*

*and South East Melbourne*

*Partners in Recovery*

*As part of the Mental health and Well-being Program*

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# Volunteer Training Calendar 2015/16

**To Book Contact South East Volunteers**

**Phone: 9562 0414**

**Fax: 9562 0411**

**Email: L.Calderone@sev.org.au**

## Training Workshops 2015/16

**Time: 10.00am—12.00pm**

**Venue: To Be Confirmed**

### Stress Management

**Date: Monday 30th November, 2015**

**Facilitator: Meg Phillips—Balance4Life**

**Brief:** Stress is our reaction to external events and we can experience any or all of the following responses. Anxiety, tension, nervous laughter, dry mouth, moodiness and /or irritability. Stress is inevitable and developing effective strategies will enable you to be calmer in stressful situations. A resilient mindset will enable you to cope in spite of setbacks or limited resources and this workshop will give you some strategies to create a flexible and positive mindset.

### Boundaries: Personal & Professional

**Date: Wednesday 2nd December, 2015**

**Facilitator: Dianne Taylor—**

**Sirius Business**

**Brief:** Understanding personal and professional boundaries is the single most important thing you can do to improve your relationships (both work and personal). This workshop gives you some guidelines and strategies on how to set those boundaries.

### Social Awareness

**Date: Monday 15th February, 2016**

**Facilitator: Meg Phillips—Balance4Life**

**Brief:** Social Awareness is being aware of others' feelings, needs and concerns. Empathy is about sensing others' feelings and perspectives and taking into account their concerns. People lacking this competency often come into conflict or stereotype others. The workshop also covers Service orientation, which is when you understand and meet your clients needs and match them to the appropriate services or products. You can create a culture of service by modeling and planning ahead to meet the needs of clients.



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## Introduction to Volunteering Training Sessions

**Time: 10.00am—12.00pm**

**Venue: TBC**

**RSVP: info@gdvrs.org.au**

Wednesday 25th November, 2015

Wednesday 24th February, 2016

Wednesday 23rd March, 2016



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Introduction to Volunteering is a workshop aimed at those new to volunteering and those wanting to update their knowledge.