

**Socialink**  
**Tūhono Pāpori**

Building a Thriving Social Sector

Western  
Bay of Plenty

**January – June 2024**

**Training and  
Professional  
Development  
available**



**The  
Kollektive™**

Date	Training Details	Facilitator	Time Commitment	Venue	Cost
1/02/2024	<p><b>Mentor Programme</b>            Are you new to management or leadership? If so, you may very well benefit from being mentored by an experienced manager/leader. Read more about this programme <a href="#">here</a>.</p>	Christa George	Various	The Kollektive	\$250
12/02/2024	<p><b>Stepping up to Leadership - Series</b>            A series of five workshops spaced three weeks apart with peer group support to explore, build and practice ways of being a leader in the social sector. Nicky Benson will facilitate insights, provide tools and frameworks and ground learning in practice to build your competence and confidence in leading others in an unpredictable world. Find out more about Nicky and the programmed <a href="#">here</a>.</p>	Nicky Benson	3 hrs every 3 weeks for 6 sessions	The Kollektive	\$150.00
20/02/2024	<p><b>Be the Best that you can Be</b> - Your community needs you at your best, doing your best work</p> <p>Tina Akuhata of the The Happy Workcoach is proud to bring you what the experts say about burnout and the strategies you can use to execute your work task more efficiently, to be more resilient in the face of challenges and deliver on your organisation's promises. <a href="#">Booking details here</a></p> <p>This session is for anyone who wants to develop resilience in the face of challenging times in the community sector and brings out the best in self and others.</p>	Tina Akuhata	9.30am – 1pm	The Kollektive	\$75.00
21/02/2024	<p><b>Funding Workshop</b>            Learn about making a funding application for your organisation. Meet our local philanthropic funders. Find out what is important to them. Discuss your issues. Ask questions. More details and <a href="#">bookings here</a></p>	Various from Funding organisations	9.30am – 4pm	The Kollektive	\$25.00

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23/02/2024	<b>Understanding Finances – Series – Part 1</b> A once a month session on all the different aspects of managing finances for a not for profit organisation. Part 1. The basics of Xero.	Tracy Stockman & Kathy Robb	10.00am – 11.30am	The Kollektive	NFP free
27/02/2024	<b>Visit to Huria Marae – Cultural Induction.</b> Experience tikanga and learn about Huria Marae – it’s history and the services provided. <a href="#">Book here</a>	Huria Marae	9am – 12 noon		Koha
<b>March</b>					
1/03/2024	<b>Artificial Intelligence – Making your working life easier</b> A practical session on using AI as a tool to make life easier. Scott Nicholson will take us through how to access and use to your own benefit. More info and booking details here	Scott Nicholson		The Kollektive	\$15.00
12/03/2024 & 26/03/2024	<b>Communication Skills Training</b> Carly Shorter of Communicate Powerfully, facilitates this highly practical course over 2 x 4 hour sessions. Carly is the director of People Realm, a training & coaching company working across New Zealand - supporting people to own their awesome and make a greater impact through their communication at work. Find out more about Carly and the content of this very popular training <a href="#">here</a> .	Carly Shorter	9am – 1pm	The Kollektive	\$95
14/03/2024	<b>Best Practice Guidelines (BPGs) for Volunteering - Tauranga</b> Learn how to manage your volunteers through the guidelines developed for NZ, Learn more and book	Angela Wallace	9am – 12.30pm	The Kollektive	\$20.00
18/03/2024	<b>Enhancing well being with a strengths based approach</b> Learn how to maximise your teams assets and strengths and develop your understanding of how teams work. With Jo Weise an accredited Jo is a trained strengths and talent coach with a qualification in career development and works with individuals and teams helping them be the best versions of themselves	Jo Weise	1pm – 4pm	The Kollektive	\$75.00

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20/03/2024	<b>Best Practice Guidelines (BPGs) for Volunteering - Katikati</b> Learn how to manage your volunteers through the guidelines developed for NZ, Learn more <a href="#">and book</a>	Angela Wallace	9am – 12.30pm	Katikati	\$20
22/03/2024	<b>Understanding Finances – Series – Part 2</b> A once a month session on all the different aspects of managing finances for a not for profit organisation. Part 2. .Invoicing, bills, receipts, EOY	Tracy Stockman & Kathy Robb	10.00am – 11.30am	The Kollektive	NFP free
<b>April</b>					
9/04/2024, 10/04/24	<b>Tableau 2 Day Training</b> 2 day workshop that will show organisations the power and flexibility of their data through Tableau.	Mubashir	9.00 – 5.00pm	The Kollektive	NFP \$100 Govt \$250
11/04/2024	<b>Tableau half day refresher</b> A practical refresher with time for lots of Qs & As.	Mubashir	9.30am - 12.30pm	The Kollektive	TBA
22/04/2024	<b>Time Management Workshop</b> Giving individuals the basic skills needed to manage their time effectively in our modern world.	Lisa Woolley	9.00 – 12pm	The Kollektive	\$50
26/04/2024	<b>Understanding Finances – Series – Part 3</b> A once a month session on all the different aspects of managing finances for a not for profit organisation. Part 3. .Funding Accountabilities	Tracy Stockman & Kathy Robb	10.00am – 11.30am	The Kollektive	NFP free
<b>MAY</b>					
1 & 2/05/2024	<b>Mental Health 1st Aid - 2 day face to face</b> A 2 day course teaching you to recognise signs and symptoms of a developing mental health issue & provide support. MHFA is the help given to an individual in the early stages of or developing a mental health issue such as depression, anxiety, or substance misuse. MHFA also teaches techniques for initial responder care for those in a mental health crisis including panic attacks, chronic anxiety, predisposition to self-injury and aggressive behaviour. MHFA is given until professional treatment is received or until the crisis resolves.	Humanex	9am - 4	The Kollektive	Not for Profits \$195 Commercial & Govt \$545

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20/05/2024	<b>The Power of LinkedIn</b> With Leeann of FaceUpNow – Tauranga’s resident specialist in all things social media. LinkedIn is an under-utilised but extremely powerful social media tool. You would be surprised at the success statistics.	Leeann Bassett	9.30am – 12.30pm	The Kollektive	\$95
22 & 23/05/24	<b>Mental Health 1st Aid - Youth - 2 days face to face</b> As above, but specifically aimed at young people	Humanex	8.30am - 5pm	The Kollektive	Not for Profits \$195 Commercial & Govt \$5445
26/05/2024	<b>Understanding Finances – Series – Part 4</b> A once a month session on all the different aspects of managing finances for a not for profit organisation. Part 4. Budgets	Tracy Stockman & Kathy Robb	10.00am – 11.30am	The Kollektive	NFP free
28/05/2024	<b>Data Resources</b> Join the Community Insights team to find out about Social Data Dashboards created specifically for Tauranga and the Western Bay of Plenty.	Liz Flaherty Tracy Stockman	1.00pm - 3.30pm	The Kollektive)	NFP free
16/05/2024	<b>Using Google Forms</b> Using Google forms, question types, google sheets, basic charts	Liz Flaherty & Tracy Stockman	9.30am - 12pm	The Kollektive	\$20
<b>June</b>					
11/06/2024	<b>Annual Reporting</b> Completing your annual report is a legal requirement for all registered charitable organisations. Learn how to use your annual report to tell the story of your organisation using your data correctly and creatively.	Liz Flaherty & Richard Dey	9.30am – 12.00 noon	The Kollektive	\$20
25/06/2024	<b>Excel – Advanced</b> Topics to be determined	Cathi Barker – Software Solutions	2pm – 5pm		\$50

Date	Training Details	Facilitator	Time Commitment	Venue	Cost
26/05/2024	<b>Understanding Finances – Series – Part 5</b> A once a month session on all the different aspects of managing finances for a not for profit organisation. Part 5. Cashflow Forecasting	Tracy Stockman & Kathy Robb	10.00am – 11.30am	The Collective	NFP free

### Other Topics Planned but not Finalised

<b>July</b>	
TBC	<b>Annual Reporting with Canva</b>
4/07/2024	<b>What's Your Impact – Part 1</b> Evaluating your project
25/07/2024	<b>What's Your Impact – Part 2</b> Evaluating your project
<b>August</b>	
23/08/2024	<b>Understanding Finances – Series – Part 6</b> Reading financial reports
<b>September</b>	
2/09/2024	<b>HR Fundamentals</b> This workshop gives individuals a basic introduction to HR management
27/09/2024	<b>Understanding Finances – Series – Part 7</b> Annual Financial Statements

<b>October</b>	
	<b>Tableau – 2 day training</b>
	<b>Tableau half day refresher</b>

Please refer to our website for booking and final information. Some events have not yet been posted but will as soon as all details have been confirmed.

Please be aware that other training may be added. For the most accurate information we advise that you check our website at:

[www.socialink.org.nz/learning](http://www.socialink.org.nz/learning)

For any queries, please contact Kathy Webb on [kathy@socialink.org.nz](mailto:kathy@socialink.org.nz)