



# Training Topics



Making a Difference Enterprises is a consultancy dedicated to help Governments, Businesses and Not-for-Profit organisations clarify direction, measure performance and improve capacity. We bring leading-edge strategies and tools to the challenges and opportunities facing these organisations.

All our consultants have extensive experience in organisational development within multiple sectors.

## **Writing Successful Grant Applications**

This is an insightful and informative step-by-step grant writing workshop for grant writers. Aimed at first-time writers and those looking for guidance on the grant writing process, this course acts as an important introduction to the world of philanthropy, grant making and grant-seeking.

If you're a fundraiser, you know that raising money is the key to every non-profit's success. But the competition for funds can be fierce and the obstacles many. This grant-writing workshop provides you with the techniques that you need for a successful submission

## **Raising Funds beyond Government Grants**

Government grants are becoming scarcer and more difficult to obtain. This highly interactive workshop will get your creative juices flowing, you will leave with lots of new ideas about how you can raise funds for your organisation beyond sausage sizzles and chocolate frogs!. The course includes comprehensive materials, case studies and links to grant databases, templates and resources.

## **Working Smarter and Getting it All Done**

Time is money, the saying goes, and lots of it gets lost in disorganisation and disruption. We also deal with a constant barrage of technology, people, and tasks that can contribute to that disorganisation. Many people find that they flit from one task to another, trying to get everything done. In this workshop, you will learn how to make the most of your time by getting a grip on your workflow and office space, using your systems effectively and where necessary, delegating some of your work to other people.

## **Why Do We Click with Some and Not Others?**

This workshop will give you the tools and knowledge to help you understand why people behave the way they do, and help you build relationships, improve your communication skills, and identify your personal potential. This high-content and interactive learning program will provide powerful insights into human behaviour that will help you boost both individual and team performance.

## **Conquering Your Fear of Speaking in Public**

Do you get nervous when presenting at company meetings? Do you find it hard to make conversation at gatherings and social events? Do you lock up in awkward social situations? If so, this workshop is just for you! It's aimed at anybody who wants to improve their speaking skills in informal situations. We'll give you the confidence and the skills to interact with others, to speak in informal situations, and to present in front of small groups.

## **The ABC's of Supervising Others**

This workshop is for people who are new supervisors or who are interested in a supervisory position, as well as those who are team leads or part-time supervisors without a great deal of authority.

This workshop is designed to help participants overcome many of the supervisory problems that they will encounter as a workplace leader. Dealing with the problems that a new supervisor encounters isn't easy, but it doesn't have to lead to discouragement.

## **Leadership Skills for Supervisors**

Supervisors represent an important force in the economy. You have the power to turn on or turn off the productivity of the people who report to you. You are the crucial interface between the employee/volunteer serving the client and the managers of the organisation. Although you usually have more technical experience than the employees you supervise, you may not have had a lot of leadership experience. This workshop will give you the skills in communication, coaching, and conflict that you need to be successful.

## **Building Better Teams**

Teams are an important building block of successful organisations. Whether the focus is on service, quality, cost, value, speed, efficiency, performance, or other similar goals, teams are the basic unit that supports most organisations.

With teams at the core of our strategy, your success as an organization can often depend on how well you and other team members operate together. How are your problem-solving skills? Is the team enthusiastic and motivated to do its best? Do you work well together? This workshop can help you get there!

## **Managing Difficult Conversations**

We have so many interactions in the run of a day, it's reasonable to expect that some of them are going to be difficult. Whether these are conversations that you have in person, or you manage a virtual team and need to speak with someone in another areas, there are things that you can do to make these conversations go smoothly. This workshop will give you the tools to manage difficult conversations and get the best results possible out of them.

## **Oh My Goodness – I'm on the Board, Governance - Board & Management Committee Roles & Responsibilities**

This interactive workshop provides an overview of the legal obligations and core activities of boards and management committees. It aims to give participants a foundation in governance and best practice strategies for a functioning and effective board. It is designed as a short informative session for busy people that will provide practical mechanisms and strategies for reviewing your Boards progress throughout its term.

## **Strategic Planning**

If you and the people who work with you don't understand where the organisation is going, they may all develop their own priorities and actually prevent you from getting where you need to be. Part of getting everyone on board is creating a strategic plan complete with the organisation's values, vision, and mission. Then, there's the challenge of bringing these principles to life in a meaningful way that people can relate to. This course will help you describe what you want to do and get people where you want to go.



## Wendy Lamotte

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Principal Director

Wendy has over 25 years international business experience having worked in London, New York, Singapore and South Africa. Over the past fifteen years she has refocused her career in the business and community sector in Perth. She is a member of several national and state advisory and legislative committees and boards and has completed her Masters of Business Administration. Wendy has wide experience in project management, business development, training and facilitation. She is committed to enabling sound and practical outcomes for the community services sector of Western Australia.

Wendy has been a senior facilitator and training consultant in the areas of Governance, Submission/grant development, Leadership and Time Management for businesses and not-for-profit groups for several years and the feedback has been consistently excellent from all attendees at her workshops. She has remained up to date with changes to the Grants Process and any legislation that affects the sector. Wendy's understanding of the Not For Profit sector's strengths and needs has enabled her to provide customised training and constancy to the very highest level. Her ability to engage and achieve outcomes has resulted in her receiving outstanding feedback from the organisations she has worked with.