



Building Strong Organizations & Community Leaders

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



2016 Training Calendar

Training & Consulting Services

A Program of United Way Peterborough & District

Revised: May 31, 2016

Dear Colleagues,

Welcome to the 2016 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 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, Community Impact
United Way Peterborough & District

Organizational Management Series

	Date	Cost	Page
Marketing Techniques	March 8	\$25	4
Budget Oversight Basics	March 29	\$25	4
Writing Persuasive Proposals	April 19	\$25	5
Legal Awareness for the Non-Profit	April 26	\$25	6
Good Governance 101: Key Principles that Liberate, Motivate & Generate Results	May 11	\$75	7
Effective Minute Taking	May 16	\$25	5

Executive Development Series

	Date	Cost	Page
Building a Strong ED - Board Relationship	May 31	\$25	8
Effective Staff Management	June 7	\$25	8
The Importance of Self Care	June 14	\$25	10
Conflict Management in a Leadership Role	June 21	\$25	11

Lunch and Learn Events

	Date	Cost	Page
Developing Policy & Procedure Manuals	February 25	\$15	13
Developing Effective Board Orientation Programs	March 24	\$15	13
Fraud Awareness for the NFP	April 14	\$15	14
Succession Planning – Staff Development	May 5	\$15	14

Human Resource Management Series

	Date	Cost	Page
Conflict Mediation for Non-Profit Leaders	October 18	\$25	12
Staff Coaching	October 25	\$25	12

Lunch and Learn Events

	Date	Cost	Page
Effective Time Management	November 10	\$15	15
Working with the Media - Media Panel	November 24	\$15	15

Marketing Techniques

Who Should Attend:

Executive Directors
Fundraisers

Date and Time:

March 8, 2016
6-9pm – [Register Today!](#)

Location:

Lions Community Centre
347 Burnham Street
Peterborough, ON

Cost: \$25.00

Get the most out of your non-profit marketing efforts by having a well-organized and strategic marketing plan. Marketing allows you to meet your audiences where they are, physically and mentally. This session will help you answer key questions, improve your messaging, and create your non-profit marketing plan.

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

- Learn strategies to identify, cultivate, and build solid relationships with prospective donors
- Construct an environment that allows your organization to be more resourceful in diversifying funding sources
- Create a scenario where your organization can meet all of your clients' needs and funders' expectations

Your Facilitator is: Heather Watson

Heather's career has centered on marketing and communications. Through her company Marketing Media Solutions, Heather has worked with private and non-profit organizations developing sales, awareness and fundraising campaigns. Heather combines her interest in technology with her strong marketing background to develop creative and innovative marketing campaigns.

Budget Oversight Basics

Who Should Attend:

Board Members
Executive Directors

Date and Time:

March 29, 2016
6-9pm – [Register Today!](#)

Location:

Lions Community Centre
347 Burnham Street
Peterborough, ON

Cost: \$25.00

Financial management is more than keeping accounting records. It involves planning, organizing, controlling and monitoring financial resources in order to achieve objectives. Sound financial management will involve you in long-term strategic planning and short-term operations planning. This financial planning should become part of your organization's ongoing planning process.

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

- Make effective and efficient use of resources
- Become more accountable to donors and other stakeholders
- Prepare for long-term financial sustainability

Your Facilitator is: Martin Barclay

Martin graduated from Trent University with a Degree in Political Science. He spent 27 years in the Ontario Public Service working for the Ministries of Health, Attorney General and Aboriginal Affairs. Projects include land claims negotiation, funding for Six Nations, Algonquins and Williams Treaties, and the Mercury Disability Board in Kenora.

Effective Minute Taking

Who Should Attend:

Board Members
Executive Directors
Staff

Date and Time:

****NEW DATE****

May 16, 2016

6-9pm – [Register Today!](#)

Location:

Lions Community Centre
347 Burnham Street
Peterborough, ON

Cost: \$25.00

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 be 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: Lisa Smith

Lisa Smith is the Director of Community Impact for the United Way Peterborough & District. She holds a Bachelor of Business Administration and a Certificate of Human Resource Management. Lisa has over 15 years of experience working in the non-profit sector in areas such as program management, board governance, and organizational development.

Writing Persuasive Proposals

Who Should Attend:

Executive Directors
Fundraisers

Date and Time:

April 19, 2016

6-9pm – [Register Today!](#)

Location:

Lions Community Centre
347 Burnham Street
Peterborough, ON

Cost: \$25.00

The proposal writing process is part of almost every nonprofit organization's world. Successful proposals can provide a substantial and meaningful funding source. Yet, the term "proposal writing" almost inevitably invokes reactions of fear, mystery, eye rolling, sighing or panic. This highly interactive workshop will focus on demystifying the proposal writing process. Participants will enhance their proposal writing skills and gain the tools and techniques required to prepare effective proposals.

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

- Lay the ground work for a winning proposal
- Identify and apply the key elements of a proposal
- Identify the do's and don'ts of proposal writing
- Understand general writing tips and the art of packaging
- Maximize tips and shared insight on preparing a grant application

Your Facilitators are: Lenka Petric and Christina Charpentier

Christina Charpentier

Christina is a Regional Program Manager with the Ontario Trillium Foundation. Working out of the Peterborough office, she supports various catchment areas, including the Durham, Peterborough, Kawarthas and Northumberland catchment. Her career has focused on the arts within the non profit sector in a variety of capacities.

Lenka Petric

Lenka is a Program Manager with the Ontario Trillium Foundation. Working out of the Peterborough office, her catchment area includes Durham Region, as well as Peterborough, Haliburton, Northumberland and the City of Kawartha Lakes. Her career is focused on the not-for-profit sector, in funding and service provision roles, and she has a particular interest in capacity building, both at the organizational and sector levels.

Legal Awareness for the Non-Profit

Who Should Attend:

Board Members
Executive Directors

Date and Time:

April 26, 2016
6-9pm – [Register Today!](#)

Location:

Lions Community Centre
347 Burnham Street
Peterborough, ON

Cost: \$25.00

Non-profit Boards are legally responsible for the actions of their organization. Those serving as Directors may be subject to legal action if they fail to practice due diligence. In this session we will review the key areas of Board responsibility and discuss what is meant by 'due diligence'.

During this session you will learn:

- Better understanding of the legal requirements of a director on a board
- Duties of directors and officers
- Legislation surrounding the non-profit sector
- Liabilities for directors and officers

Your Facilitator is: Joe Grant

Joe Grant practices law as an associate with LLF Lawyers LLP in Peterborough. His areas of practice include property and corporate law with an emphasis on not-for-profit corporations, including charities. In addition to representing many not-for-profit corporations professionally, Joe is heavily involved in the community, sitting on several boards, including: the Chamber of Commerce, the Peterborough Law Association, and the Dalhousie Youth Support Services.

Good Governance 101

Who Should Attend:

Executive Directors and
Board Members

Date and Time:

May 11, 2016

9am-4pm – [Register Now!](#)

Location:

McDonnel St Activity Centre
577 McDonnel St.
Peterborough, ON

Cost: \$75.00

Non-Profit organizations operate in an environment of rapid change. As the complexity of the sector increases, so does the need for effective Board governance and accountability. Good governance equals organizational effectiveness. So how do we as staff and volunteers develop the type of governance required to ensure we can do our work and fulfill our mission?

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

- Understand the major changes and trends impacting non-profit organizations and the implications of these changes
- Recognize best practices that empower CEOs and staff to create, innovate, and achieve results
- Understand the Board's role in facilitating organizational change

Your Facilitator is: Lisa Smith

Lisa Smith is the Director, Community Impact for United Way Peterborough & District. She holds a Bachelor of Business Administration and a Certificate of Human Resource Management. Lisa has over 15 years of experience working in the non-profit sector in areas such as program management, board governance, and organizational development.

Building a Strong ED - Board Relationship

Who Should Attend:

Executive Directors

Date and Time:

May 31, 2016

6-9pm - [Register Today!](#)

Location:

United Way Board Room
277 Stewart Street
Peterborough, ON

Cost: \$25.00

The relationship between the board and the ED/CEO is arguably the most important one in an organization. It is a strategic partnership that must be carefully managed and nurtured. Key elements include trust, communications, clear division of roles and responsibilities, and shared commitment.

Join your peers for a facilitated discussion on challenges and strategy, as well as sharing of best practices and tips on how to manage your board relationships.

Your Facilitator is: David Fell

David is the CEO of the Eastern Ontario Regional Network, a private-public sector partnership which has invested over \$175 million into expanding high speed broadband in Eastern Ontario. He is the past chair of the Greater Peterborough Area Economic Development Corporation, where he provided leadership for the creation of their 2010 Strategic Plan, which won them the 2011 Ontario Economic Development Award. David's past experiences include supporting the development and co-writing the Brighter Futures Community Action Program for Children: Peterborough Coalition for Children.

Effective Staff Management

Who Should Attend:

Executive Directors

Date and Time:

June 7, 2016

6-9pm - [Register Today!](#)

Location:

United Way Board Room
277 Stewart Street
Peterborough, ON

Cost: \$25.00

One of the most difficult tasks an ED has to perform is that of staff supervision. Effective staff supervision includes setting goals and monitoring performance, but also involves creating an environment that supports individual strengths. Learn how to support staff, set goals, and manage performance in a way that motivates and focuses your staff.

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

- Manage your staff more effectively
- Use templates and tools to help you effectively supervise staff
- Effectively match ability and motivation levels for specific individuals and tasks

Your Facilitators are: Lesley Hamilton and Louisa Norris**Leslie Hamilton**

Lesley has worked in the literacy field since 1999 starting at Literacy Ontario Central South Network. She initially worked as the Resource and Communication Coordinator, eventually leading to the position of Executive Director for LOCS. Her experience includes Action Centre Coordinator with displaced workers, Certified Literacy Assessor, Certified Essential Skills Analyst, and Private Consultant. She is

currently the Program Manager at Trent Valley Literacy Association. As the Executive Director of a small agency, the need to understand all aspects of the business has lead to many training opportunities. This ensures competency in managing people, fiscal responsibility and forward thinking opportunities.

Louisa Norris

Louisa is a graduate of Western, Waterloo and Ryerson Universities and has worked for the Ministry of Natural Resources and Forestry for over 30 years. She has held a number of positions over the years including Coordinator for Corporate Initiatives, Human Resources Senior Consultant, Quality Management Lead and Senior Training Consultant.

She has chaired a number of committees over the years, including; North Shore and TASS Parent Councils, Otonabee South Monaghan Library Board and the Trent Valley Literacy Association. She also chaired a number of charitable Committees within the ministry including, Federated Health, Big Bike for Heart and Stroke, and the United Way.

Now recently retired, she is volunteering for the United Way as well as the Trent Valley Literacy Association.

The Importance of Self Care

Who Should Attend:

Executive Directors

Date and Time:

June 14, 2016

6-9pm - [Register Today!](#)

Location:

United Way Board Room
277 Stewart Street
Peterborough, ON

Cost: \$25.00

Leadership in the non-profit sector today requires energy, endurance and stamina. How are you showing up for work these days? Do you feel renewed at the beginning of each day? You will learn that leadership starts from within and that neglecting yourself not only affects your own health, but the health of your organization and the people you lead. Learn how you can restore and strengthen the one powerful resource you need—yourself.

You will learn:

- About the connection between successful organizational management and self-management
- How to tap into your “best” self and utilize your boundless reserve of talents, skills and creativity
- How to slow down before you shut down
- How to develop a personalized plan for daily self-care

Your Facilitators are:**Kim Dolan**

Kim is the Executive Director at PARN and has been involved with many non-profit organizations in the Peterborough area.

A seeker of balance she is a certified Yoga instructor and Reiki practitioner. Leadership in non-profit organizations places multiple and sometimes conflicting demands on executive directors. Energy, endurance and stamina are sustained by being present and balancing the body, mind and spirit. Kim has a few ideas to help shine a light on that dark shelf labelled self-care.

Casey Ready

Casey is the Executive Director of the Community Counselling and Resource Centre and has held this role in two other non-profit organizations. Casey has an MSW and recently completed a PhD at Trent on topics related to challenges facing non-profit agencies. She continually seeks new ideas for self-care and welcomes opportunities to share thoughts on this and to learn from others.

Sonya Vellenga, MSW

Sonya is the Executive Director with the Kawartha Sexual Assault Centre. Sonya’s career history includes 18 years of front line and management work in Child Welfare. For the past five years, Sonya has also worked part time with Fleming College, both as an instructor and curriculum developer. Sonya has grappled with what Self Care means when faced with organizational challenges, and limited resources. She is mindful of the intentionality of self-care when one’s career and life path includes competing demands.

Conflict Management in a Leadership Role

Who Should Attend:

Executive Directors

Date and Time:

June 21, 2016

6 - 9pm - [Register Today!](#)

Location:

United Way Board Room
277 Stewart Street
Peterborough, ON

Cost: \$25.00

Dealing with conflict is inevitable in a leadership role. Having the skills to manage conflict effectively, when it rises to the ED level, is important. Being able to manage the situation, and the relationships involved, is crucial. In this workshop you will learn how to navigate through conflict, and how to assist your staff in learning how to mitigate it themselves, by communicating effectively, resolving the issue, and refocusing.

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

- Effectively use two key communication skills
- Defuse the emotion in a conflict
- Refocus the conflict so that the best solutions can come forward

Your Facilitator is: Cora Whittington

Cora Whittington has over 20 years of leadership & business experience. In her role at Golden Pathways Leadership and Life Coaching, Cora has delivered over 3000 coaching sessions and specializes in conflict resolution. Cora is also co-facilitator of the on-line training program "Starting Influencing Others or Die Whining"

Conflict Mediation for Non-Profit Leaders

Who Should Attend:

All interested Staff and Volunteers

Date and Time:

October 18, 2016
6-9pm – [Register Now!](#)

Location:

Lions Community Centre
347 Burnham Street
Peterborough, ON

Cost: \$25.00

Conflict is inevitable in any workplace. Being able to facilitate conflict to an optimal conclusion is an important skill for non-profit leaders. In this workshop, participants will learn how to communicate effectively, resolve, and refocus conflicts in the workplace.

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

- Effectively use key communication skills
- Defuse the emotion
- Refocus the conflict so that the best solutions can come forward

Your Facilitator is: Cora Whittington

Cora Whittington has over 20 years of leadership & business experience. In her role at Golden Pathways Leadership and Life Coaching, Cora has delivered over 3000 coaching sessions and specializes in conflict resolution. Cora is also co-facilitator of the on-line training program "Starting Influencing Others or Die Whining".

Staff Coaching

Who Should Attend:

Executive Directors,
Managers, Supervisors

Date and Time:

October 25, 2016
6-9pm – [Register Today!](#)

Location:

Lions Community Centre
347 Burnham Street
Peterborough, ON

Cost: \$25.00

A leader who has the skills to coach employees and volunteers in a way that inspires, motivates, and improves performance, is a valuable asset to any organization. This workshop will allow you to experience and learn coaching skills to develop a coaching toolkit for use in your organization.

What will be covered?

- Coaching techniques and practices
- Methods to inspire others to believe in their own success, sharpen their focus, and make radical shifts to achieve results
- Using coaching to improve communication and team effectiveness
- Practice coaching skills using a framework which encourages effective planning

Your Facilitator is: Bill Templeman

Bill Templeman 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.

Developing Policy & Procedure Manuals

Who Should Attend:

Board Members
Executive Directors

Date and Time:

February 25, 2016
12-1pm – [Register Today!](#)

Location:

Lions Community Centre
347 Burnham Street
Peterborough, ON

Cost: \$15.00

Perhaps you have been asked to put an organizational policy into writing for the first time, or due to organizational changes you need to revise your existing policies, procedures and handbooks.

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

- Describe the difference between policy and procedure including the real purpose of writing policies and procedures
- Identify legal considerations to keep in mind when writing policies and procedures
- Identify when a policy or procedure should be revised
- Write policies that are clear and free from misinterpretation

Your Facilitator is: Lisa Smith

Lisa Smith is the Director, Community Impact for United Way Peterborough & District. She holds a Bachelor of Business Administration and a Certificate of Human Resource Management. Lisa has over 15 years of experience working in the non-profit sector in areas such as program management, board governance, and organizational development.

Developing Effective Board Orientation Programs

Who Should Attend:

Board Members
Executive Directors

Date and Time:

March 24, 2016
12-1pm – [Register Today!](#)

Location:

Lions Community Centre
347 Burnham Street
Peterborough, ON

Cost: \$15.00

Nonprofit Boards are constantly changing. New members join when old members leave. People exchange ideas and views as they grow more experienced but without the proper training, these members can be frustrated and ineffective. Effective Board orientation can prevent this.

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

- Train new Board members to take on their roles in the organization both quickly and comfortably
- Help Board members to understand their role, why they were asked to join, and what is expected of them
- Assist new members understand the vision and mission
- Empower the entire Board to feel more motivated to do a better job

Your Facilitator is: Eva Kennedy

Eva Kennedy is recently retired after over 3 decades with the provincial government. 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.

Fraud Awareness for the NFP

Who Should Attend:

Board Members
Executive Directors
Senior Managers

Date and Time:

April 14, 2016
12-1pm – [Register Today!](#)

Location:

Lions Community Centre
347 Burnham Street
Peterborough, ON

Cost: \$15.00



Is your organization at risk? Fraud can happen anywhere given opportunity, but creating controls, procedures and policies can help your organization avoid issues. In a small non-profit it's easy to overlook controls, and in some instances it is difficult to implement them. Setting internal controls will help protect your organization, staff and volunteers.

By the end of this session you will:

- Have a better understanding of Internal Controls and their importance
- Understand where you may be at risk and implement procedures to minimize those risks
- Identify potential fraud indicators
- Understand the importance of detection and prevention

**Your Facilitator is: Barbara Robb, Senior Account Manager
Small Business Kawartha Lakeshore Market, RBC**

Barb joined RBC 8 years ago and has been providing valuable advice to Small Businesses and their Owners ever since. Prior to joining RBC Barb was a business owner so she understands the daily challenges small organizations face. Barb has delivered numerous Fraud Seminars to others and feels this content is something everyone should be aware of.

Succession Planning - Staff Development

Who Should Attend:

Board Members
Executive Directors
Senior Managers

Date and Time:

May 5, 2016
12-1pm – [Register Today!](#)

Location:

****NEW LOCATION****
United Way Board Room
277 Stewart Street
Peterborough, ON

Cost: \$15.00

Succession planning is crucial to the long-term success of non-profit organizations. Effective succession planning can help ensure that your organization has experienced and capable employees that are prepared to assume leadership roles as they may become available.

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

- Recognize the benefits of succession planning
- Understand the steps required to develop and implement a succession plan for your organization
- Identify key areas of responsibility for succession planning
- Understand how succession planning fits with other HR processes

Your Facilitator is: Cathy Berges

Cathy Berges has over 25 years of leadership and management experience. She has expertise 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

Effective Time Management

Who Should Attend:

Board Members
Executive Directors
Staff

Date and Time:

November 10, 2016
12-1pm – [Register Today!](#)

Location:

Lions Community Centre
347 Burnham Street
Peterborough, ON

Cost: \$15.00

In this busy non-profit world, where we are constantly asked to do more with less, effective time management is more crucial than ever. Effective Time Management is a difficult skill to master but essential for one's overall success and wellbeing. During this session learn how to manage yourself more effectively, allowing you to balance your daily and long-term deadlines and projects.

During this session you will learn to:

- Create a daily plan to become more organized
- Leave with Tips and Tricks to help organize your daily duties more efficiently
- Organize your time in a more effective way
- Prioritize your responsibilities and map your priorities

Your Facilitator is: Lisa Smith

Lisa Smith is the Director of Community Impact for the United Way Peterborough & District. She holds a Bachelor of Business Administration and a Certificate of Human Resource Management. Lisa has over 15 years of experience working in the non-profit sector in areas such as program management, board governance, and organizational development.

Working with the Media

Who Should Attend:

Executive Directors
Board Members
Staff

Date and Time:

November 24, 2016
12-1pm – [Register Today!](#)

Location:

Lions Community Centre
347 Burnham Street
Peterborough, ON

Cost: \$15.00

Media relations is an important tool for raising public awareness of your organization's initiatives. Whether telling a compelling story, promoting programs, or linking with current issues, strong media relationship skills help to effectively communicate your message.

This workshop will include:

- Writing for the media
- Telling your story to the media
- Dealing with media inquiries and requests
- The Do's and Don'ts of media relations
- Tips on how to improve your relationship with the media

Meet your Panel:**Kennedy Gordon - Newspaper**

Kennedy Gordon joined The Peterborough Examiner as news editor in 2005, wore several hats at the paper after that, and became its managing editor in 2013. He has used his extensive experience in newspapers, radio, podcasting and social media to guide The Examiner's development into a multimedia news organization that reflects the changing community it serves.

Lisa MacDonald - Television

Lisa has worked in radio and television for over 30 years. She was a member of the media committee for the PRHC Breaking New Ground Campaign, as well as participating on the media committee to build a new YWCA Women's shelter. She is a former member of the PRHC Foundation Board of Directors and currently sits on the Advisory Committee for the Loyalist College Journalism Program.

Heather Watson - Social Media

Heather's career has centered on marketing and communications. Through her company Marketing Media Solutions, Heather has worked with private and non-profit organizations developing sales, awareness and fundraising campaigns. Building on her success, today Heather creates social media campaigns and marketing strategies for private, non-profit organizations and personal branding strategies for public figures.

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

Fleming College and United Way Peterborough & District have collaborated in the development of this leading edge certificate. Practical education and training for new or aspiring executives, managers, and members of boards is offered. Peer collaboration and application of skills and knowledge to individual professional experiences are woven throughout the program. Only available on line through Fleming College.



Certificate Requirements:

Core Courses

MGMT 109	Not-for-Profit Leadership I: Operational Frameworks
MGMT 115	Not-for-Profit Leadership II: Contemporary Issues & Practices

Elective Courses

Choose 1

HR Management Principles
Financial Management
Fundraising as a Management Process

MGMT 109—Not-for-Profit Leadership I: Operational Frameworks

This course is designed to provide current executives, new or aspiring non-profit managers, members of boards or career changers, an introductory understanding of the fundamental principles, issues and best practices for effective leadership and management of a not-for-profit sector organization. This program provides context-specific knowledge and skills for those already working in a not-for-profit organization, and those wishing to pursue a career in the sector. Discussion, application of skills and knowledge acquired and self-reflection are key features of the experiential learning process applied throughout this course.

Course ID: **MGMT 109** (45 hrs)

Available on line starting Sept 2016

MGMT 115—Not-for-Profit Leadership II: Contemporary Issues and Practices

This course builds upon concepts and learning experiences from Not-for-Profit Leadership I. Current issues and emerging pressures will be analyzed and applied. This course will examine sector trends and practices related to fund development, policy development, risk management, emerging human resource issues, ethics, law, marketing, project management and work life balance.

Prerequisite: Not-for-Profit Leadership I: Operational Frameworks

Course ID **MGMT 115** (45 hrs.)

Available on line starting January 2016

To register for this program, contact Fleming College, Continuing Education at 705-749-5530 or 1-888-269-6929, or register online at www.flemingc.on.ca

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, or would like to register for multiple sessions, please contact the United Way at (705) 742-8839.

Payment Information

Payment must be received one week after registration to confirm your space.

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. For a full refund, contact United Way Peterborough & District five (5) business days before the date of the session.

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. Registration fees will be fully refunded for any sessions cancelled by United Way.

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.