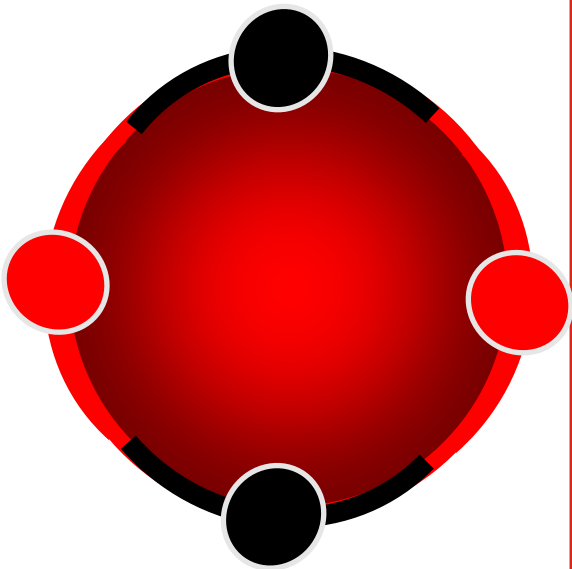


2018 Spring Training Calendar

Training & Consulting Services

A Program of United Way Peterborough & District



Building Strong Organizations & Community Leaders

Through professional development
opportunities tailored to meet the
unique needs of the non-profit sector.



Dear Colleagues,

Welcome to the 2018 Spring edition of United Way's training calendar.

Our ongoing commitment to your organization is to offer training opportunities that are timely and responsive to your needs. Our professional development training program is updated annually, and is based on feedback received throughout the year, as well as trends within the non-profit sector. We continue to collaborate with trainers and content specialists to provide high quality training relevant to your work. Training programs are designed to suit adult learners by offering small class sizes and an interactive learning environment.

Capacity building supports continuous development of individuals and excellence in the non-profit sector. United Way Peterborough & District is committed to working with all local non-profit agencies to enhance the capacity of the sector through training and consulting. We work with board members, staff, and volunteers to develop the skills and knowledge needed to be effective and responsible leaders.

As a non-profit agency, United Way Peterborough & District understands the challenges of non-profit leadership in an environment of rapid change and increasing demands for accountability. Our Board Governance Series features proven, nationally recognized materials developed by United Way Canada in partnership with local expertise. We possess a deep commitment to this community, your agency, and your volunteers.

The training opportunities outlined in this calendar are designed to enhance your capacity to be a stronger leader, create a stronger organization and build a stronger community.

Sincerely,



Lisa Smith
Director, Philanthropic Impact
United Way Peterborough & District

Organizational Training Needs Assessment and Organizational Development Plans (Free Service)

We use a 70 question survey to identify opportunities for growth within your organization. Using this information, we create a detailed report outlining areas and training required to improve your effectiveness.

Community Workshops

We offer training to agency staff and Board members on a variety of topics to build the capacity of your organization.

Customized Training Solutions

Tailored workshops can be created to meet the most pressing needs of your organization.

Management Assistance

6 months of customized mentoring, working one-to-one with an experienced facilitator.

Telephone and In-Person Consultation (Free Service)

Do you have a pressing governance or organizational management issue that requires timely advice or guidance? Call the United Way to receive immediate assistance.

Tools, Templates and Resources (Free Service)

The United Way has a wide range of resources to assist your organization with everything from policy development to marketing.

Strategic Planning and Facilitation Services

The United Way can provide professional facilitators to lead you in creating strategic plans or to provide general facilitation of meetings, think tanks, seminars, etc.

Onsite Organizational Assessments

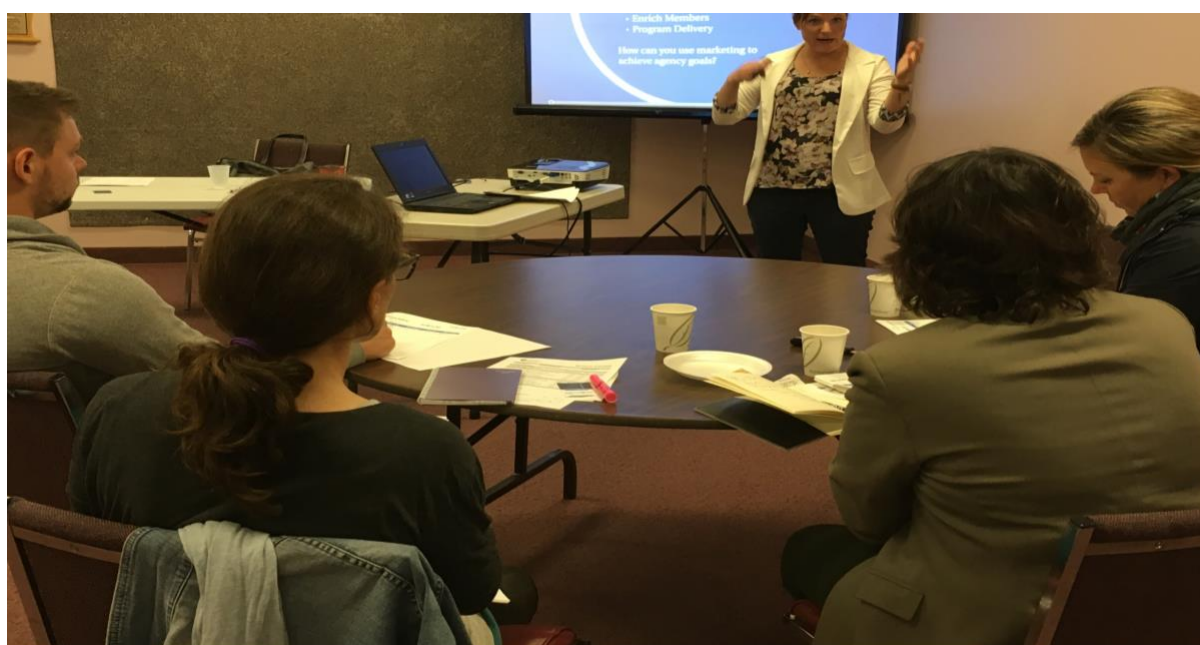
This intensive process of organizational problem solving and staff development is available to lead your organization to effective and strategic organizational change.

For more information about any of the above programs contact:

Lisa Smith
Director, Philanthropic Impact
United Way Peterborough & District
(705) 742-8839 ext. 29
lsmith@uwpeterborough.ca

Board Governance Series	Date	Cost	Page
Board Roles & Responsibilities	April 25	\$30	5
Creating & Maintaining an Effective Board Team	May 2	\$30	5
How to do Strategic Planning for Non-Profit Boards	May 16	\$30	6
Financial Oversight for Non-Profit Boards	May 30	\$30	6
Human Resource Stewardship for Non-Profit Boards	June 13	\$30	7

Lunch and Learn Events	Date	Cost	Page
How does Bill 148 impact your organization?	May 9	\$15	8
Accessibility & Inclusion in the Workplace	May 23	\$15	8
Effective Minute Taking	June 7	\$15	9



The United Way of Peterborough & District works hard to ensure our training sessions are accessible and accommodate all those who want to attend. But while we still have lots to learn, we do try to keep our minds open to new ideas and suggestions.

That is why when Jason King, Outreach Co-ordinator of the Peterborough Council for Persons with Disabilities approached us about doing a “Lunch & Learn” for Not-for-Profits and trainers/facilitators we jumped at the chance. The suggestion also prompted a longer discussion about Accessibility and Accommodation needs of workshop participants.

Jason and or a board member or two from the Council for Persons with Disabilities often attend our Lunch & Learns or our evening workshops. Jason will email or call and let me know about his or a board member’s specific accommodation needs well in advance of the workshop.

So, after a bit of work we are including an Accessibility and Accommodation statement in our 2018 Training Catalogue.

All workshops and Lunch & Learns offered by the United Way of Peterborough & District are held at the Lions Community Centre, 347 Burnham Street, Peterborough. It is an accessible building with a wheelchair accessible lift.

Some of our sessions are held in the Lions Den room located on the lower floor of the Centre. It is accessible through the rear entrance of the Lions Community Centre from the parking lot. A key is required to operate the lift so please advise us in advance if you will require the lift and if possible arrive a bit early.

The United Way of Peterborough & District will make every effort to meet your needs to enable you to participate fully in the workshop.

Please advise us of your accommodation needs minimally one week prior to the date of the workshop.

Or, when registering for a workshop or Lunch & Learn, if you have any accommodation needs, please contact Stephanie Levesque at slevesque@uwpeterborough.ca or at 705-742-8839 x 32.

And register for the Lunch & Learn that will be offered by the Peterborough Council for Persons with Disabilities. See page 8.

Board Roles & Responsibilities

Who Should Attend:

Board Members and
Executive Directors

Dates and Time:

Wednesday, April 25
6-9pm

[Buy Tickets Here](#)

Location:

Lions Community Centre
347 Burnham Street

Cost: \$30.00

Note: Please advise us of
your accommodation needs
minimally one week prior to
the date of the workshop.

This introductory workshop provides a general overview of what is required for strong board governance. A very useful workshop for those who are new to boards or those looking for a refresher. Course content provided by United Way Canada.

By the end of the session you will be able to:

- Define the role of the board
- Identify the five primary board responsibilities
- Understand the role of the board and senior staff

Your Facilitator is: Eva Kennedy

Eva Kennedy recently retired after over three decades with the provincial government, most recently the Ministry of Natural Resources. Eva led corporate projects, facilitating discussions and collaboratively developing options for resolving difficult situations related to governance issues. Eva has a B.Sc. in Biology, M.Sc. in Zoology and has completed the NFP Governance Essentials Program at the Rotman School of Management, University of Toronto. Among other volunteer activities, Eva sits on the Board of Directors of the Kawartha Land Trust.

Creating and Maintaining an Effective Board Team

Who Should Attend:

Board Members and
Executive Directors

Dates and Time:

Wednesday, May 2
6-9pm

[Buy Tickets Here](#)

Location:

Lions Community Centre
347 Burnham Street

Cost: \$30.00

Note: Please advise us of
your accommodation needs
minimally one week prior to
the date of the workshop.

A non-profit board should lead the organization as a team, establishing a balanced working relationship in which they understand and respect each other. Learn how your board can become a cohesive team enhancing strategic direction and effectively solving problems. Course content provided by United Way Canada.

By the end of the session you will be able to:

- Identify components of the board building cycle
- Identify and implement elements of board recruitment
- Develop strategies to assess the effectiveness of the board
- Develop a positive board culture

Your Facilitator is: Bill Templemen

Bill is a self-employed program designer, writer and facilitator. He has expertise in the areas of experiential training design, process facilitation, coaching, organizational effectiveness, transition management, career renewal and staff/management training, with an emphasis on team-building and leadership development.

How to Do Strategic Planning for Non-Profit Boards

Who Should Attend:

Board Members and
Executive Directors

Dates and Time:

Wednesday, May 16
6-9pm

[Buy Tickets Here](#)

Location:

Lions Community Centre
347 Burnham Street

Cost: \$30.00

Note: Please advise us of
your accommodation needs
minimally one week prior to
the date of the workshop.

Effective planning and evaluation are key indicators of successful organizations. Research has shown that organizations committed to these practices achieve higher membership levels, lower staff turnover and successful volunteer recruitment and retention programs. Discover how your organization can create a cohesive vision that will shape its future and achieve its goals.

By the end of the session you will be able to:

- Understand the importance of planning and evaluation
- Identify the framework required for effective planning
- Describe and implement effective criteria for setting goals
- Distinguish between performance and outcome-based evaluation

Your Facilitator is: Eva Kennedy

Eva Kennedy retired after over three decades with the provincial government, most recently the Ministry of Natural Resources. Eva led corporate projects, facilitating discussions and collaboratively developing options for resolving difficult situations related to governance issues. Eva has a B.Sc. in Biology, M.Sc. in Zoology and has completed the NFP Governance Essentials Program at the Rotman School of Management, University of Toronto. Among other volunteer activities, Eva sits on the Board of Directors of the Kawartha Land Trust.

Financial Oversight for Non-Profit Boards

Who Should Attend:

Board Members and
Executive Directors

Dates and Time:

Wednesday, May 30
6-9pm

[Buy Tickets Here](#)

Location:

Lions Community Centre
347 Burnham Street

Cost: \$30.00

Note: Please advise us of
your accommodation needs
minimally one week prior to

There is increasing pressure for non-profit organizations to ensure financial accountability. Determining and tracking accurate program costs, keeping track of costs once a program is underway, and reporting to managers, Boards, and funders in a meaningful way, is an increasingly important challenge for non-profit organizations.

By the end of the session you will be able to:

- Define the oversight role of the Board
- Identify strategies to establish budgets and monitor expenses
- Read a financial statement and identify questions to ask
- Identify required policies, and reporting systems

Your Facilitators are: Martin Barclay and Lynn Marie Landry**Martin Barclay**

Martin has over 25 years combined experience working in Government and not-for-profit agencies. He is a community facilitator for both gender based violence workshops and financial administration and board governance for local non-profit agencies workshops. Martin has been the One Roof Food Service Training Program Support to the

the date of the workshop.

Head Chef/Admin lead and has a political science degree from Trent University.

Lynn Marie Landry

Lynn maintains her own private practice and holds her LLM (Masters Degree in Law). In addition to maintaining a private practice she teaches courses in law. She has practiced both as a private defense counsel and as a prosecutor with the Ministry of the Attorney General.

Human Resource Stewardship for Non-Profit Boards

Who Should Attend:

Board Members, Executive Directors, and Human Resources staff

Dates/Times:

Wednesday, June 13
6-9pm

[Buy Tickets Here](#)

Location:

Lions Community Centre
347 Burnham Street

Cost: \$30.00

Note: Please advise us of your accommodation needs minimally one week prior to the date of the workshop

Learn what it means to be an effective steward of one of your organization's most important assets—your staff.

During this session you will learn to:

- Understand the Board's role as an employer
- Understand and comply with current legislation
- Develop policies and procedures for effective HR Management
- Plan for the future through strategic thinking around HR

Your Facilitator is: Bill Templeman

Bill Templeman

Bill is a self-employed program designer, writer and facilitator. He has expertise in the areas of experiential training design, process facilitation, coaching, organizational effectiveness, transition management, career renewal and staff/management training, with an emphasis on team-building and leadership development.



United Way
Peterborough & District
uwpeterborough.ca

How does Bill 148 impact your organization?

Who Should Attend:

Board Members, Executive Directors, and Human Resources staff

Date and Time:

May 9
12-1pm

[Buy Tickets Here](#)

Location:

Lions Community Centre
347 Burnham Street

Cost: \$15.00

Note: Please advise us of your accommodation needs minimally one week prior to the date of the workshop.

How does Bill 148 impact your organization?

The Fair Workplaces, Better Jobs Act, commonly referred to as Bill 148, received Royal Assent on November 27. This provincial legislation brings several significant changes to the provincial Employment Standards Act and the Ontario Labour Relations Act. So, what do these changes mean for your organization? Bring your lunch and spend an hour getting an overview of the changes.

Your Facilitator is: Chris Russell

Chris began his legal career in 1997 practicing at one of Vancouver's premier boutique labour and employment firms. Now living in Peterborough, Chris is a partner at LLF Lawyers where he leads the firm's Employment & Labour practice. Chris represents a large number of employers in the Peterborough area, and regularly provides advice on a wide range of topics relating to employment and labour law.

Accessibility & Inclusion in the Workplace

Who Should Attend:

All interested staff, trainers and volunteers

Date and Time:

Wednesday, May 23
12-1pm

[Buy Tickets Here](#)

Location:

Lions Community Centre
347 Burnham Street

Cost: \$15.00

Note: Please advise us of your accommodation needs minimally one week prior to the date of the workshop

Accessibility and Inclusion in the Workplace

The Peterborough Council For Persons with Disabilities will be leading this Lunch and Learn covering many aspects of operating a non-profit and serving a person with a disability. The session will include day to day operations in a workplace accessibility and accommodation for clients/customers and employees, and planning inclusive events, accessible communications and the language we use. Bring your lunch and hear from people with lived experience in a world full of barriers.

Your Facilitator is: Jason King

Jason King and his Dog Guide Zaun are well known in town. A speaker for the CNIB and spokesperson for Lions Foundation of Canada Dog Guides, Jason is an advisor for People First Peterborough, serves on the Fleming DSW Advisory committee as the Chair. As Outreach Coordinator for the Council for Person's with Disabilities (CPD), Jason organizes training for CPD Volunteers and presents the Time In My Shoes (TIMS) program to local elementary schools, and in the community.

He is a recipient of the Helen Keller Fellowship Award, the Lions Foundation of Canada Dog Guides Fellowship, Presidential recognition from Lions International and a 5 year volunteer award from the Province. He is a loving husband, a dedicated father, and a staunch supporter of an accessible Peterborough.

Effective Minute Taking

Who Should Attend:

Board Members
Executive Directors

Date and Time:

Thursday, June 7
12-1pm

[Buy Tickets Here](#)

Location:

Lions Community Centre
347 Burnham Street
Peterborough, ON

Cost: \$15.00

Note: Please advise us of your accommodation needs minimally one week prior to the date of the workshop

Meetings are a crucial part of organizational leadership...Even more important are the minutes of those meetings. Minutes record Board decisions and it is vital that they are clear, concise and accurate. This seminar will help minute takers to understand their role and responsibilities while learning effective minute taking techniques.

By the end of this session you will be able to:

- Understand the role of minute taker and how to work effectively with board chairs
- Develop and practice skills in active listening and note taking
- Develop and practice writing minutes in various styles
- Understand Rules of Order and their impact on minutes
- Develop action plans in response to meetings

Your Facilitator is: Cathy Berges

Cathy has over 25 years of leadership and management experience, with a background in Organizational Development and Strategic Planning. Cathy has a Certificate in Departmental Management from the Canadian Hospital Association and a Certificate in Management from the Ontario Hospital Association.

Registration Information

Space is limited, register early to avoid disappointment. Follow the links embedded in this document to use our online registration system. If you have difficulty registering online, please contact the United Way at (705) 742-8839.

Payment Information

Payments for courses will be made online at the time of registration. A small processing fee is applied to your course fee.

Cancellation by Participant

If your plans change, you may designate a substitute to take your place, or you may transfer to a different event with 48 hours [two (2) business days] notice. Timely cancellation allows someone on the waiting list to attend. Failure to show will result in a loss of course registration fee.

Cancellation by United Way Peterborough & District

All sessions require a minimum of five (5) participants to run. United Way Peterborough & District will provide at least 48 hours [two (2) business days] advance notice of a session cancellation. Registrants will be provided with a credit to attend any other training session of their choice in the event of a cancellation.

Your Privacy is Important to Us

United Way Peterborough & District is committed to protecting the privacy and confidentiality of your personal information. The information you provide may be used to periodically send information about United Way, invite you to future training events and/or information sessions, or to fulfill your information requests. We do not sell or rent our contact lists. For complete details on our privacy policy visit www.uwpeterborough.ca or call 705-742-8839.