

O1 Program Guide

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How to enrol in a programme

In person

24 Toomuc Valley Road, Pakenham

Online

www.outlookvic.org.au

Phone

5940 4728

Email

communitycentre@outlookvic.org.au

Payment

Credit Card - online, over the phone or in person.

Cash - in person at the Centre.

Community Centre membership

It is Centre policy that everyone who takes part in programmes and activities becomes a member of the Centre. The membership is an annual fee from January to December, and assists with the day-to-day running costs and other Centre expenses. Membership is payable upon your first enrolment for the calendar year. Obtain by visiting the Centre or via our website.

Individuals

\$10 per annum

Families

\$15 per annum

Funding acknowledgement

We would like to acknowledge financial support from Adult, Community and Further Education Board, Cardinia Shire Council and Department of Health and Human Services.











Office hours

9.00am - 4.00pm Monday to Friday

24 Toomuc Valley Road Pakenham VIC 3810

> P 03 5940 4728 **F** 03 5940 1063

Ecommunitycentre@outlookvic.org.au

outlookvic.org.au







Cancellations and refunds

If the Centre cancels a class because minimum numbers are not met, students will be advised and all fees refunded in full. If you withdraw from a class more than 7 days before the advertised commencement date, a refund less an administration charge will be made. No refund will be given if you withdraw from a class less than 7 days before the advertised course start date.

WHEN THE CFA DECLARE A CODE RED DAY THE CENTRE WILL BE CLOSED

Outlook Community Centre is an inclusive and accessible organisation with disability access, including hoists.











Professional Training

Cardinia Shire volunteer discount may apply to these programmes

Cardiopulmonary Resuscitation (HLTAID001)



The first five minutes is crucial in saving a life. Gain the knowledge and skills necessary to maintain breathing and circulation following a cardiac arrest.

Wednesday 4 March or Saturday 21 March 9.30am - 12.00pm Cost \$70 per session

Provide First Aid (HLTAID003)

Gain the skills and knowledge required to provide a first aid response to a casualty in a range of situations. Includes CPR.

Wednesday 4 March or Saturday 21 March 9.30am - 4.30pm Cost \$175 per session

Provide an Emergency First Aid Response in an Education and Care Setting (HLTAID004)

For educators, support staff and carers working within an education and care setting who are required to respond to a first aid emergency, including asthma and anaphylaxis.

Wednesday 4 March or Saturday 21 March 9.30am - 4.30pm Cost \$175 per session

Training conducted under the auspice of Asthma Australia RTO provider No. 4987



Some homework prior to class.

Food Safety Level 1



Choose one of the following certificates:

- SITXFSA001 Hospitality and Retail – Use hygienic practices for food safety
- HLTFSE001 Community and Health – Follow basic food safety and practices
- FBPFSY1001 Food Processing

 Follow work procedures to
 maintain food safety

Nationally recognised for hospitality and retail, community and health and food processing sectors.

Monday 16 March 5.00pm - 9.00pm Cost \$95

Training and assessment provided by CFT International RTO provider No. 21120

Responsible Serving of Alcohol (RSA Vic)

Increase your opportunities for employment in the hospitality industry. All people serving alcohol in Victoria need this certificate which is approved by the Director of Liquor Licensing Victoria.

Monday 16 March 12.30pm - 4.30pm Cost \$80

Training and assessment provided by CFT International RTO provider No. 21120

Computers

Cardinia Shire volunteer discount may apply to these programmes

Computer Maintenance and Internet Safety

We rely more and more on technology in everyday life, therefore gaining an understanding of computer maintenance and tools is paramount. Learn how to protect yourself, your computer and privacy on the internet and discuss some security concerns when using your computer. BYO USB stick.

Wednesdays commencing 19 February for 2 sessions 9.30am - 1.00pm Cost \$10

Everyday Computers

You have perhaps used a computer, (or an iPad/tablet or a smart phone), occasionally, but you would like to know more about their workings? Gain confidence in using them by learning how they can aid you in everyday life activities. We will achieve this by looking at programs that you may use already or would like to in the future. Bring your own laptop or use one of ours. BYO USB stick.

Tuesdays commencing 4 February for 8 sessions 1.15pm - 4.00pm Cost \$45 plus manual \$10

Get Tech Savvy for Seniors

Keep up to date with the digital world with these hands-on informal classes, where you can ask questions about computing technology that frustrate you or make you curious. Whether you are a beginner or already have some experience, you will gain skills and confidence to easily use technology for socialising, accessing important services or organising your life. Classes cover computers and iPads. Use our laptops and iPads or bring your own.

Wednesdays commencing 5 February for 8 sessions Intermediate: 10.00am - 11.30am Beginners: 11.30am - 1.00pm Cost FREE

Supported by Be Connected.

iPads/Tablets

For those wanting to gain or increase their skills in the use of iPads or Tablets. Covers basic usage, apps, email, cloud storage and more. Beginners welcome.

Wednesdays commencing 5 February for 8 sessions 1.15pm - 4.15pm Cost \$45

Be Connected





There's never been a better time to get online. We can help you discover how being online can add new skills and experiences to your life. Keep up to date with what's happening in your community and around the world and build your confidence.

We offer: Free access to computers, iPads and the internet, free support and one on one training with an expert volunteer tutor. Learn the basics of getting online safely. Appointments are necessary.

Please call the Centre on 5940 4728 to book.

Computers

Cardinia Shire volunteer discount may apply to these programmes

Microsoft Office Introduction

This course provides an introduction to Microsoft Office and an overview of the key titles in the suite which include; Word, Excel, PowerPoint and Publisher. BYO USB stick.

Thursdays commencing 6 February for 8 sessions 1.00pm - 4.00pm Cost \$45

Microsoft Word Intermediate

Microsoft Word has more to offer than you think. This course is for those wishing to perfect their Microsoft Word skills and go beyond the basics. Learn to maximise your efficiency at work and WOW the boss. Impress friends and family with what this versatile programme has to offer. Utilise templates, mail merges, functions and formatting to use this programme effectively.

Fridays commencing 21 February for 6 sessions 9.30am - 12.30pm Cost \$45 plus manual \$30

Canva - Online Design Made Easy

You will learn to quickly and easily create attractive, high impact social media and marketing designs. During the session we will create a sample Facebook post, promotional poster and business card.

Wednesdays commencing 18 March for 2 sessions 1.30pm - 4.00pm Cost: \$15

Microsoft Office The Next Step

This course continues on from the basic Microsoft Office course. In Word you will cover formatting, layout options, tables, styling techniques. In Excel the key functions, formulas, cell referencing, charts, formatting and data lists. Powerpoint and Publisher will also be touched upon. A working email address is required which can be accessed in class. BYO USB stick.

Mondays commencing 3 February for 7 sessions (No class 9 March) 9.30am - 12.30pm Cost \$50

Xero Accounting

Learn the essentials of the Xero cloud-based accounting system. This hands-on course covers setup, sales and purchases functions, banking and reconciliation options, reports, plus key payroll and activity statement settings.

Wednesdays commencing 5 February for 8 sessions 6.00pm - 9.00pm Cost \$65

Cardinia Shire Volunteer Subsidy

Cardinia Shire offers a subsidy on eligible computer and accredited courses offered at the Centre. This subsidy is available for people who volunteer in Cardinia Shire and are undertaking courses that assist them in their volunteer position. Please contact the office for information.

Personal Development

Friendship Friday

This group meets weekly for outings, movies, lunches, shows and attractions. If you like to get out and about and are looking for fun and friendship then this is the group for you.

1st Friday of the month 3 January, 7 February, 6 March, 3 April Meet at Outlook at 10.30am - 11.30am for coffee and a chat to discuss outings for the month and then head out for lunch.

Cost \$4 per session plus outing cost

Gardening Group

Would you like to know more about plants and how to make them grow? You don't have to have a garden to belong to this group – just a love of gardens. Join us for information sharing, guest speakers, problem solving and swapping cuttings.

Meetings on 1st Friday of the month 7 February, 6 March, 3 April 10.30am - 12.00pm Cost \$4 per session

(Excursions are also arranged throughout the term)

Kokedama Workshop



Learn how to make your own beautiful Kokedama. A Kodedama is a Japanese art form. Koke (moss) dama (ball) they consist of a plant in soil and peat moss formed into a ball, covered in Spaghnum moss then wrapped in twine. All equipment provided.

Friday 28 February 10.00am - 12.00pm Cost \$65

Book Club -Discussion Group

Talk about a specific book with a group of like-minded people in your community. These sessions are fun and relaxing. Books, coffee and friendship supplied!

Wednesdays monthly 8 January, 5 February, 4 March 7.00pm - 9.00pm Cost \$5 per session

Men's Discussion Group

A group of blokes over 50 who meet for a coffee and a chat, to discuss issues of interest and concern, with plenty of laughs. Come along to meet new people in a friendly, welcoming atmosphere and see if it is for you.

2nd Wednesday of the month 8 January, 12 February, 11 March Arrive 9.15am. Session runs 9.30am – 12.00pm

1st Wednesday of the month 5 February, 4 March, 1 April 7.00pm – 9.30pm Cost \$4 per session





Women's Friendship Group for Over 60s

Do you enjoy a coffee, a chat and want to make new friends? This group enjoys craft activities, guest speakers and going on excursions. Come along and see if this informal relaxed group is for you.

Tuesdays commencing 21 January for 10 sessions 10.00am - 12.00pm Cost \$4 per session NEW

Art Club

Join multi media artist Annette
Slattery to explore a variety of art
mediums such as drawing, sculpture,
collage, mosaic and painting in a fun and
supportive environment. There will be
new projects to try each week or you can
bring in your own project for feedback
and advice.

Fridays commencing 21 February for 6 sessions 1.15pm - 3.15pm

Cost \$65 (See reception for materials list)

Felting for Fun

In this mixed ability class, beginners will learn the skills to make several shapes and felt them together to create a 3D figure. For those wishing to extend their felting skills, students will learn the art of creating a wire figure, then adding layers of coloured wool to complete their figure including the add-on of small details to complete the final look.

Fridays commencing 6 March for 4 sessions 9.30am - 12.30pm Cost \$75 plus \$15 materials

Family History and Ancestry

- · Where to start
- Setting up your Family Tree
- · How to search War Records
- · Where to find free archives
- Finding history in newspapers
- Hints and advice

Mondays commencing 10 February for 6 sessions

(No class 9 March)

1.00pm - 3.00pm

Cost \$25 (includes handouts)

Creative Writing Group - Word Warriors



Join a group of like minded others to experiment with the written word in our creative writing class. In a fun and friendly atmosphere we will use various styles of writing to reinvent and empower ourselves! Let the process help tap into your passion and explore your hidden expressive potential. Only basic writing skills are required.

Thursday 12 March 9.30am - 12.30pm Cost \$20

Photography for Beginners

Learn how to take that perfect photo and gain an understanding of editing software and techniques. In this hands on class you will learn the art of taking interesting and engaging images. Gain an understanding of the basic manual settings, composition concepts and editing techniques. Camera with manual settings preferred, alternatively iPads or iPhones welcome.

Mondays commencing 24 February for 4 sessions (No class 9 March) 12.30pm - 2.30pm Cost \$95

Knit and Knatter

Learn how to knit or crochet, or pass your skills on to others. New and more experienced knitters welcome. Come and try this relaxing pastime.

Saturdays monthly 11 January, 1 February, 7 March 10.00am - 2.00pm Cost: \$4 per session

Personal Developement

Consumer Guarantees and Shopping Rights



Hey shoppers - don't be short changed!

Be a savvy shopper! Check out your shopping rights.

Wednesday 4 March 1.00pm - 2.00pm Cost FREE

Are You Travelling to the Outback?

Would you like some information on what to see and the history of the area.? These informative and informal sessions will include; Flora, geology, aboriginal history, plus of course how Central Australia was created; safety aspects on outback travel and understanding technology; photos, discussion and question time.

Thursdays commencing 12 March for 3 sessions 1.00pm - 3.00pm Cost \$20

Card Games and Mahjong Social Groups

Join one of these groups and gather with others who love playing games. Exercise your brain and have some fun! These groups are informal, friendly and non-competitive.

Every Tuesday 1.00pm - 4.00pm Cost \$4 per session

Time Management



Take control of your day.
Achieve more with less stress.

Practical and simple strategies to manage your time. Learn how to reduce stress, increase productivity, achieve goals and work smarter. Be in control, create successful habits and stay focused on being productive every day.

Thursdays commencing 19 March for 2 sessions 9.30am - 12.00pm Cost \$35

Wiser Driver

Would you like to refresh your knowledge of the rules and discuss road safety issues? Develop techniques and skills to become a safer and wiser driver.

Join these friendly, informal, thought provoking sessions. No Test.

Fridays commencing 6 March for 4 sessions 10.00am - 12.00pm Cost FREE

'Road to Solo Driving' book available \$10

Recreational Boat Licence

Gain the competency to obtain a general Victorian Boating and PWC licence.

Meet the requirements of the State
Authorities. No pre-study required. You receive a certificate on the day to take to VicRoads to purchase your licence.

Cost \$130 (Please choose one session)

Tuesday 21 January or Monday 3 February or Thursday 27 February 5.30pm - 9.00pm Saturday 22 February, 21 March 8.30am - 12.00pm

All Together Choir

Love singing? This community choir is made up of people from all walks of life. Come along and meet like-minded individuals who enjoy singing. No previous singing experience needed. A variety of wonderful performance opportunities are available.

Thursdays commencing 30 January for 9 sessions 11.00am - 12.30pm Cost \$7 includes light lunch

Ukulele U-Bute Group

Want lots of fun and a joyful sing-a-long? For those who have previously completed a Ukulele course, or with previous experience. Increase your repertoire and jam with this happy group. BYO Ukulele.

Mondays commencing 3 February for 7 sessions (No class 9 March) 12.30pm - 2.30pm Cost \$35

Intermediate Guitar

Graduating from the beginners group of 2019 are the newly formed Intermediate Guitar sessions. If you have had some basic experience playing the guitar in the past, then we welcome you to this fun group. Relaxed and friendly, come and play some diverse tunes from many different genres of music and improve your playing and understanding of the world's most popular instrument

Tuesdays commencing 11 February for 6 sessions 12.30pm - 2.30pm Cost \$90

Music Discussion Group



Do you love music? To be honest... who doesn't?

A brand-new group is starting where people can come and discuss music at various levels. A different topic will be decided at each meeting to discuss at the following meeting. Whether the discussion centres around music styles, artists, bands, instruments... the choice is yours. This is a group for everyone with the aim of broadening people's minds to the different and diverse styles of music. No defined format, we can work that out as we go along. It will be interesting and fun. Come and check it out, you'll be glad you did!

3rd Wednesday of the month 19 February and 18 March 7.00pm - 9.00pm Cost \$4 per session

Guitar for Beginners -Taking Expressions of Interest NOW!

Have you ever wanted to play the guitar but just never had the chance? We are looking to find some new players and form a new group. Learn basic chords and strum patterns, get a basic understanding of the instrument and most importantly, have some fun. No experience necessary, sessions are relaxed, so give it a go!

Health & Wellbeing

Men's Strength Training for Over 50s

Take the first step on a journey toward greater strength and vitality. Safe simple and highly effective exercises to improve balance, strength, functional mobility and your independence. Whatever your current level of activity, you are a perfect candidate for this class.

Tuesdays commencing 4 February for 8 sessions 9.30am - 10.30am Cost \$50

Functional Fitness

Improve balance, agility and muscle strength. Functional fitness exercises train the body to make it easier and safer to perform everyday activities. Suitable for all ages and abilities.

Tuesdays commencing 4 February for 8 sessions 10.30am - 11.30am Cost \$56 per term or \$8 per session OR Thursdays commencing

30 January for 9 sessions 10.30am - 11.30am Cost \$63 per term or \$8 per session

If paying by the term for 2 Functional Fitness or Strength training classes receive 10% off

Pilates Low Impact Strength Training for Over 50s

Builds strength and balance to promote better health. Gentle exercises to enhance your life and assist you to regain the strength you once had. Suitable for all levels of fitness. BYO mat.

Mondays commencing 3 February for 7 sessions (No class 9 March) 4.15pm - 5.15pm Cost \$63 OR

Thursdays commencing 30 January for 9 sessions 9.30am - 10.30am Cost \$81

Tai Chi

These gentle flowing movements are suitable for all ages and are a wonderful way to reduce stress. Tai Chi promotes harmony for your mind and body. Improves your health, vitality, balance and suppleness.

Mondays commencing
3 February for 7 sessions
(No class 9 March)
Beginners/Intermediate:
6.30pm - 7.30pm
Cost \$70 or casual \$11 per session

Learn to Tango

The first step is to say you can, and if you can count to eight and walk you can tango. This class provides an opportunity to enjoy the wonders and pleasures of Argentinian Tango. Be warned tango is addictive! No partner or experience reauired.

(Provided by Tango Gippsland.)

Mondays commencing 10 February for 6 sessions (No class 9 March)

1.00pm - 3.00pm Cost \$60

Easy Exercise and Relaxation - Dru Yoga

Rejuvenate the whole of your being. This class is suitable for all people who in the past have found yoga too strenuous. It is modified so that everyone can be included. Work within your own ability and only do as much as you are comfortable with. Gentle flowing movements that will strengthen your body, create greater flexibility, relax and calm your mind. Learn the importance of correct breathing and to take time out to relax and meditate. BYO blanket, cushion and water.

Tuesdays commencing 4 February for 8 sessions 7.00pm - 8.30pm Cost \$104

OR

Wednesdays commencing 29 January for 9 sessions 10.00am - 11.30am Cost \$117

(Casual classes can be arranged on application)

New Vogue, Ballroom and Latin Dancing



Looking for a fun activity? Join Diane for this exciting new beginners class where you will learn New Vogue, Ballroom and Latin Dancing in a fun and friendly environment. No partner required

Thursdays commencing 6 February for 8 sessions 1.30pm - 2.30pm Cost \$80

Line Dancing

Easy Line Dancing

Dances are taught by walking through the steps and then applying this to music. It is lots of fun. No partner required.

Mondays commencing 6 January for 11 sessions (No class 27 January, 9 and 16 March) 10.00am - 12.00pm Cost \$50 (New Beginners 10.00am - 11.00am only. Cost \$40) OR

Improvers Line Dancing

For more experienced dancers who enjoy improver/easy intermediate level dances.

Fridays commencing 10 January for 11 sessions (No class 13 and 20 March) 10.30am - 12.30pm Cost \$50





Health and Wellbeing

Meditation

Discover the benefits of meditation.

Enjoy inner peace and personal transformation. This guided meditation journey will be calming and insightful. Wear comfortable clothing and bring a water bottle. A journal, pen and blanket are optional.

Mondays commencing 3 February for 7 sessions (No class 9 March) 10.00am - 11.00am Cost \$84

Marketplace Walkers

Pakenham Central Marketplace is a great place to walk because it is a sheltered indoor space, free from traffic and bad weather. Suitable for all ages and abilities.

Every Friday
Meet at Pakenham Central
Marketplace
8.00am - 9.00am
Cost FREE

Saturday Walking Group for Seniors

This is a local walk which includes a stop at the coffee shop for a free cuppa and a chat with your fellow walkers.

Every Saturday Meet at Lakeside Lake by Cultural Centre at 11.00am Cost FREE





Cardinia Bicycle User Group (BUG)

Come ride with us and come back exhilarated. A recreational bike group who enjoy cycling and making friendships. Ride lengths vary so there is something to suit everyone. Rides every Saturday morning, first Sunday of the month and Wednesday evenings during daylight savings.

Cost \$20 per annum

 $(Please\ contact\ the\ centre\ or\ cardinia\ BUG@gmail.com\ for\ further\ details.)$





Toomuc Valley Walkers

Walk your way through local parklands to improve fitness. Group caters for walkers of all levels.

Every Tuesday Meet at Outlook 9.30am - 10.30am Cost FREE

Cardinia Wanderers

A walk that is a bit more challenging and longer in distance. Get some exercise whilst exploring different places each week. Look after your health and wellbeing whilst making new friends along the way. These walks are over 5km.

Every Wednesday Meet at Outlook at 10.30am Commencing 12 February Cost FREE

(Bring or buy own lunch)

Health and Wellbeing

Better Health and Lifestyle Changes

A cooking and information programme for those at risk, or newly diagnosed with Type 2 Diabetes, or those who just want to live a healthier lifestyle.

Come along and learn how to make improvements to reach health targets.

 $\label{lem:condition} Get information and advice on ways to make lifestyle improvements, have a practical cooking session each week, and enjoy a friendly group discussion over a shared meal.$

Facilitated by Pauline, a nutritionist, wellbeing and diabetes educator.

Wednesdays commencing 19 February for 6 weeks 10.00am - 1.00pm Cost \$30

Supported by Cardinia Shire Council Cardini



Community Information Sessions



Stroke Safe Talk

What is a stroke?

How to recognise signs of a stroke? What to do if someone is having a stroke? How to prevent a stroke?

Thursday 20 February 10.00am - 11.00am Cost FREE

Understanding the Use of a Defibrillator in an Emergency Situation

Any attempt is better than no attempt!

This session will raise awareness for anyone with access to a defibrillator, giving them confidence and knowledge to apply in an emergency situation.

Thursday 20 February 11.00am - 12.00pm Cost FREE

LET US COME TO YOU!

We can bring any of our courses to your venue for a group booking. Training can be customised to meet the training needs of the local community, organisations, businesses and industry.

Please contact the Centre with your request.

Languages

Spanish Language

This is a continuation of the beginner's course. If you already have a basic knowledge of Spanish, in this course you will continue developing your ability to communicate, and expand your vocabulary to ask and give the time, go shopping, order food in a restaurant and make reservations. Likewise the associated grammar and cultural notes.

Tuesdays commencing 4 February for 8 sessions 7.00pm - 8.30pm Cost \$128



Interested in Beginners Spanish Language?

Please register your interest by contacting the Community Centre Office 5940 4728.

Italian Level 1

Through interactive learning activities, this course will guide you to develop your communication skills, as well as being introduced to the Italian culture. As part of the learning process some work on grammar, vocabulary and pronunciation will enable you to use Italian in a range of situations.

Wednesdays commencing 29 January for 9 sessions 7.15pm - 9.15pm Cost \$144

(plus text book for new students)



My Aged Care Navigator Free Open Day Information Session

Do you or someone you know need help to understand and navigate the system relevant to home care packages?

Find out more about;

- What services are available and who provides them?
- What you are eligible for and how to apply?
- What will happen next?

A free, confidential service that gives you independent information about home care packages and how to access them.

Drop in any time during the session. Thursday 13 February 9.30am - 12.30pm Cost FREE however, please book for catering purposes.



The Aged Care Navigator Trial is delivered in partnership with COTA Vic and Outlook Community Centre as part of a consortium led by COTA Australia and funded by the Australian Government. For more information go to www.AgedCareNavigators.org.au

Ageing in Your Own Home

Session 1: The start of the journey

Wednesday 19 February 9.30am - 11.30am and Friday 21 February 12.15pm - 2.15pm

Session 2: Assessment and service provision

Friday 13 March 12.15pm - 2.15pm

Session 3: Navigating through your jouney

Friday 27 March 12.15pm - 2.15pm

It is highly recommended that you attend the first session, and ideally all of them.

Cost FREE, however, bookings essential. Refreshments provided.

FREE Legal Advice Bookings essential

Do you have a legal issue that you would like some advice on?

Not sure which is the best way to proceed?

Expert advice available from local Lawyers.

FREE 15 minute appointments available.

Choose one of the following Wednesdays: 15 January, 19 February or 18 March 5.30pm - 7.00pm

FREE Library

The Community Centre has a wonderful collection of books available for your use. We encourage you to drop in and browse. Feel free to borrow or donate books for others to share and enjoy.

FREE Internet and Computer Access

Access your emails, do internet banking, create your resume or research on the internet. Two computers with internet access for your use at no charge.



Need a venue for your next meeting or special occasion?



Outlook Community Centre has a range of small and medium training rooms available for hire to community and business groups. Catering for 2 to 40 people, rooms come equipped with an audio visual screen, Wi-Fi, whiteboard, kitchenette and air-conditioning. The centre also has two large function spaces for up to 150 guests.

Call in to have a look or jump onto our website for more information or a quote. outlookvic.org.au/outlook-community-centre/room-and-venue-hire

Golden Girls

Do you have spare time on your hands and would like to join other women for Craft 'n' Chat with a view of making goods for charity?

Please contact Faye on 0439 989 600



O'Grady Drama



'Act, Create, Communicate
Self-development through drama!'

Boost your child's creativity, confidence and communication skills.

Our internationally acclaimed program includes speech, movement, improvisation, scripts and productions.

Contact

melbournesouth@ogradydrama.com.au 9530 6080

www.ogradydrama.com.au