

GOVERNANCE TRAINING NEEDS - IDENTIFICATION TOOL



We do our best to provide you with the services and outcomes you seek, so we have developed these questions to assist you in communicating your needs to us.

Please feel welcome to email us if you want us to call you.

Email your completed form to collaborate@thevillageleaders.com.au

Alternatively, you can complete our online form.

ABOUT YOU AND YOUR ORGANISATION		
Your Name and Position	Your Email	Your Phone Number/s
Your Organisations Name	Your Organisations Location/Address	
OUR QUESTION		YOUR RESPONSE OR QUESTIONS
PLEASE TELL US ABOUT YOUR GOALS WITH THE GOVERNANCE TRAINING.		Goals/Desired Outcomes
Are there specific topics you want to cover?		
<input type="checkbox"/> Why join a committee or board? <input type="checkbox"/> Why have a committee or board? (Purpose and key tasks) <input type="checkbox"/> Common organisational legal structures <input type="checkbox"/> Committee or board member roles <input type="checkbox"/> Meeting processes <input type="checkbox"/> Conflicts of interest management (Example) <input type="checkbox"/> Code of Conduct (Example)		<input type="checkbox"/> Available resources for committee or board members <input type="checkbox"/> Organisation governance documents <input type="checkbox"/> Committee or board Professional Development <input type="checkbox"/> Signs of a good committee or board <input type="checkbox"/> Things that can damage community committees or boards <input type="checkbox"/> What will you do next? <input type="checkbox"/> Networking <input type="checkbox"/> Team Development
Other topics you would like to be included:		
WHEN DO YOU WANT THIS TRAINING DELIVERED?		
APPROXIMATELY HOW MANY HOURS DO YOU EXPECT A SESSION TO RUN FOR? 3, 4 OR 5 HOURS?		
WHAT TIME OF THE DAY DO YOU WANT SESSION/S TO RUN?		
WHAT DAY OF THE WEEK WOULD BE BEST TO RUN THE SESSION?		
APPROXIMATELY HOW MANY PEOPLE WILL ATTEND?		
HOW DO YOU WANT THE TRAINING DELIVERED?	<input type="checkbox"/> Face-to-face <input type="checkbox"/> Online	
SHOULD WE CONSIDER ANY OTHER MATTERS IN PREPARING OUR PROPOSAL TO YOU?		