



TERM  
03  
2020

# Program Guide

Look out for our courses that you can do from the comfort of your own home!

The Centre will reopen when COVID-19 restrictions ease.

## Inside

- 3 Professional Training
- 4 Computers
- 6 Personal Development
- 8 Health and Wellbeing
- 10 Language
- 10 Services

Outlook  
community centre

## How to enrol in a program

### In person

24 Toomuc Valley Road, Pakenham

### Online

[www.outlookvic.org.au](http://www.outlookvic.org.au)

### Phone

5940 4728

### Email

[communitycentre@outlookvic.org.au](mailto: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 programs 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

E [communitycentre@outlookvic.org.au](mailto:communitycentre@outlookvic.org.au)

**[outlookvic.org.au](http://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 class start date.

Outlook Community Centre is an inclusive and accessible organisation



## Cardiopulmonary Resuscitation (HLTAID001)



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

**Thursday 20 August**  
**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.

**Thursday 20 August**  
**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.

**Thursday 20 August**  
**9.30am - 4.30pm**  
**Cost \$175 per session**

Some homework prior to classes.

## 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.

**Thursday 10 September**  
**12.30pm - 4.30pm**  
**Cost \$80**

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

## 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 practices
- **FBPFSY1001** Food Processing – Follow work procedures to maintain food safety

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

**Thursday 10 September**  
**5.00pm - 9.00pm**  
**Cost \$95**

**(Also available online)**

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

Cardinia Shire volunteer discount subsidy may apply to these programs

## Everyday Computers

Online Course

**We are taking expressions of interest.**

**Please email**

**communitycentre@outlookvic.org.au**

**Home-based course using Zoom.**

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.

## iPad/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. BYO Ipad or Tablet.

**Wednesdays commencing**

**26 August for 4 sessions**

**1.15pm - 4.15pm**

**Cost \$25**

## Get Tech Savvy for Seniors

Keep up to date with the digital world with these hands-on informal classes, 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. BYO USB stick. BYO devices or contact the Centre if you would like to reserve one of ours.

**Wednesdays commencing**

**26 August for 4 sessions**

**Intermediate 10.00am - 11.30am**

**OR**

**Beginners 11.45am - 1.00pm**

**Cost FREE**

## Learn to Use Zoom for Online Communication

Online Course

Zoom, the popular video conferencing app that lets you communicate and interact live with your friends and family around the world, or participate in online meetings with work colleagues. This hands-on course teaches you via practical participation in online meetings from the comfort of your own home. (Requires a computer or laptop with webcam, microphone and internet connection. Can also use smartphones, iPads and Tablets)

**Written instructions on how to download Zoom will be provided by our tutor by email prior to the class starting, as well as other notes. Homework optional.**

**1.00pm - 2.00pm 3 x 1 hour sessions**

**Wednesday 29 July, Thursday**

**30 July, Friday 31 July**

**OR**

**7.00pm - 8.00pm 3 x 1 hour sessions**

**Wednesday 12 August, Thursday 13**

**August, Friday 14 August**

**Cost FREE**

## 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. BYO laptop or contact the Centre if you would like to reserve one of ours.

**Fridays commencing**

**21 August for 2 sessions**

**10.00am - 12.30pm**

**Cost \$15**

Cardinia Shire volunteer discount subsidy may apply to these programs

## How Do I Connect With My Home-Based Course?

Online Course

The course tutor will email you a link to Zoom. The tutor will assist you to get started. No experience with Zoom is required.

## Xero Accounting

Online Course

### Home-based course using Zoom.

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

### Mondays commencing

**10 August for 6 sessions**

**6.00pm - 8.00pm**

**Includes homework and notes**

**Cost \$40**

## 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. Contact the office for information.

## Microsoft Office Online Essentials

Online Course

### Home-based course using Zoom.

Get up and running with Microsoft's free cloud-based Office online apps. All you need is a computer with internet connection. The course covers essential operations of titles such as Word, Excel and PowerPoint. Learn and manage files in OneDrive and see what Sway, Forms and OneNote are used for. The course is for people who have little to no experience with Office, but it does require them to be familiar with using a computer and the internet. It might also be of interest to those who already use the Desktop applications, but want to learn about the online versions.

### Tuesdays commencing

**11 August for 8 sessions**

**1.00pm - 2.30pm**

**Cost \$40 (includes course notes)**

## Microsoft Office Online - Next Step

Online Course

**We are taking expressions of interest. Please email**

**[communitycentre@outlookvic.org.au](mailto:communitycentre@outlookvic.org.au)**

### Home-based course using Zoom.

This course extends beyond what was covered in the Office Essentials course, delving deeper into the free online apps, particularly Word, Excel and PowerPoint, but also Sway, Forms and OneNote. The course is ideal for those who completed our Microsoft Office Online Essentials training, or people who have a Microsoft account and a basic understanding of OneDrive and Office Online.

## How Do I Connect With My Home-Based Course?

Online Course

The course tutor will email you a link to Zoom. The tutor will assist you to get started. No experience with Zoom is required.

## Book Club - Discussion Group

Online Course

### Home-based sessions using Zoom.

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.

### First Wednesday of the month

5 August, 2 September

7.00pm - 9.00pm

Cost \$10 for 2 sessions

## Men's Discussion Group

We are taking expressions of interest. Please email

[communitycentre@outlookvic.org.au](mailto:communitycentre@outlookvic.org.au)

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.

### Dates to be confirmed

Wednesday 9.30am - 12.00pm

OR

Wednesday 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  
25 August for 4 sessions**

**10.00am - 12.00pm**

**Cost \$4 per session**

Online Course

## Gardening Group

### Home-based course using Zoom.

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.

**Thursdays commencing  
17 July for 7 sessions**

**10.30am - 12.00pm**

**Cost FREE**

## FREE Legal Advice

- 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.
- 15 minute appointments available

**Appointments will be conducted over the phone.**

**To book an appointment please email [communitycentre@outlookvic.org.au](mailto:communitycentre@outlookvic.org.au)**

## Art Club

Join this class 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 August for 5 sessions**

**1.15pm - 3.15pm**

**Cost \$55**

(See reception for materials list)

## 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)**

**Thursday 17 September**

**5.30pm - 9.00pm**

**OR**

**Saturday 5 September**

**8.30am - 12.00pm**



## Intermediate Guitar

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. Improve your playing and understanding of the world's most popular instrument.

**Tuesdays commencing**

**25 August for 4 sessions**

**12.30pm - 2.30pm**

**Cost \$60**



## 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**

**24 August for 6 sessions**

**12.30pm - 1.30pm**

**OR**

**2.00pm - 3.00pm**

**Cost \$30 for 6 sessions**

## New Vogue, Ballroom and Latin Dancing

Online Course

### Home-based sessions using Zoom.

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

**Thursdays commencing**

**30 July for 8 sessions**

**1.30pm - 2.30pm**

**Cost \$80**

## Line Dancing

Dances are taught by walking through the steps and then applying them to music. It is lots of fun. No partner required. Bring your own water bottle.

**Cost \$22 for 4 sessions**

### Easy Line Dancing

**Mondays commencing**

**24 August for 4 sessions**

**10.00am - 11.30am**

**OR**

**Thursdays commencing**

**27 August for 4 sessions**

**10.00am - 11.30am**

### General Line Dancing/

### Early Improvers

**Tuesdays commencing**

**25 August for 4 sessions**

**10.00am - 11.30am**

**OR**

**Fridays commencing**

**28 August for 4 sessions**

**10.00am - 11.30am**

## How Do I Connect With My Home-Based Course?

Online Course

The course tutor will email you a link to Zoom. The tutor will assist you to get started. No experience with Zoom is required.

## Easy Exercise, Relaxation and Meditation

Online Course

### Home-based sessions using Zoom.

Have you found yoga too strenuous in the past? Rejuvenate the whole of your being. In this class you will work within your own ability. Gentle flowing movements 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 mat, blanket, cushion and water bottle.

**Tuesdays commencing**

**21 July for 9 sessions**

**7.00pm - 8.30pm**

**OR**

**Wednesdays commencing**

**22 July for 9 sessions**

**10.0am - 11.30am**

**Cost \$117 for 9 sessions**

**Walking groups on hold until restrictions ease.**

## Saturday Walking Group for Seniors

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

**Every Saturday**

**Meet at Lakeside Lake by Cultural Centre at 9.30am**

**Cost FREE**

## 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**

## Tai Chi Taking Expressions of Interest for Term 4 NOW

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.

**To register your interest, please email  
[communitycentre@outlookvic.org.au](mailto:communitycentre@outlookvic.org.au)**



## 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**

**Cost FREE**

## Cardinia Bicycle User Group (BUG)

**On hold until restrictions ease.**

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. Beginners welcome. Rides are every Saturday morning and first Sunday of the month.

**Cost \$20 per annum**



## Italian Level 1

Online  
Course

### Home-based course using Skype.

This course follows on from the Beginners Italian course. 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

**22 July for 9 sessions**

**7.15pm - 9.15pm**

**Cost \$144**

## Spanish Language

Online  
Course

### Home-based course using Zoom.

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

### Tuesdays commencing

**14 July for 8 sessions**

**7.00pm - 8.30pm**

**Cost \$128**

## Services

### Ageing in Your Own Home

#### Session 1: The start of the journey -

Monday 31 August 10.00am - 12.00pm

#### Session 2: Assessment and service provision -

Monday 7 September 10.00am - 12.00pm

#### Session 3: Navigating financial aspects -

Monday 14 September 10.00am - 12.00pm

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

**Cost FREE, however, bookings essential.**



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](http://www.AgedCareNavigators.org.au)

## Be Connected

Online  
Course

### Home-based using Zoom.

There's never been a better time to get online and build your confidence. We offer free one on one training with an expert volunteer tutor. Learn the basics of getting online safely. Appointments are necessary.

**Please email the Centre [communitycentre@outlookvic.org.au](mailto:communitycentre@outlookvic.org.au) to book.**



**Be Connected**  
Every Australian online



## Need a venue for your next meeting?

**Outlook**  
community centre

Outlook Community Centre has small and medium training rooms available for businesses or community groups. Each room has a kitchenette, audio visual capabilities and white board.

**Email us [communitycentre@outlookvic.org.au](mailto:communitycentre@outlookvic.org.au) for more information or visit our website: [www.outlookvic.org.au](http://www.outlookvic.org.au)**

0458 230 788  
[all2dance.ds@gmail.com](mailto:all2dance.ds@gmail.com)  
[www.all2dance.com.au](http://www.all2dance.com.au)

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### **Contact**

[melbourneoutersoutheast@ogradydrama.com.au](mailto:melbourneoutersoutheast@ogradydrama.com.au)

0407 710 335

[www.ogradydrama.com.au](http://www.ogradydrama.com.au)