

*Ways to make  
a difference*



WACOSS ORGANISATION DEVELOPMENT SERVICES

CUSTOMISED TRAINING

## **WACOSS** *Customised Training*

WACOSS Organisation Development Services offers a range of training options that are suitable for all organisations, large and small, from the Community, Not-For-Profit, Government and Corporate sectors.

There are four main approaches to the delivery of WACOSS training:

Professional Development Program  
Training Workshops  
Customised Training

### **Customised Training**

WACOSS is committed to helping to build strong, viable, well managed, and well governed organisations throughout Western Australia. We can contribute to this goal by providing in-house training that delivers relevant, up-to-date and tailored training sessions that are designed to suit the individual needs of your organisation and the uniqueness of your service delivery.

Just as with the open training workshops conducted by WACOSS, internal training days provide a forum that actively promotes the exchange of ideas and shared knowledge across intra-organisational divides.

All of the workshops offered by WACOSS are facilitated by professionals with experience in both the Corporate and Community sectors.

Listed on the next page, are examples of the workshops currently on offer to the public, which cover both organisational needs and development of the individual, and all of which are available for customisation and in-house delivery.

If your organisation would like a presentation on a topic that is not listed, one off training workshops can be developed and delivered.

### **For more information...**

Contact the WACOSS Training Coordinator on (08) 9420 7222 or e-mail [training@wacoss.org.au](mailto:training@wacoss.org.au)

### **Rural and Regional Training**

WACOSS is committed to helping to build strong, well managed, and well governed organisations throughout Western Australia. WACOSS facilitators are available to present customised versions of any of the workshops listed above, or others, in Regional or Rural centres.

Please contact the Training Coordinator on (08) 9420 7222 to discuss further.

#### **Contact:**

2 Delhi Street  
West Perth 6005  
Tel: (08) 9420 7222  
Fax: (08) 9486 7966  
Freecall: 1300 658 816  
[wods@wacoss.org.au](mailto:wods@wacoss.org.au)  
[www.wacoss.org.au](http://www.wacoss.org.au)

# Ways to make a difference



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## WACOSS

### Customised Training - Available Topics

- Finance** "Finding Your Inner Accountant" Parts 1 and 2
- Governance** "Oh My Goodness, I'm on a Board" The how to of Governance  
"Risk Management – the ABC of IAC"  
"Creating a Map For Organisational Excellence" Strategic Planning
- Human Resource Management**  
"Getting It Right From The Start" – Effective recruitment processes  
"More Than a Bandaid" – Understanding Workers Compensation  
"OHS Made Easy" – Proactive Occupational Health & Safety  
"You Say Tomato" – Managing a diverse workforce
- Thriving Beyond Survival**  
"Moving Beyond Boring Meetings and AGMs"  
"When Cake Stalls Can't Cut It Anymore" – Fundraising in the 21st century  
"The Project Manager's Toolbox" – The how to of managing projects  
"Talk of the Town" – Event management  
"I Have a Dream – Now what?" Effective lobbying and advocacy  
"How to Get Your 15 Minutes of Fame" – Media management
- Skill Development**  
"The Facilitator's Bag of Tricks" – Ever popular 'train the trainer' workshop  
"Creating Child Protection Policies for the Workplace, not the Bookshelf"  
"Excuse me sir but,...you are freaking me out!!" – Dealing with clients in crisis  
"Extending Your 15 Minutes of Fame"- Professional media presentation skills
- Leadership**  
"How Many Times Do I Have to Say It?" Effective communication skills  
"How to be a 'SUPER' Supervisor" Become an effective supervisor  
"Leading From Within" - Situational Leadership  
"Where is the love?" - Negotiation and conflict resolution skills  
"More than a gold star"- How to conduct effective performance appraisals  
"Presentation skills for the mortally terrified"

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