

Online resources for NRM Project Officers, Program Managers and Executive staff

What's currently available through the NRM online forum

Skill	Information resource	Source	Where to find it in the Forum
Adult learning	<i>Facilitating professional learning</i>	Department of Education & Training (NT)	Training & skill development
Change management	<i>Change management (Summary) – for recreational & sporting organisations (covers volunteer groups)</i>	Department of Recreation & Sport (SA)	Staff management
	<i>Change management plan – workbook & template</i>	Chief Information Office (Qld)	Staff management
Communication & listening	<i>Advanced interpersonal communication skills</i>	New horizons learning centre	Training & skill development
Community engagement	<p><i>Effective engagement – building relationships with stakeholders</i></p> <ul style="list-style-type: none"> - Introduction to engagement - Engagement & planning workbook - Engagement toolkit 	Department of Sustainability and Environment (Vic) www.dse.vic.gov.au/engage	Community engagement
	<p><i>Working Together: Involving Community and Stakeholders in Decision-Making (2006)</i></p> <p>Techniques & tools to help ensure consultation processes are clear, fair & ultimately rewarding for all those involved.</p>	Government of Western Australia www.citizenscape.wa.gov.au	Community engagement
	<p><i>Consulting Citizens: Engaging with Aboriginal Western Australians (2004)</i></p> <p>provides guidelines for consulting with Aboriginal Western Australians.</p>	Government of Western Australia www.citizenscape.wa.gov.au	Community engagement
	<p><i>Consulting Citizens: Planning for Success (2003)</i>. Planning t effective and meaningful consultations. Minimising risk – during the project & consultation process</p>	Government of Western Australia www.citizenscape.wa.gov.au	Community engagement

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Community engagement	<i>Consulting Citizens: A Resource Guide</i> (2002). Guidelines for consulting the community.	Government of Western Australia www.citizenscape.wa.gov.au	Community engagement
Facilitation	<i>ARID's Basics of Facilitation</i> (2009)	ARID Group Training	Training & skill development
	<i>Facilitation essentials</i> (2008)	Babelfish	Training & skill development
	<i>Value of facilitation</i> (2008)	Babelfish	Training & skill development
	<i>Facilitation toolkit</i> – a practical guide for working more effectively with people and groups (2003)	Department of Environment and Conservation (DEC) http://www.dec.wa.gov.au/community-and-education/community-programs/community-involvement.html	Training & skill development
	<i>Facilitation skills for Interpersonal Transformation</i>	Ron Kraybill	Training & skill development
	<i>Cafe to go</i> . A quick reference guide to putting conversations to work. (World Cafe facilitation process)	The World Cafe Community	Training & skill development
	<i>Basic facilitation skills</i>	Human Leadership & Development Division- American Society for Quality Association for Quality & Participation International Association of Facilitators	Training & skill development
Leadership	<i>Breakthroughs in brain research and our ability to change our behaviour</i>	www.strategy-business.com	Staff management
	<i>A case study in Corporate Values</i> (2009)	Belinda Coghlan	Staff management
Mentoring	<i>Mentoring guide</i> (2009)	WA NRM skills development project (Andrew Huffer & Associates)	Mentoring
	<i>Seven fatal flaws of Mentoring – and how to avoid them</i>	Mentoring works (Anne Rolfe)	Mentoring
	<i>Everything you always wanted to know about mentoring programs</i>	Mentoring works (Anne Rolfe)	Mentoring
	<i>Mentoring demystified</i>	Mentoring works (Anne Rolfe)	Mentoring

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Negotiation & conflict management	<i>Dealing with difficult people – the easy way</i>	Ailsa Benson (Tomorrow's Pharmacist, 2003)	Training & skill development
	<i>11 tips for dealing with difficult people</i>	Jim Estill. Article from: www.mftrou.com	Training & skill development
	<i>Dealing with difficult people</i>	Heather Pengelley ,in "Coping with Difficult People." The ICB Exchange. Montreal: The Institute of Canadian Bankers, Dec, 1989.	Training & skill development
	<i>Understanding conflict & conflict management</i>	The coalition for understanding	Training & skill development
Professional writing	<i>Ten simple steps for grabbing and retaining your clients (2009)</i>	ARID Group Training	Training & skill development
Staff management	<i>Three toolkits to help you develop & retain staff in the WA NRM sector (2009)</i>	WA NRM skills development project (Andrew Huffer & Associates)	Training & skill development Skill development toolkits
	<i>How to develop the skills of staff in the WA NRM sector. The skill development toolkit (2009)</i>	WA NRM skills development project (Andrew Huffer & Associates)	Training & skill development Skill development toolkits
	<i>Four simple steps to develop your skills and build a career pathway. A planning kit for NRM project officers. (2009)</i>	WA NRM skills development project (Andrew Huffer & Associates)	Training & skill development Skill development toolkits
	<i>Four simple steps to develop your skills and build a career pathway. A planning kit for NRM project and program managers. (2009)</i>	WA NRM skills development project (Andrew Huffer & Associates)	Training & skill development Skill development toolkits
	<i>Four simple steps to develop your skills and build a career pathway. A planning kit for NRM Executive staff. (2009)</i>	WA NRM skills development project (Andrew Huffer & Associates)	Training & skill development Skill development toolkits
	<i>Staff work plan - example template (2008)</i>	Northern Agricultural Catchments Council (NACC)	Training & skill development Staff management

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Staff management	<i>The NRM Induction toolkit. Part 1 – Guidelines (2009)</i>	WA NRM skills development project (Andrew Huffer & Associates)	Training & skill development Staff management
	<i>The NRM Induction toolkit. Part 2 – Templates (2009)</i>	WA NRM skills development project (Andrew Huffer & Associates)	Training & skill development Staff management
	<i>The NRM Training Calendar</i>	WA NRM skills development project	Training & skill development
Time management	<i>How to get organised, focused and stay on track (2008)</i>	Lorraine Pirihi	Training & skill development

Resources for areas outside the skills matrix

Skill	Information resource	Source	Where to find it in the Forum
Governance	<i>Governance tips for effective boards and committees (2009)</i>	Aha! Consulting	Governance & group process
Knowledge management	Online knowledge bases & wikis	Environmental Knowledge Systems Australia	Training & skill development
	<i>Putting your experience to practical use. Embedding your learning using structured reflection & debriefs. (2009)</i>	Andrew Huffer & Associates	Training & skill development
	<i>Regional knowledge resource kit(2009)</i>	www.rkrk.net.au www.arcc.com.au	Training & skill development



Australian Government



State Natural Resource Management (NRM) Office

