



Community Leadership Training



Non Profit Training

educating and empowering those with purpose

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NON PROFIT TRAINING

ABOUT US

Educating, empowering and building the capability of non-profit organisations so they can focus on their purpose is the essence of what we do at Non Profit Training.

OUR APPROACH

We believe in providing the skills and knowledge to boards / committees, right through to the volunteering team, as an enabler to support their passion and ensure the future success of the clubs and groups they support.

COMMUNITY LEADERSHIP TRAINING

The Non Profit Training, Community Leadership Programs focus on the role of the 'everyday leader'. These are the leaders who, irrespective of their socio-economic status, social label or academic ability, are able to make a positive impact through their contribution to their community they serve to support and strengthen their community's resilience.

Our program provides a pathway for leaders who may not currently realise their leadership potential, to feel more able and confident to step up and take on roles that may seem out of their reach. We focus on developing individual skills while referring the learnings back to how these skills can be transferred to other aspects of their lives: their work, family and community lives with an emphasis on the power of local action.

We are flexible with the delivery of our Community Leadership Programs (CLPs) and can deliver a one-day workshop through to a multi-session program, which can include a range of topics, based on the needs of the leaders.

We have a range of skill building topics we incorporate into our leadership programs, below outlines further information about these topics. We are flexible in our delivery and would work with Council to prepare a program flow using these topics, (and other suggested topics) which would maximise the participants self-awareness about themselves, the Council and their community, so they are open to embracing their own style as a leader.

COMMUNITY LEADERSHIP PROGRAM TOPICS

- » Introduction to Community leadership
- » Understanding Council and its community
- » Identifying, designing and delivering a community project
- » Working effectively with partners
- » The resilient and mindful leader
- » Understanding the impact of unconscious bias on community cohesion
- » Community engagement and advocacy
- » Emotional intelligence
- » Community development and advocacy
- » Understanding your leadership style and others around you
- » Ideation and creation of projects
- » Community project planning
- » Leading team and having difficult conversations
- » Communicating with influence
- » Teamwork and problem solving
- » Networking
- » Inclusion and diversity

FURTHER TOPIC INFORMATION

Topic: Introduction to community leadership

This session sets the scene for the program and assists in forming a sense of community for the leaders.

Topics include:

- » Overview of program, goal setting, community impact and expectations of individuals
- » Introduction to the concept of the 'everyday' leader
- » Key leadership questions to ask yourself in a changing world
- » What shapes people's ability to contribute.
- » Appreciating why community leadership and asset identification are paramount for a thriving community
- » Leading habits and behaviours
- » Community development – what is it and how will it impact our approach to leadership

Topic: Understanding your leadership style and others around you

This session focusses on the role of the 'everyday' leader. Whether it is in work, sport, family life or in a volunteer organisation, the role of the leader can have a profound positive (or negative) influence on the lives of others. Participants will become more aware of their preferred leadership style, how personal values drive their leader behaviours, how to build unity through a shared vision and to build stronger, more effective relationships with those around them.

Using the power of a behavioural assessment tool such as DiSC, for each participant will help the leaders to understand about their own behavioural and communication styles. The benefit is to enable them to build stronger, more effective relationships with those around them as they launch on their leadership journey.

Understanding or reinforcing the skillsets required for leadership will help them to build their confidence as a leader. It will provide them with the opportunity to think about their goals for the future and start to plan a strategy towards achieving those goals.

- » Topics include:
- » Introduction to the concept of the 'everyday' leader
- » Understanding personal styles and its impact on your leadership style
- » Validating different styles and differences
- » Developing your style to be the most effective leader
- » Leading habits and behaviours

Topic: Understanding Council and its community

Council plays a key role in the development and support of their communities ensuring they create equal and inclusive communities where people feel they are celebrated, valued and have a sense of belonging.

This session, often presented in conjunction with Council staff, will provide the foundations for the leaders to appreciate the roles and resources of the Council and the importance of community leaders to be proactive in shaping the area for which they want to live. The leaders will have the opportunity to share with each other their own personal journeys, so as a group they can be more aware of those around them and appreciate and embrace our differences.

Topics include:

- » Community development – what is it and how will it impact our approach to leadership
- » Levels of Government and their responsibilities – Local, State and Federal

- » Role and resources of Council
- » Recognising our First Nation's people
- » Understanding the demographics of the Council's regions and what that means for the future and the challenges of change
- » Social determinants of health and wellbeing
- » Using a social justice lens

Topic: Ideation and creation of projects

Albert Einstein gave us the quote: "If I had an hour to solve a problem, I'd spend 55 minutes thinking about the problem". Ideation is the creation of ideas and concepts to solve big sticky challenges which many of our communities are currently facing. This is not easy work otherwise we would all have the surname Einstein!

This session uses human-centred approaches to assist the leaders to help people to put aside what they assume about the world and gain more insights into the needs of others. Some people think that good ideas arise when you have the 'right' people in the room, however this session is about training the leaders to work hard to structure the process, so their audience comes up with different ideas based on a problem that needs solving.

Topics include:

- » Structuring an ideation session for success
- » Asking powerful questions
- » Managing a variety of personal styles to create great outcomes
- » Using Yes, and ..., free association, the five whys and other idea generation techniques

Topic: Identifying, designing and delivering a community project

Community leaders are involved in many projects which are all about making a positive change in the community. Behind each of these is the design, planning, focus and creativity to make them successful.

This session is designed to provide the framework for understanding the principles behind good project planning and management. Using online tools and strategies it will provide each leader with confidence to lead projects in the community.

Topics include:

- » Formulating an idea
- » Determining the viability of the idea
- » Knowing who to discuss / plan the idea with
- » Defining the benefits of the idea to the community
- » Creating the budget to know what funds are needed

Topic: Community project planning

Community leaders are involved in many projects which are all about making a positive change in the community. Behind each of these is the design, planning, focus and creativity to make them successful.

This session is designed to provide the framework for understanding the principles behind good project planning and management. Using online tools and strategies it will provide each person with confidence to understand the lead projects in the community.

Topics include:

- » Using Community Development Principles and co-design in community project creation
- » The lifecycle of a project

- » The project plan
- » Qualities of a well-managed project
- » Using your leadership skills in project management
- » Managing time effectively

Topic: Working effectively with partners

One characteristic of successful leaders is the number of people and partners they bring along for the journey. Working effectively with others to learn new ideas, share skills and resources for better outcomes, especially in challenging times, takes planning and dexterity.

This session will help the participants to consider the theory, leaders not only teach others to lead, they also follow and develop followerships as well as maintain relationships.

Topics include:

- » Give and you will receive
- » The role of good Leadership in creating a followership
- » The art of Freudenfreude in establishing rapport and effective relationships
- » Leaders in community development approaches
- » Identifying different types of partnerships that add value to different projects
- » Understanding barriers to effective partnerships and working relationships
- » Formulating steps for creating partnerships
- » Managing, evaluating and transitioning community relationships and partnerships

Topic: Leading teams and having difficult conversations

Leaders are challenged everyday by their peers, the teams they are leading and others around them. Successful management of these challenges and the creation of a collaborative environment where everyone can contribute and take ownership for success can make the difference between a team that just co-exists, or one that is led successfully and productively together.

This session focusses on the skills and values required for leading effective teams with skills such as problem solving, effective team management, communication and how to have those difficult conversations to when you have to get the team back on track and focussed.

Topics include:

- » Understand the meaning of a team
- » Identifying personal styles within the team
- » Practical skills for engaging with your community
- » Leadership and followership
- » The power of effective team-work
- » Characteristics of a high performing team
- » The importance of clear roles and responsibilities
- » Effective skills for communication within the team
- » Preparing for and having difficult conversations

Topic: The resilient and mindful leader

The world is rapidly changing, adapting and changing again. As a leader in the community, at home or in the workplace, recent events will have drawn on your reservoir of resources and skills more than ever and being present to orient people under pressure is a difficult assignment for leaders. The task of a leader is to move yourself from the feeling of untethered to grounded and reduce anxiousness and fear within and for those around you.

This session is about cultivating your leadership presence in these times by recognising the positive impact mindful practice has on those we lead. It helps to reflect on when the cycle of unproductive behaviours and habits have developed in your mindset and relationships and how to respond more effectively and mindfully.

Topics include:

- » Using mindfulness and emotional intelligence in leadership
- » Tactics to practice mindfulness through the day
- » Reducing rush and inattentiveness from your day to become more productive
- » Understanding the costs of multi-tasking and inattention
- » Developing greater resilience and have more time for insightful thinking
- » De-escalating fear and anxiety amongst those you lead

Topic: Communicating with influence

Words and stories have the power to transform people. Whether it be advocating, sharing information, delivering messages of change or motivating a team, changemakers will find themselves in the role of presenting to groups or individuals. Enter one of societies greatest fears; public speaking! As an advocate and changemaker, being able to pull together succinct messages that tell a story of the 'why' behind change, with confidence, to a variety of audiences, is a powerful skill. The good thing is, it can be learnt.

This session will help leaders to look at their audience as the key player, rather than the speaker: understanding them, why they might listen and the barriers they have to change. Embedded in this session is the process of advocacy and community change.

Topics include:

- » Breaking down the fear of presenting
- » The gift of delivering memorable messages
- » What is required to know about audiences
- » Understanding bias and its role in decision making
- » Different approaches for different messages
- » Brainstorming content and preparing a presentation for impact
- » Understanding the process of change including barriers and resistance
- » Opening up a networking conversation

Topic: Understanding the impact of unconscious bias on community cohesion

An exciting part of being a community leader is its diversity of experiences and people. As leaders, we strive to be in an equitable, inclusive and diverse group, however, we know from research that all of us are unaware of many of the biases that influence us, our decision making, the way we engage with others and where we put our efforts and resources.

This session will provide an awareness of the different types of bias and how leaders can raise their awareness of them to make them a strength rather than a weakness. It includes how common social stereotyping about certain groups or people can sometimes form outside of our awareness. It will make

leaders think about how we tend to organise our social world and how what we think can be influenced by our experiences and by others around us.

Topics include:

- » The benefits of diversity
- » Understanding unconscious bias
- » Actions to include in your leadership of a diverse and inclusive group
- » Examples of assumptions made from our own past experiences
- » Appreciating how we present ourselves to others
- » Being aware of our biases for improved communication and community cohesion

Topic: Teamwork and problem solving

Everyday leaders are challenged by their peers and the teams they are leading.

In this session the focus will be on and value of working in teams and how problem solving, and teamwork are essential for success.

Topics include:

- » Understand the meaning of a team
- » The power of effective teamwork
- » Characteristics of a high performing team
- » Determine clear roles and responsibilities within the team
- » Communication within the team
- » Self-management within a team and out of a team
- » Analysing your role in the team and how others fulfil their team roles
- » Problem solving and decision-making in teams
- » Problem solving techniques that can be applied to team thinking
- » Project teams – group work

Topic: Community engagement and advocacy

Leaders in the community are influential agents of change and those who can engage with others in the community to help to make change and build connectedness. Active civic engagement also builds more resilient communities. Creating change for a better, more just society is sometimes a long and difficult task. Change begins with behind-the-scenes preparation and great efforts of passionate people who believe they can remove barriers and make a positive difference in our society – the advocates.

This session will help the CLP leaders appreciate how civic participation can be developed and how building advocacy skills in leaders can be powerful and bring about change. It will build the skills of participants to effectively influence a range of audiences, to stimulate discussion and change.

Topics include:

- » The role of community engagement in a healthy community
- » Understanding the basic skills of an effective advocate
- » Broadly understanding the political and social framework that exists in the community
- » Developing an advocacy plan
- » Skilling up the community to make change
- » Ideation and creation as instruments for change
- » Looking around the corner for emerging issues for communities

Topic: Networking

Good leaders today are often measured by the diversity of their networks as this demonstrates their willingness to look beyond what they are comfortable with and to help others. These are the people others want to partner with.

This session will take the leaders on a journey of developing their resourcefulness and how they can use this in networking and building partnerships. It will lay the foundation for many opportunities such as developing relationships, attracting resources, building relationships with funders.

Topics include:

- » Understanding what you have to give others
- » Networking techniques 101
- » Establishing trust through authenticity
- » How does resourcefulness help us to contribute beyond ourselves and give to others
- » Identifying different partnerships that add value
- » Understanding barriers to effective partnerships
- » Steps for creating effective partnerships and collective impact

Topic: Emotional intelligence

Some people find themselves unable to express anger, sadness, impulse or other emotions and therefore not be able to communicate with others effectively. Emotional intelligence training can help to understand more about oneself and others by raising awareness of emotions; both positive and negative.

Improving emotional intelligence will assist leaders with their decision making, manage change and be more optimistic in all facets of work, volunteer and home lives.

Topics include:

- » Understanding what Emotional Intelligence is
- » Knowing the differences between Emotional Intelligence vs Emotional Quotient
- » Fine-tuning self-awareness and seeing self as others do
- » Focussing on EI competency areas more relevant to the volunteering community i.e., managing emotions
- » Fostering motivation and rapport between groups

Topic: Inclusion and diversity

An exciting part of the community sector is its diversity. It is also rapidly changing and to remain relevant, vibrant and a place where people feel safe and they belong, we need a whole or organisation approach. Leaders strive to create equitable and inclusive groups however research shows that often people are unaware of many of the biases that influence their decision making as well as the way they engage with others.

This session will provide leaders with an awareness of their strengths in creating an inclusive and diverse environment, as well as some practical steps to influence change. It will look at different types of bias and how everyone can raise their awareness of these to convert weaknesses to strengths for improved community impact.

Topics include:

- » Understanding unconscious bias
- » Challenging the thinking in ourselves and others
- » Bringing about change: building an inclusive and diverse organisation

Topic: Community development and advocacy

Community development is about the community owning actions and activities as they are the experts in their community and know best what they need to thrive. It often has the goal of bringing about a fair and inclusive society where people band together to improve the quality of life for the whole community, not just those who have the skills to engage. At local government level, community leadership ensures this is a driving force in planning and policy.

Advocacy plays a big part in community development; for leaders' it is a skill that is fundamental when influencing people, groups and governments. Like the other skills of leadership, advocacy can be learned and enhanced with practice, but being able to appreciate this in the context of community development will make a more influential community leader.

Topics include:

- » What is Asset Based Community Development and how does it happen
- » Using community development principles to guide projects
- » Understanding the power of community
- » Appreciating what is effective advocacy in its various forms
- » Practicing advocacy skills
- » Developing an Asset Based Community Development advocacy plan



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