

Community Leadership Program 2023



Frequently Asked Questions (FAQ's)

About the Program:

- » **What is the Community Leadership program all about?**
The Community Leadership Program (CLP) was designed to help new, emerging and existing community leaders develop their personal leadership skills, create professional networks and learn about local government.
- » **What are the key elements of experience or knowledge that I may need to be considered?**
Successful applicants will need to be involved with or contribute to the local community, whether this be through volunteering, community groups, business or local programs.
- » **Do I have to live in the City of Casey to be eligible?**
Yes.
- » **How many people will be included in the program and is this being repeated each year with new candidates?**
There will be approximately 30 participants each year for four years (total 120 graduates). This year is the third year of the program.
- » **Are there any fees or costs involved?**
No – this program is entirely funded and supported by the City of Casey.
- » **How do I apply?**
Expression of Interest (EOI) forms can be found on Casey Conversations ([link](#)). Applications will open on 14 March and close on 13 April 2023. All successful candidates will be notified by 5 May 2023.

Benefits of the Program:

- » **What can the Community Leadership Program offer me?**
A free opportunity to develop your leadership skills and build upon existing ones to incorporate into your personal and professional life. It will also provide you with the opportunity to learn more about local Council and governance.
- » **What areas of leadership will the Program focus on?**
Communication skills, presentation and networking, inclusive leadership, good governance, decision making skills, project management and planning, Council role and services, cultural inclusion, conflict management and understanding stakeholders to name but a few.

» **Why are City of Casey investing in this program?**

The City of Casey values the great work community leaders undertake and want the opportunity to support those leaders to thrive, improve their skills, learn more about how Council operates, make decisions and consult with the community.

» **What benefits will it bring to the City of Casey?**

A more informed community, stronger capacity to deliver local businesses, run community groups and projects. Also, a better understanding by the community of governance and the services Council deliver and awareness of our diverse communities.

» **Will the program assist me in gaining employment with City of Casey or others?**

Not directly, but the skills participants will gain will be useful in the employment market.

Program Requirements

» **What is the minimum level of education or qualifications I require to be considered?**

No previous qualifications are required- only a passion about your community and a willingness to get involved and make a difference.

» **Do I need to have experience in the community services sector?**

Successful applicants will ideally have some experience participating in the local community. Examples of such experience include: volunteering, being a member of a cultural, faith or sporting group, running a local business, being on a school parent committee, or sitting on a committee of management etc.

» **Is there a selection process or interview panel that will assess my application?**

All short listed applicants will be invited to a selection evening (Thursday 4 May) which will include an informal chat with Casey staff to find out more about them and their community interests. Applicants will need to give the names of community groups they are part of, but no formal referees will be required.

» **Can I apply if I am a business person?**

Yes.

Program Support:

» **Will you offer support for people living with a disability and/or those with families?**

Yes, we want a diverse range of applicants who successfully represent our local community. Should you need additional assistance and support, please let us know.

» **Can I still apply if English is my second language?**

Yes. If you speak and understand some English but feel you need a little extra support to participate, we will arrange an interpreter.

» **Do I need access to a computer or laptop?**

No, however email is our main form of communication with you.

- » **Is the access to the venue suitable for wheelchairs or walkers?**
Yes – all venues are fully accessible.
- » **Will parking be available?**
Yes - There is sufficient parking at all the community venues we use.
- » **How will the program be made COVID Safe?**
We will follow the most current COVID requirements to ensure your safety and that of our officers.
- » **What happens if I cannot complete the program for any reason or I miss a class?**
If you foresee an issue with completing the program, let us know when applying. We will be running the program in 2024. However, we do understand that life happens, if you are unable to attend a class unexpectedly, please contact us as soon as possible.
- » **Do I have to purchase books or resources to support my participation?**
No. All required resources and material will be supplied.
- » **Will there be homework or assignments set that require additional hours?**
There may be some work you are asked to do between sessions at your own pace, with some optional activities.

Application and Program Details:

- » **How is the program structured – what will be the commitment I need to make?**
There will be ten sessions over five months (roughly one every two weeks) these will include two sessions on a Saturday 9.30am – 4.00pm and eight sessions on a Tuesday evening 6.00pm – 9.00pm
- » **What are the start date and end dates for the program?**
The first session is the Induction to be held on Saturday 20 May 2022, the last date is yet to be finalised but will be in October.
- » **How can I apply and when will I receive any response about my success as a candidate?**
Applications will be an 'Expression of Interest' (EOI) via the Casey Conversations webpage. They will open on 14 March and close on 13 April 2023. All successful candidates will be notified by 5 May 2023.
- » **Is there any graduation or celebration planned for completion of the program?**
Yes – a graduation ceremony to celebrate your achievements, where you can invite guests and be presented with your certificate by the Chair of Administrators.
- » **What happens after “graduation” - is there a clear pathway for further networking with the City of Casey?**
Yes – all graduates will be invited to continue meeting after the program finishes to keep on learning and to undertake a mini community project (with a grant provided by Council). Graduates can also get involved in community consultations as much or as little as they prefer.

» **What topics will be covered?**

Please see below for the program dates and a summary of the topics covered.

SESSION	DATE	TIME
Workshop 1- Orientation: Our Casey community	Saturday 20 May	9.30am – 4.00pm
Workshop 2- Leadership DISC Assessment	Tuesday 30 May	6.00pm – 9.00pm
Workshop 3 – Leadership Managing Conflict	Tuesday 20 June	6.00pm – 9.00pm
Workshop 4- Council roles, decision making, services and budgets	Tuesday 27 June	6.00pm – 9.00pm
Workshop 5- Communication skills and public speaking	Tuesday 18 July	6.00pm – 9.00pm
Workshop 6 –Public Speaking continued and Cultural Diversity	Saturday 5 August	9.30am – 4.00pm
Workshop 7- Governance, Decision Making and Community Engagement	Tuesday 22 August	6.00pm – 9.00pm
Workshop 8 - Strategic Planning and Project Management	Tuesday 12 September	6.00pm – 9.00pm
Workshop 9 – Networking Skills (Master Class Preparation)	Tuesday 3 October	6.00pm – 9.00pm
Workshop 10- Administrator and CEO Q & A Masterclass	Tuesday 10 October	6.00pm – 9.00pm
Graduation Celebration	Tuesday 14 November	6.00pm start
Alumni Meeting	TBC	

Contact the City of Casey:**Web:** casey.vic.gov.au**Email:** caseycc@casey.vic.gov.au**Phone:** 03 9705 5200**Post:** PO Box 1000, Narre Warren VIC 3805**NRS:** 133 677 (for the deaf, hearing or speech impaired)**Customer Service Centres:****Narre Warren:** Bunjil Place, Patrick Northeast Drive**Cranbourne:** Cranbourne Park Shopping Centre**ABN:** 43 320 295 742

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