

Strategic Plan

Training and Development Policy

The Broome Chamber of Commerce is committed to training and development.

In the current Strategic Plan, a goal was set to identify and promote appropriate training programs for the business community. To this end, a training and development sub committee was established.

This sub committee developed a training and development survey which is available to all businesses to complete and can be found at <http://www.broomechamber.com.au/Training.html>

Information sourced from this survey is then provided to all training organisations who have registered their interest with the Chamber.

There has been substantial interest in training generated by this process which has led to a formal procedure being developed by the sub committee to ensure consistent information is disseminated to members and training organisations.

Training organisations are businesses, often operating in a highly competitive market. For this reason, we cannot provide any training organisation with information on prices, dates or other services offered, except what is publicly available on the website. We cannot provide them with the business names that responded to the survey, only the collated responses.

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If they require advice on how much to charge, we can only suggest that it needs to be their business decision, considering the small population in Broome (traditionally low participant numbers), and the cost of travel if they are coming from out of the area. We will do all we can to promote their product in line with the options provided.

Training organisations have a number of options, which are detailed below.

The procedure for all training organisations is that when they send us information, we send them the enquiry form (Appendix A).

The information is then placed into a set format as seen at www.broomechamber.com.au/Training.html. Only this information is then placed on the website to maintain consistency. PDF documents or other attachments will be included, as a link.



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Appendix A

Thanks you for your enquiry regarding offering training to our members and the broader Broome community. To ensure consistent information is disseminated to our members, please complete the following:

Name of Training Organisation:

Title of training:

Date of training:

Cost of training:

Attachment provided with more information?

Are you a Broome Chamber of Commerce member?

Option 1 or 2 selected (see below for details)?

We encourage all Chamber members to offer discounts to other members. We invite you to offer a 10% discount on Chamber members booking into your course or training event.

10% discount offered to Chamber members?

Room required?

Small Business Centre West Kimberley endorsement (see below for details)?

Option 1- Chamber members

As a Chamber member, we will provide the above information directly to all members who have specifically requested training updates. We will also place this information on our web site, linked through the training and development button and on the Calendar of Key events. If time permits, we will include the date of the training in the newsletter with a note for interested parties to seek further information on the website.

Non - Chamber members

We will place the above information on our web site, linked through the training and development button and on the Calendar of Key events. If time permits, we will include the date of the training in the newsletter with a note for interested parties to seek further information on the website. To become a Chamber member please contact follow the link www.broomechamber.com.au/membership.html



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Option 2 – Chamber members only

If you would like to take advantage of the Broome Chamber of Commerce branding, we are able to provide you with our logo (subject to all promotional material containing the logo being approved by the Chamber).

In this instance, we will forward the above information to all members directly as well as utilising the web site as outlined above and the newsletter where possible.

In return for this extra promotion, we request two tickets to the training event to be donated to the Chamber. We will provide these to two member organisations who have expressed interest in the type of training offered. It will be clearly stated to these members that if they have already purchased tickets/booked places, these tickets cannot be used instead of their booking but as an addition.

Small Business Centre West Kimberley endorsement

The Western Australian Department of Education and Training, offers businesses up to a **\$200 Small Business Smart Business Training Voucher**, to assist with the cost of training to improve business management skills. These Vouchers may also be used to attend relevant conferences, seminars, coaching or mentoring programs. Eligibility and training must be approved by SBCWK before training commences.

Please advise the Chamber if your training qualifies and we will note this on the website.

Room required

A number of Chamber members have indicated a willingness to donate rooms for training, subject to availability. Would you be interested in us forwarding them your details above? If so, we will email those that offered space and ask them to get in contact with you directly by a set date.

