



# Training Catalogue

Professional development and  
community education courses

## EVOLVE

EVENTS AND TRAINING

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# Training Summary

Courses available anywhere in WA



## Custom courses

- ✓ **More than 100** 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 Western Australia.
- ✓ Custom courses offer **significant per-person cost savings** compared with public courses.
- ✓ One-day courses: \$1950 standard / \$1650 non-profit, for up to 24 people, incl GST.  
Two-day courses: \$3900 standard / \$3300 non-profit, for up to 24 people, incl GST.
- ✓ For full details contact [katrina@evolvevents.com.au](mailto: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.  
One-day courses: \$285 standard, \$185 NFP, \$125 concession.  
Two-day courses: \$480 standard, \$320 NFP, \$220 concession.  
(Please contact us for prices for courses by LivingWorks and Carmen Braidwood)

For full details and bookings for our current Training Calendar, [click here](#).

Our 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.

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

**1. Governance and Leadership**

Designed for leaders, managers, board members and those with strategic influence, these courses explore big picture issues for organisational direction and managing people.

**2. Communication and Interpersonal Skills**

Focused, practical courses which build essential skills transferable to a range of industries and spheres of life.

**3. Public Speaking and Presentation Skills**

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

**4. Communications and Marketing**

Budget conscious ways to raise profile and promote messages, products and services.

**5. Human Resources and Diversity**

Understanding and working with diverse groups.

**6. Mental Health and Wellbeing**

A range of courses which are all about staying mentally healthy and building awareness and resilience. The thinking skills which impact everything we do.

**7. Financial and Operational Skills**

Skills to create successful, well organised events.

**8. Community Building, Advocacy and Stakeholder Engagement**

Topics of special interest to not-for-profit organisations, charities, clubs and community groups. These courses are focused on building community connectedness and increasing member involvement. Also explore world-changing skills related to citizenship, campaigning and getting your message out.

# Course Catalogue

All courses are **one day long**, unless otherwise specified.

However, most courses can be **customised to fit your preferred timeframe**.

All courses are developed by Evolve's education team unless otherwise stated.

Please ask for a more **detailed flyer** about any course of interest.



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.

## 1. Governance and Leadership

Designed for leaders, managers, board members and those with strategic influence, these courses explore issues for organisational direction. Topics include:

- Organisational Culture Mapping
- Values Driven Leadership
- Appreciative Enquiry
- Managing Challenging Personalities
- Introduction to Governance
- Advanced Governance
- Post-disaster Leadership
- Policy Development
- Collaboration and Partnerships
- Strengths-based Performance Management
- Strategic Planning
- Mastering Delegation
- Risk Management
- Succession Planning
- Decision Making Skills
- More Inclusive Meetings

## 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
- Advanced De-escalation
- Conflict Resolution
- Assertiveness
- Communications for Teams
- Collaboration and Conflict Resolution
- Sharing your Story
- Cross-cultural Communications
- Intervention Skills
- Communication Skills for Trainers
- Negotiation Skills
- Amazing Customer Care
- Persuasive Communication
- Telephone Communication Skills
- Storytelling Skills
- Intervention Skills
- Networking Skills
- Facilitation Skills
- Inclusive Language
- Dealing with Difficult People

### Featured courses:

#### De-escalating Conflict and Aggression

*Prevent violence and defuse situations*

How we respond to a potential crisis can make the difference between smooth resolution and an emergency situation.

This popular course provides tools and techniques to empower participants to respond appropriately to threatening, violent or aggressive behaviour.

#### Advanced De-escalation

*Specialist skills for volatile situations*

Building on the general skills and techniques covered in the introductory course, this course covers more specialist situations and behaviours which any of us could encounter in the community.



### 3. Public Speaking and Presentation Skills

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

- Public Speaking: Introduction
- Public Speaking: Intermediate
- Public Speaking: Advanced
- Off the Cuff: Impromptu Speaking
- Presenting to Camera
- Radio and Podcast Presentations
- Confident Speaking
- Group Facilitation Skills
- Mastering Ceremonies
- Microphone Skills for Presenters
- Compelling Slideshows for Speakers
- Body Language Secrets



## Advanced Media Training

**For executives and performers**

Join veteran TV and radio personality, **Carmen Braidwood** to accelerate your skills.

**Training workshops:**

- Presenting to Camera
- Radio and Podcasting
- Mastering Ceremonies

Ask about Carmen's Keynote Presentations and MC Services

Breakfast Radio host (7 years 96fm's Carmen & Fitzi, and Weekend Breakfast, 6PR), Newsreader (Mix 94.5, Hit 929 and 96fm) Producer (6PR, Hit 929 & Mix 94.5), Regular TV Presenter, Cast Member: Destination WA



Special pricing applies for Carmen Braidwood. Please ask for a quote.

### 4. Communications and Marketing

Budget conscious ways to raise profile and promote messages, products and services.

- Campaign Planning
- Introduction to Branding
- Marketing on a Shoestring
- Social Media Skills
- Networking Skills
- Attracting Media Coverage
- Media Interview Skills
- Market Research Skills
- Persuasive Communications
- Introduction to Promotional Design



## 5. Human Resources and Diversity

Understanding and working with diverse groups. Topics include:

- Recruitment and Selection
- Coaching Skills
- Mentoring Skills
- Becoming an Employer
- Attracting and Managing Volunteers
- HR Policies and Procedures
- Prevent Bullying and Harassment
- Gender and Sexual Diversity
- Aboriginal Cultural Awareness
- Working with Diverse Cultures
- Rethinking Cultural Inclusion
- Inclusive Language Skills
- Strength-based Performance Management
- Everyday Counselling Skills
- Change Management
- Develop Inclusive Workplaces
- Understand and Prevent Discrimination
- Recognise and Respond to signs of Domestic Violence
- Professional Boundaries
- Gender Inclusive Practice
- Working with Older People
- Managing Millennials
- Aftermath: post-incident recovery tools

### Featured courses:

#### Everyday Counselling Skills (2 days)

##### *Structured tools to support others*

This practical course explores counselling skills for those who find themselves in a counselling role, through their work or everyday life.

Participants will learn a series of structured, discussion-based tools which allow human services professionals to engage and support clients, and anyone to better support others.

#### Aboriginal Cultural Awareness

##### *Working with Aboriginal people*

Join Senior Noongar man and Aboriginal wellbeing specialist Wayne Coles for this insightful and participative workshop.

We explore key parts of Aboriginal culture and history and develop the foundation knowledge to better support Aboriginal communities and make our services more culturally appropriate.

#### Strength Based Performance Management

##### *Getting the best from your team*

Popular for its effectiveness and capacity to enhance relationships, strength-based practice is now used across diverse professions.

Where traditional management styles may focus on performance gaps and areas for improvement, strength-based approaches focus on building personal strengths and aptitudes.

#### Rethinking Cultural Inclusion

##### *An immersive experience*

This experiential program has a unique capacity to breathe life into previously abstract concepts and replicate aspects of intercultural challenges.

Participants will be immersed in a “galaxy” where they face new customs and beliefs. After exploring their own cultural heritage and traditions, they face negotiations with unknown alien cultures.

## 6. Mental Health and Wellbeing

All about staying mentally healthy and building awareness and resilience. These courses also include thinking skills and ways to support others.

### a. Mental health awareness and self-care skills

- Mental Health Awareness
- Substance Savvy
- Mood Tools
- What Works for Depression
- Managing Stress and Anxiety
- Vicarious Trauma in the Workplace

### b. Respond to and support others

- De-escalating Aggression
- Advanced De-escalation
- Workplace Mental Health
- Youth Mental Health
- Responding to Mental Health symptoms
- Managing Mental Health in the Workplace
- Counselling Skills for Everyday Life (2 days)
- Suicide Prevention

### c. Advanced courses for community and health professionals

- Recovery Oriented Practice
- Responding and Referral Skills
- PTSD Skills and Strategies
- Suicide Prevention Plans
- Professional Boundaries
- Introduction to Disability
- Strengths-based Practice
- Aboriginal Mental Health
- Seniors Mental Health
- Working with Reluctant Clients
- Cross Cultural Mental Health
- Dignity of Risk
- Social Prescriptions
- Youth Mental Health
- Transgenerational Trauma
- Trauma Informed Care
- Brief Intervention Tools
- Client Records and Case Notes
- Emotional Regulation Tools
- Sensory Wellbeing Tools
- Dual Disability (Disability + Mental Health)
- Sexual / Gender Diversity and Mental Health
- Understanding Narcissism
- Understanding Personality Disorders
- Understanding Psychosis
- Understanding ADHD
- Contemporary Sexual Health Issues
- Acceptance and Commitment Therapy (ACT)
- Habit, Addiction and Stages of Change
- Aftermath: Post-incident Recovery Tools



## d. Wellbeing, resilience and cognitive skills

- Positive Psychology
- Wellbeing Tools
- Mood Management
- Building Resilience
- Enhance Your Memory
- Better Body Image
- Disruptive Thinking
- Living with Grief
- Identity Mapping
- Goal Setting Tools
- Mindfulness
- Developing Emotional Intelligence
- Mindshift: Thought Tools for Mental Calm
- Lateral Thinking and Creative Problem Solving
- Build Personal Support Networks
- Surfing the Waves of Change
- Reflective Writing for Wellbeing
- Problem Solving Tools
- Think on Your Feet
- Learned Optimism

## e. Externally accredited courses

### Mental Health First Aid

This internationally recognised two-day crisis response course is the mental health equivalent of standard First Aid. 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. We offer these course options:

- Standard Mental Health First Aid (2 days)
- Youth Mental Health First Aid (2 days)
- Aboriginal and Torres Strait Islander MHFA (2 or 3 days)
- Refresher Course (half day)
- Blended Delivery MHFA in the Workplace (self-paced online learning, plus half day)



NOTE: additional \$20 per person for MHFA manual

### LivingWorks Suicide Prevention Courses\*

#### ASIST (two days)

ASIST is an acclaimed 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.



# ASIST

#### safeTALK (half day)

safeTALK is a short alertness workshop that prepares participants, to become a suicide-alert helper.



# safeTALK

\*NOTE: please ask for a specific quote for these courses as they have different costs and requirements.

## 7. Financial and Operational Skills



These courses cover a range of practical skills which many staff need. Topics include:

### a. Finance and Money Management

- Budgeting
- Sourcing Sponsors
- Small Business Finance
- Financial Record Keeping for Clubs
- Improving Productivity
- Introduction to Investment
- Effective Fundraising
- Grant Writing

### b. Operational and Frontline Skills

- Sustainability at Work
- Sustainable Event Management
- Time Management Tools
- Inclusive Events
- Meeting Facilitation
- Project Management
- Client Records and Case Notes
- Collaboration and Conflict Resolution
- Leadership for Clubs & Communities
- Building Your Membership
- Understand the Associations Act
- Event Management
- Operational Planning
- Improving Productivity
- Systemisation and Organisational Processes
- Creative thinking and Innovation Skills
- Marketing on a Shoestring
- Introduction to Investment
- Risk Management Plans
- Introduction to Social Enterprise
- Writing and Improving Policies
- Amazing Customer Care

## Featured courses:

### Event Management

*For purpose, profit and profile*

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.

### Marketing on a Shoestring

*Process, pitching and promotions*

A practical introduction to promoting your organisation.

This course includes an overview of branding, developing a marketing plan, understanding target markets, promotional tools, advertising, design tips, event marketing and new media.

## 8. Community Building, Advocacy and Stakeholder Engagement

Topics of special interest to not-for-profit organisations, charities, clubs and community groups. These courses are focused on building community connectedness and building member involvement. Also explore world-changing skills related to citizenship, campaigning and getting your message out.

- Community Consultation Techniques
- Member Engagement
- Building Social Capital
- Principles of Co-design
- Influencing Decision Makers
- Individual Advocacy
- Systematic Advocacy
- Lived Experience Storytelling
- Attracting and Managing Volunteers
- Active Citizenship Tools
- Hosting Community Conversations
- Asset Based Community Development
- Influencing Decision Makers
- Australian Democratic Processes
- Social Change Campaigning
- Consensus Decision Making
- Community Engagement Tools
- Public Speaking for Change Makers

All courses are **one day long**, unless otherwise specified.

However, most courses can be **customised to fit your preferred timeframe**.

**Talk to us** about your training needs anywhere in WA, or beyond.

**Further information and bookings:**

**(08) 6117 5520 | [evolve@evolvevents.com.au](mailto:evolve@evolvevents.com.au) | [www.evolvevents.com.au](http://www.evolvevents.com.au)**



# Training Prices



## Public training calendar

For full details and bookings for our current Training Calendar, [click here](#).

All public courses are held in our central **Subiaco location**.

**Registration includes:** high-quality materials, a take-home resource package, all-day catering and a personalised certificate of attendance.

**Prices:** One-day courses: \$285 standard, \$185 NFP, \$125 concession.  
 Two-day courses: \$480 standard, \$320 NFP, \$220 concession.  
 (Please contact us for prices for courses by LivingWorks and Carmen Braidwood)

## Custom training bookings

Bookings for your organisation or event **include full customisation** to meet your needs and delivery is available at a **time, date and location of your choice**.

Costs for most topics, in the Perth, Bunbury or Busselton metro area:

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