



Centre for Training and Consulting

## Fall 2011 Calendar

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**United Way  
Centraide**  
Windsor-Essex County



LEADERSHIP WINDSOR / ESSEX

# BOARD ROLES & RESPONSIBILITIES

October 11, 2011  
6:00pm - 9:00pm  
or  
November 5, 2011  
9:00am - 12:00pm

Registration Fee: \$20

**Every non-profit, every charity is governed by a Board of Directors who must understand their collective and individual responsibilities to the government, to the community, and to the organization itself. Learn how you can best contribute.**

## **Participants in this workshop will be able to:**

- Describe the fundamental role of the Board
- Identify the 6 key areas of Board responsibility
- Understand the relationship between the Board and the Executive Director
- Understand the Board decision-making framework
- Evaluate their own effectiveness as a Board Director

## **Who should attend?**

New Directors or those considering a position on a not-for-profit Board. Directors with some 'on the job' experience but no formal training for their role. Community members and staff of non-for-profit organizations who wish to better understand the role of the Board and how to support it.

# GRANT WRITING

November 26, 2011  
9:00am - 12:00pm  
or  
December 13, 2011  
6:00pm - 9:00pm

Registration Fee: \$20

**Learn about the current funding environment and grant-writing challenges as well as how to develop an effective grant proposal including identifying the components of successful proposals and strategies for packaging a proposal.**

## **Participants in this workshop will be provided with:**

- Information on developing winning ideas
- An introduction to the grant writing process
- Tips on preparing successful grant applications
- Practical grant-writing experience and helpful resources
- An opportunity to share grant writing experiences with other participants

## **Who should attend?**

Executive Directors, Senior Managers, Board Members and other staff responsible for the preparation of grant proposals for an organization.

# RISK MANAGEMENT

October 18, 2011  
6:00pm - 9:00pm

or

October 22, 2011  
9:00am - 12:00pm

Registration Fee: \$20

**What is risk? What is risk management and why is it important for not for profit organizations? Learn the key areas of risk and the process to manage these risks.**

**Participants in this workshop will:**

- Be introduced to the concepts of risk and risk management
- Review the major areas of risk in not for profit organizations
- Review a typical risk management process
- Apply the risk management process to scenarios

**Who should attend?**

Executive Directors, Board Members and Senior Management staff responsible for the development and implementation of a risk management plan.

# STRATEGIC PLANNING

November 19, 2011  
9:00am - 12:00pm

or

December 6, 2011  
6:00pm - 9:00pm

Registration Fee: \$20

**Everyone has moments of doubt. Refocus the energy of your team by establishing a shared understanding of your mission. Increase control over the destiny of your organization by encouraging logical, rational thinking. Develop a frame of reference for decisions on allocating financial and human resources.**

**Participants in this workshop will be able to:**

- Understand the concept of strategic planning and its purpose
- Understand the benefits of strategic planning
- Identify the components of a strategic plan
- Appreciate the relevance of strategic planning for their organization

**Who should attend?**

This course has been designed for Board members and Staff of organizations undergoing or contemplating change. Dynamic members of organizations will benefit from strategies to capture and mobilize their ideas.

# VOLUNTEER MANAGEMENT

October 29, 2011  
9:00am - 12:00pm

or

November 1, 2011  
6:00pm - 9:00pm

Registration Fee: \$20

**Volunteers are integral to all not for profit organizations. This workshop will teach the value of volunteers and will provide an overview of the volunteer management cycle, including motivating volunteers and the principal of mutual benefit.**

## Participants in this workshop will learn:

- The essential elements of volunteer management
- The importance of volunteer motivation
- Volunteer risk management practices
- How to evaluate their current volunteer management practices

## Who should attend?

Volunteer coordinators / managers and other staff or volunteers responsible for the management of an organization's volunteers.

# WORKPLACE CONFLICT RESOLUTION

November 16, 2011  
6:00pm - 9:00pm

Delivered in partnership with the  
University of Windsor's Mediation Services

Registration Fee: \$20

**This workshop is designed to introduce participants to some basic conflict resolution and communication skills, and to assist them in identifying and analysing conflict in the workplace.**

## Participants in this workshop will:

- Identify categories of workplace conflicts and diagnose "drivers" of conflict
- Learn about different "conflict" styles - how to recognize them, and improve communication with those whose styles differ from our own
- Acquire tools to enhance constructive communication in the workplace
- Be introduced to a typical facilitative mediation process
- Engage in a workplace conflict resolution simulation

## Who should attend:

New and Existing Executive Directors, Senior Management Staff, Board Members, Human Resources and other staff dealing with teams or individuals on a daily basis.