



Evolve Events

Training Catalogue

For further information or a free,
no obligation consultation about
your training needs, please contact:

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Training Summary

Courses available anywhere in WA

Custom courses

- ✓ **Over 50** personal and professional development topics.
- ✓ All courses are available at the **time and a date of your choice** – fully customised to meet your group's needs.
- ✓ Available anywhere in WA.
- ✓ Custom courses offer **huge per-person cost savings**, compared with public courses.
- ✓ One day courses \$1950 / \$1650 NFP, for up to 24 people, inc GST. Discounts available for multi-day bookings.
- ✓ For full details contact katrina@evolvevents.com.au or (08) 6117 5520.

Public training calendar

- ✓ Held in Evolve's central Subiaco location.
- ✓ Registration includes:
 - high quality materials
 - a take-home resource package
 - all-day catering
 - a personalised certificate of attendance.
- ✓ Easy online booking system.
- ✓ High quality, low cost training, with one day courses: \$285 standard, \$185 NFP, \$125 concession.

Pay even less when you book a second or third day in the same booking.
- ✓ For full details and bookings for our current Training Calendar, [click here](#).

These courses are designed to build individual abilities and **future proof organisations** by developing practical skills in an **engaging, interactive format**, packed with **real world examples, tools and templates** and **take-home resources** to use afterwards.

Press **Ctrl and click** to jump to any section:

1. Leadership, Organisational Culture and HR Management

Designed for leaders, managers, board members and those with strategic influence, these courses explore big picture issues for organisational direction and managing people. Topics include Strategic Planning, Risk Management, Coaching Skills and Governance.

2. Communication and Interpersonal Skills

Focused, practical courses which build essential skills transferable to a range of industries and spheres of life. Topics include: De-escalating Aggression, Conflict Resolution, Counselling Others and Amazing Customer Care.

3. Public Speaking and Presentation Skills

The invaluable life skill of being able to address an audience.

4. Diversity

Understanding and working with diverse groups. Topics explore groups including Millennials, CaLD groups, Gender and Sexual Diversity (GSD) groups and Older People.

5. Psychology and Cognitive Skills

The thinking skills which impact everything we do.

6. Mental Health and Wellbeing

A range of courses which are all about staying mentally healthy and building awareness and resilience.

7. Event Management

Skills to create successful, well organised events.

8. Marketing and Promotions

Ideal for small business and not-for-profit organisations, these courses look at budget conscious ways to raise profile and promote messages, products and services.

9. Community Sector Skills

Topics of special interest to not-for-profit organisations, charities and community groups including Fundraising, Grant Writing, Attracting Volunteers and Engaging Members.

10. Civics and Advocacy

World-changing skills related to citizenship, campaigning and getting your message out.

11. Personal Development and Self-Management Skills

Personal effectiveness and organisation skills.

Strategic Planning

1-2 days

Understanding the strategic planning process and developing an effective, usable plan for your organisation. Includes a take-home package of tools, templates and resources which can be easily adapted to suit your organisation's needs.

- Day 1: Overview and Skills Training
- Day 2: Guided Writing Workshop

Developing Policies

1-2 days

What policies should your organisation have and how should you go about developing them? Learn how to write concise, effective policies in plain English!

This course is suitable for new organisations, developing policies for the first time, along with established organisations looking at a review and revamp.

- Day 1: Overview and Skills Training
- Day 2: Guided Writing Workshop

Risk Management

1-2 days

A beginners' guide to understanding risk management and developing a risk management plan for a specific project – or for your whole organisation. Focus on improving and developing your plan, a range of ways to minimise risk and improve your practices.

- Day 1: Overview and Skills Training
- Day 2: Guided Writing Workshop

Coaching Skills

1-2 days

Coaching is a powerful tool for improving performance, retaining staff and achieving results. This course empowers managers with real-world coaching techniques which are immediately usable.

- Day 1: Overview and Skills Training
- Day 2: "Coach the Coach" Clinic: intensive practice and feedback

Governance

1-5 days

Many people find themselves on a board or management committee without the fundamental skills and understandings which are essential for basic legal compliance — let alone a thriving organisation!

This course comes as modular format of up to five days which will develop beginners into competent board members. Shorter versions are also available for more experienced people.

- Day 1: Introduction to Governance: Roles, Constitutions, Decisions and Compliance
- Day 2: Strategic Planning and Organisational Sustainability
- Day 3: Ethical Decision Making
- Day 4: Risk Management
- Day 5: Policy Development

Inclusive Cultures

1 day

Do you know the difference between equality, equity and inclusion?

This course goes beyond compliance to explore ways in which organisations can reap the benefits of becoming more accessible and engaging to diverse staff and customers.

Succession Planning

1 day

If your key people left, would your organisation have to start back at square one again? This workshop looks at how to mentor and develop skills of newer members, how to document and share corporate knowledge and how to conduct effective handovers.

Preventing Bullying and Harassment

1 day

This course focuses on the preventative steps any organisation can take to ensure safe workplaces.

Drawing on the legislation and latest research, this session is designed for all organisations who wish to reduce or eliminate these harmful behaviours, before they occur.

Strength-Based Performance Management

2 days

In the past, performance management was focused on correcting employee weaknesses. This deficit-focused model, relied on identifying gaps in performance and requiring improvement.

In many organisations, the reality is a perfunctory, yet stressful process, which is disproportionately focused on discipline and identifying underperformance.

Strengths-based performance management is an alternative approach for those who want to get the best from their people. It flips the model from a deficit-based approach to one focused on employee strengths and assets and how these can be best utilised to improve performance and achieve workplace goals.

Managing Mental Health in the Workplace

1 day

One in four Australians will experience a mental illness at some point in their lives. That means that at any given point, a proportion of your workforce is either experiencing, heading towards or recovering from a mental health disorder.

This positive and practical workshop is designed for those who supervise and support others and looks at general understandings of mental health issues, what to look out for, how to support staff and duty of care requirements for managers.

Can't find the topic you are looking for?

**We are always developing new courses,
so ask us about the option of
custom-creating a course to
meet your specific needs.**

Conflict Resolution

1-2 days

Conflict is inevitable, but knowing how to manage and mediate it properly can mean the difference between a positive outcome and an ongoing problem! We explore issues such as conflict styles, resolving issues, incorporating diverse perspectives and mediating agreement.

- Day 1: Overview and skills training
- Day 2: Intensive practice and feedback clinic

De-escalating Aggression

1-2 days

Learn to prevent violent situations and calm potential aggressors.

Avoid critical incidents before they happen and learn how to respond to someone who is beyond reasoning.

- Day 1: Overview and skills training
- Day 2: Intensive practice and feedback clinic

Networking Skills

1-2 days

How to make and capitalise on personal connections and develop win-win professional relationships.

- Day 1: Overview and skills training
- Day 2: Intensive practice and feedback clinic

Persuasive Communications

1-2 days

The psychology of persuasion! Learn to frame your message effectively, become more influential and convince others of your message.

- Day 1: Overview and skills training
- Day 2: Intensive practice and feedback clinic



Negotiation Skills

1-2 days

Negotiation is all about psychology. This practical and insightful course explores a range of negotiation techniques which will work for you across diverse situations.

- Day 1: Overview and skills training
- Day 2: Intensive practice and feedback clinic

Amazing Customer Care

1 day

Amazing customer service is all about managing and then exceeding expectations. This course looks at simple yet profound ways to transform the customer experience and "manicuring the hand that feeds us".

Communication tools

Language and authenticity

Issues and positive framing

Empathy

Negative behaviours

Telephone tips

Meeting Facilitation Skills

1 day

This practical course looks at how we can better plan and execute meetings which achieve our objectives and maximise use of time, while ensuring everyone is heard.

Managing Challenging Personalities

1-2 days

This evidence-driven session draws on psychological research to develop skills for dealing with difficult people.

Exploring areas such as human motivations, communication styles and personality spectrums, it will equip you to build stronger relationships and better manage challenging conversations.

- Day 1: Overview and skills training
- Day 2: Intensive practice and feedback clinic

Public Speaking and Presentation Skills

Public Speaking: Introduction

4 half days /
8 x 2 hr blocks

A beginners' guide to speaking in public and connecting with your audience. Includes practise and individual feedback.

This 8 module course explores confidence building, body language, vocal techniques, speech structure and content and ways to engage listeners.

Advanced Public Speaking

4 half days /
8 x 2 hr blocks

Suitable for those who have completed our introductory course (or equivalent) and have some speaking experience.

Off the Cuff: Impromptu Speaking Skills

1-2 days

How to give a great presentation with no preparation time!

Confident Speaking

Half or 1 day

This specialist course is designed for absolute beginners or those who experience public speaking anxiety.

Rather than teaching skills or technique, it focuses exclusively on building personal confidence and tools for managing nerves and handling anxiety when presenting to an audience.

It is a useful precursor to our skill-based courses for those who need a confidence boost.

Facilitation Skills

1-2 days

How to effectively engage a group and integrate interactive techniques when running a workshop, facilitating a discussion or any group event.

- Day 1: Overview and Skills Training
- Day 2: Intensive practice and feedback clinic



Technical Skills for Presenters

Half or 1 day

Too many amazing speakers and storytellers are let down by basic technical skills or unfamiliarity with equipment.

This workshop covers the practical side of public presentations.

Divided into two half days, available together or separately, we cover:

- **Compelling Slideshows**
How to use PowerPoint, Prezi or your preferred software to create a visual presentation which genuinely complements your speaking. Top tips and pitfalls to avoid.
- **Microphone Skills**
Explore different types of microphones, how to use each with comfort and what to look out for.

Mastering Ceremonies

1-2 days

Being a Master of Ceremonies is a unique skill set which encompasses public speaking, audience engagement and program management, while setting the event tone and supporting other presenters.

This comprehensive course explores the core skills of an MC and supports participants to develop their own unique style.

- Day 1: Overview and skills training
- Day 2: Intensive practice and feedback clinic

Body Language Secrets

Half or 1 day

We communicate in many different ways and our actual content is only part of the story. This workshop looks at the role and impact of body language and covers stance, posture, personal space, eye contact, expression and gesture.



Gender Inclusive Practice

1 day

This course explores the many ways gender influences our lives, experiences and needs and how we can factor different gender perspectives into our workplaces, services and decision making.

This course is ideal for those seeking a more gender inclusive workplace, empower women in a male-dominated sector or explore how gender may influence client needs.

Managing Millennials

1 day

Millennials, or “Generation Y” play a significant role in today’s workforce, but bring their own unique expectations, styles and perspectives.

This course explores the common strengths and needs of millennial workers and the role of generational difference in the workplace. It will provide participants with practical skills and tools to better manage Gen Y workers and encourage productive harmony at work.

Working with Diverse Cultures

1 day

Culture plays a huge role in the way we view the world and how we operate. It impacts our expectations, values, needs and perspectives.

This insightful course unpacks cultural diversity and explores practical ways we can be more inclusive, responsive and appropriate when working with clients or colleagues from cultures other than our own.

Gender and Sexual Diversity

1 day

A person’s sexual orientation and gender identity can have a profound impact on their experiences and their service needs.

Drawing on a strong evidence base, along with the direct experiences of service users, this course is designed to assist service providers to understand diverse needs and improve service delivery for LGBTIQ+ communities.

Working with Older People

1 day

This course is designed for service providers who would like to know more about the particular needs of older clients. Based on building an understanding of how age interacts with our needs, experiences and preferences, this course will improve participants’ ability to better serve older clients.

Mental Health and Wellbeing

Mental Health Awareness

up to 1 day

This course is an introductory guide to mental health issues, tailored to meet your group's needs, interests and prior knowledge.

It provides a general overview of mental health and information about common disorders, including causes and symptoms and what can help if things get tough.

Supporting Others

When a friend or colleague is experiencing a mental health issues, many people are unsure how to help. This pragmatic and insightful course provides participants with the basic tools to offer appropriate support.

Mindfulness

up to 1 day

Drawing on Eastern philosophies with a Western evidence-base, mindfulness is about focusing the awareness and developing a conscious experience of the present.

This session teaches you practical introductory skills to begin your practices and integrate it into your life.

Managing Stress and Anxiety

1 day

This course explores the causes and origins of stress and its physiology, and how this impacts on our day to day lives including mood, productivity and relationships.

We explore practical tools for dealing with stress and managing our lives when we are feeling stressed or anxious.

Responding to Mental Health Symptoms

1 day

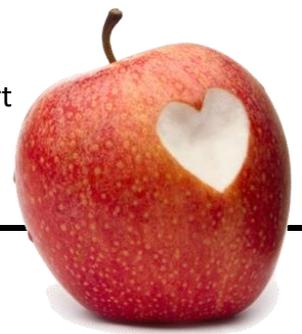
This course will help you understand some of the communication challenges and issues relating to some mental illnesses. It provides a range of effective strategies for productive engagement with people who may be experiencing mental health symptoms.

Mental Health Tools for Managers

1 day

One in four Australians will experience a mental illness at some point in their lives. That means that at any given point, a proportion of your workforce is either experiencing, heading towards or recovering from a mental health disorder.

This positive and practical workshop is designed for those who supervise and support others in the workplace and will help you achieve the best outcomes for both individual staff and the organisation as a whole.



Mental Health First Aid

2 days

This internationally recognised two day crisis response course teaches ordinary people what to do in a mental health emergency before professional help arrives.

This important training course is suitable for everyone and particularly recommended for all human services professionals and people dealing with the general public.

A two-day interactive course, MHFA will equip you with the skills and resources to recognise and respond appropriately to someone experiencing a mental health crisis, until professional help arrives.

ASIST

2 days

The global suicide intervention model.

ASIST is an interactive two day workshop which will qualify you as an ASIST-trained caregiver able to intervene and help prevent the immediate risk of suicide.

NOTE: please ask for a specific quote for this course as it requires two trainers.

Understanding Trauma

1 day

The experience of trauma has a ripple effect throughout a person's lifetime. It can influence the way they think, work, form relationships and the choices they make – years after the traumatic incident.

This insightful course explores what we know about trauma and how it presents in people's lives. It will assist participants to better understand the trauma experience and equip them to provide more appropriate and empathetic services.

Counselling Others

2-3 days

This course is designed for non-counsellors who would like to develop skills to respond to everyday situations when we are called upon to counsel, support or provide feedback to others.

It explores appropriate boundaries for a non-professional counselling relationship, along with a suite of practical skills which will empower participants to offer useful assistance for those who seek it.

Suicide Prevention

1 day

This lifesaving course is all about what ordinary people can do to reduce the risk of suicide among colleagues and the wider community.

We explore preventative measures, how to talk about suicide, intervention skills and how to get help.

Lateral Thinking and Creative Solutions

1-2 days

If you keep doing what you've always done, you keep getting what you've always got! This engaging and challenging course explores the nature of innovation and provides practical tools to help you think "outside the box".

- Day 1: Overview and Skills Training
- Day 2: Intensive practice and feedback clinic

Positive Psychology and Resilience

1-2 days

Positive psychology is the scientific study of human flourishing, and offers a suite of practical tools to help everyone live an optimal life.

Whether you are interested in improving your own wellbeing or acquiring a suite of activities for use with clients, this course is the ideal introduction to the positive psychology field. It introduces a range of intentional activities to increase wellbeing and positive feelings, in the context of real life.

Pragmatic, enjoyable and gentle, this course encourages participants to build and maintain wellbeing and provides a diverse suite of take-home tools and resources.

Rethinking Thoughts

1-2 days

Our thoughts create our experiences. To a large extent it is our internal "self talk" and the nature of our "mental life", which determines our moods, emotions, subjective experiences and our quality of life.

Most of us have ingrained thinking habits, which detract from or hinder our lives, without us even being aware of them. Whether you are interested in improving your own wellbeing or acquiring a suite of activities for use with clients, this course will provide powerful insights and tools for modifying thought patterns, to improve your life.

Think On Your Feet

1-2 days

How often does your day to day work rely on impromptu responses and quick decisions?

This course looks at the art of improvisation and quick thinking in the workplace to allow you to make real-time judgements and make the best move in the moment.

Event Management

2 days

Why are some events so successful and others a bit of a flop? This two-day workshop, also available as a one-day condensed version, provides a step by step guide to running successful business, social and community events.

- Day 1: Processes, Planning and Preparation
The event management process; plans; timelines; inclusive events; registration and ticketing systems; venues.
- Day 2: Finance, Marketing and Risk
Budgets and finance; safety, duty of care; permits and legal; staff and volunteers; marketing; production; delivery; evaluation.

Event Fundraising

1 day

Ever heard about a fundraiser that actually made a loss?

This workshop looks at the essential components of creating fundraising events and reveals the secrets of making a profit!

Sustainable Events

1 day

Be inspired by a range of low-cost ways you can reduce your event's footprint. Learn how to minimise your environmental impact while maximising your audience impact!

Inclusive Events

Half or 1 day

This course is designed for event organisers who want to ensure that their services and events are accessible and engaging to people of diverse backgrounds and abilities. This is all about ensuring that your project, club or facilities are inclusive and welcoming to everyone.

Choose from two half-day workshops or combine both over a full day:

- Accessibility for people with disabilities
- Culturally inclusive events



Risk Manage your Event

1 day

Events are inherently risky.

Designed for anyone planning to host a public event, this course provides the essentials in terms of understanding the risk management process, creating an event-specific plan and minimising your risk and liability.

Conference Management

1-2 days

Designed for non-event specialists who are planning a conference event, this course introduces a range of systems, tools and templates to make your job much easier. Learn from an experienced conference organiser about how to avoid common pit falls, minimise risk and plan a wonderful event!

Marketing and Promotions

Marketing on a Shoestring

1-2 days

A practical introduction to promoting your organisation. Includes branding, developing a marketing plan, understanding target markets, promotional tools, advertising, design tips, event marketing and new media.

- Day 1: Overview and skills training
- Day 2: Marketing plan and materials guided writing workshop

Engaging the Media

1 day

An overview of how the media works, what journalists are looking for and how to get positive media coverage. Includes how to write and distribute your media release and an introduction to public relations.

Design Secrets

Half day

Designed for non-graphic artists who need to produce flyers, brochures or other documents and want a quick introduction to layout secrets. Includes tips for great copy and finding compelling photos. Also provides lots of template resources to make your work look amazing.



Introduction to Fundraising

1 day

This course provides an overview of everything your NFP needs to know for diversified income and financial sustainability. It includes sponsorship, grant writing, attracting donations, membership schemes, earned income – and how different types of income interrelate.

Learn to develop a sustainable funding mix which works for your organisation.

Ideally followed by “Great Grant Writing” and “Sourcing Sponsors” (below), we explore the role of traditional funding sources including sponsorship, grant funding, donations and bequests, membership schemes and events. We also discuss more contemporary and innovative approaches such as service partnerships, consultancy, earned income, crowdfunding and social enterprise.

Great Grant Writing

1-2 day

Why is it that some organisations seem to get all the funding and others often struggle? This workshop will reveal what funding organisations are looking for and how you can create a winning application!

In addition to comprehensive course materials and real-world case studies, this workshop includes links to grant databases, templates and resources to use after the workshop.

- Day 1: Overview and skills training
- Day 2: Guided writing workshop

Sourcing Sponsors

1-2 days

Like any relationship, connecting up with the right sponsor is all about compatibility, attraction, negotiation and the ability to support and complement one another.

This insightful workshop looks at finding the right sponsor for your organisation and how to ensure a mutually beneficial partnership.

- Day 1: Overview and skills training
- Day 2: Guided writing workshop



Attracting Volunteers

1 day

How do we find the right volunteers and hang onto them for the long term? This course looks at designing a volunteer program along with recruitment techniques.

This course is ideally followed by “Managing and Retaining Volunteers”.

Managing and Retaining Volunteers

1 day

This follow-on course looks at HR management of your unpaid workforce. We cover topics such as retaining and rewarding, monitoring performance, legalities, supervision and feedback.

Engaging your Members

1 day

Relevant to any organisation with a membership program, this course looks at how to attract members and keep them engaged - as a powerful marketing and fundraising tool.



Beginners' Guide to Aussie Politics

Half or 1 day

Do you know your Senate from your Legislative Assembly?
How are laws actually made and how does our preferential voting system actually work?

If you don't understand how the system works - you're not really participating in democracy!

This non-partisan workshop covers everything they should have taught us in high school about the way our system works.

Systemic Advocacy and Campaign Planning

1-3 days

This course is designed to empower change makers with the understandings and skills that it takes to change the world.

Systemic advocacy is about how we create long term change.

This revealing course looks at the systems which create our society and what it takes to change them. We then explore what it takes to sustain an effective campaign and a range of practical tactics which make a difference.

- Day 1: Systemic advocacy: how to change the world
- Day 2: Campaign planning and tactics
- Day 3: Guided writing workshop: design your own campaign

Individual Advocacy

1-2 days

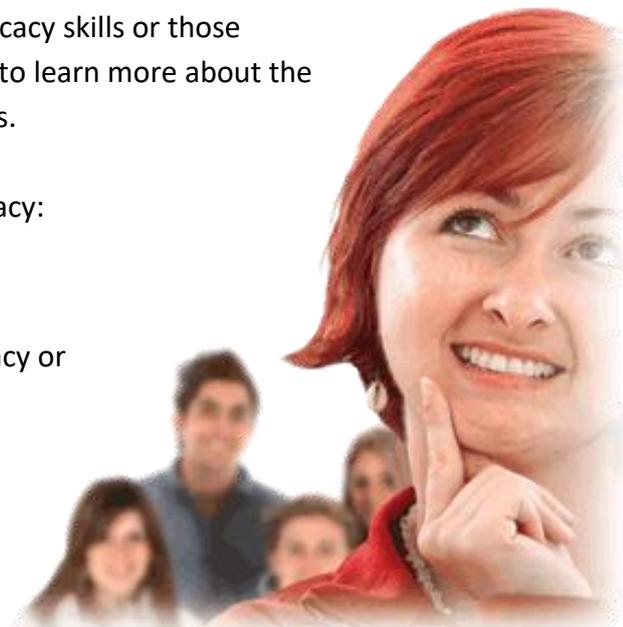
The term "advocate" derives from the Latin, meaning "to be called to stand beside".

This course is for both individuals seeking to develop self-advocacy skills or those professionals, peers and other support people who would like to learn more about the process of supporting someone to achieve their advocacy goals.

We will introduce the structured PLANNED approach to advocacy:

Plan, **L**earn, **A**sk, **N**egotiate, **E**scalate, **D**ocument

This course can be tailored to focus on specific types of advocacy or particular populations or groups of people.



Training costs

- ✓ **Over 50** personal and professional development topics.
- ✓ All courses are available at the **time and a date of your choice** – fully customised to meet your group’s needs.
- ✓ **Available anywhere in WA.**
We can come to your organisation or preferred location.
Or ask us about utilising our well appointed and accessible training venue in **Subiaco**.
- ✓ Custom courses offer **huge per-person cost savings**, compared with public courses.

		Standard Business and Govt	Community NFP and charity
Training course: <ul style="list-style-type: none"> • up to 24 people • includes take-home resource package • personalised certificate for each person 	Two day	\$3900	\$3300
	One day	\$1950 = \$75 p/p with 24 people	\$1650 = \$62 p/p with 24 people
	Half day	\$1200	\$950
Presentation: <ul style="list-style-type: none"> • unlimited numbers • includes digital resources for you to self-print 	Up to one hour	\$550	\$500
	Up to two hours	\$750	\$650

Discounts available for multi-day bookings.

For full details and bookings, contact katrina@evolvevents.com.au or (08) 6117 5520.