

## INDUCTION INTO THE NOT FOR PROFIT SECTOR

*A generic workshop for those new to the sector*

The aim of this workshop is to enable newcomers to the sector to be able to identify key concepts about the Not for Profit sector working environment, so that they can become productive quickly.

This Workshop is designed to be accompanied by the “[Guide to working in the Not for Profit sector in WA](#)” by WACOSS. Each participant should have a copy.

There is a [Power Point presentation](#) which is part of this workshop and is available on the WACOSS website.

### LESSON PLAN

Time allocation	Topic or activity	Resources required
9.30 – 9.40	Welcome to the orientation  <i>Possible- icebreaker</i>  Housekeeping breaks/lunch/loos/group rules	Nametags for the participants
9:40– 9:55	<i>Activity –brain dump</i>	Butcher’s paper or white board summary

	<p>What not for profits we know</p> <p>What we know they do</p> <p>What they are like</p>	Whiteboard markers
10.00 – 10.10	<p><i>Orientation to the not for profit sector</i></p> <p>-kinds of not for profits</p> <p>–organisational structure</p>	PPT
10.10 – 10.20	<p><b>ACTIVITY</b></p> <p>Group Discussion:</p> <p>What difference does the Not for Profit sector make to our community?</p>	Groups to report back
10.20 – 10.30	<p><i>Kinds of Not for Profits –</i></p> <p>Sectors, differences</p>	<p>Presentation from a panel of experts from different sectors</p> <p>OR</p> <p>PPT</p>
<b>10.30-11.00</b>	<b>Morning Tea</b>	

<p>11.00-11.30</p>	<p>Group task</p> <p><b>Using whatever resources are available to you, find five different not for profit organisations and be prepared to discuss their aims, their target group and their funding.</b></p> <p>The aim is to enable participants to experience the variety and scope of Not for Profits.</p> <p>This can be done physically in some settings by sending groups for a walk around a local Lotteries House,</p> <p>or doing an internet search,</p> <p>or browsing the while pages.</p>	<p>Reporting back, grouping into sectors.</p>
<p>11.30-11.45</p>	<p><i>Who works in the community sector and why</i></p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Volunteers</li> </ul>	<p>PPT</p> <p>Volunteer Handbooks from Volunteering WA as a ‘show and tell’</p>

11.45-12.15	<p><b>Discussion:</b></p> <p><b>What skills and attitudes do we need to do to work with staff and volunteers in not for profits?</b></p> <p><b>Concepts to be discussed include:</b></p> <ul style="list-style-type: none"> <li>• <b>Causes of poverty – and myths</b></li> <li>• <b>The dignity of the client</b></li> <li>• <b>Empowerment vs dependency</b></li> <li>• <b>Respect for the professionalism of colleagues and volunteer workers</b></li> </ul>	Mind map on whiteboard
12.15 – 1.00	Lunch	
1.00 – 1.30	<p><i>Clients in not for profits</i></p> <p><i>Topics to cover are</i></p> <ul style="list-style-type: none"> <li>• Confidentiality</li> <li>• Clients in the office!</li> <li>• Safety for all</li> </ul>	PPT

	<p>The Working with Children Check card</p> <p>The Police Clearance</p> <p>National Privacy Principles</p>	Handout of the National Privacy Principles
1.30 – 1.50	Discussion –how do we then keep appropriate file notes?	
1.50 – 2.20	<p><i>Where is the Money coming from?</i></p> <p>Grants and their impact on NFPs</p> <p>Fees for Service</p> <p>Contracts</p> <p>Social Enterprises</p> <p>Standard Charts of Accounts</p>	<p>PPT</p> <p>Lotterywest applications</p>

2.20 – 2.45	<p><i>The Modern award</i></p> <p>Features of the working day, salary structures,</p> <p>Time Off In Lieu</p> <p>Salary Sacrifice</p> <p>How to get a job in the community sector</p>	Link to information about the award
2.45 – 3.00	<b><i>Afternoon tea</i></b>	
3.00 – 3.15	<p><i>Discussion on professionalism in the workplace and out of it</i></p> <ul style="list-style-type: none"> <li>• Group discussion</li> <li>• Role play re barbeque conversation</li> <li>• Discussion re: <ul style="list-style-type: none"> <li>○ Dress codes</li> <li>○ Your values</li> <li>○ Humour</li> </ul> </li> </ul>	

3.15 – 3.45	<i>Policy and Procedure manuals</i> –what they tell us about the organisation and its practices.	Copies for discussion and examination
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3.45 – 4.00	<p><i>Examination of an Annual Report- for a Not for Profit organisation</i></p> <p>Find out what are an organisation's Objects, Mission and Vision</p> <p>What values does the Annual Report show?</p> <p>How is the organisation governed? Be ready to explain it to the rest of the group.</p> <p>What are the main sources of income and the main areas of expenditure?</p> <p>What do you learn from looking at the Annual Report?</p>	Copies for examination
4.00-4.15	Round up of the day	