



TRAINING CALENDAR

www.volunteermanitoba.ca

winter/spring 2007

BOARD DEVELOPMENT SERIES	ORGANIZATION MANAGEMENT SERIES	VOLUNTEER MANAGEMENT SERIES
<input type="checkbox"/> Roles & Responsibilities of the Board Mon, Feb 12 (4pm-7pm) \$70	<input type="checkbox"/> Effective Proposal Writing <input type="checkbox"/> Wed, Feb 7 (9am-4pm) \$110 OR <input type="checkbox"/> Wed, May 2 (9am-4pm) \$110	<input type="checkbox"/> Volunteer Management Leadership Skills (Level 2) Jan 23 - 25 (9am-4:00pm) \$260
<input type="checkbox"/> Manage Effective, Efficient, & Enjoyable Board Meetings Mon, Feb 19 (4pm-7pm) \$70	<input type="checkbox"/> Leadership Communications Wed, Feb 14 (9am-4pm) \$99	<input type="checkbox"/> Volunteer Management Introduction (Level 1) <input type="checkbox"/> Feb 27, 28, Mar 1 (9-4:30pm) OR <input type="checkbox"/> May 15 - 17 (9am-4:30pm) \$260
<input type="checkbox"/> Strategic Board Governance Mon, March 5 (4pm-7pm) \$70	<input type="checkbox"/> Ten Steps to Managing a Successful Event <input type="checkbox"/> Wed, Mar 7 (9am-4pm) \$99 OR <input type="checkbox"/> Wed, May 23 (9am-4pm) \$99	<input type="checkbox"/> Is Your Organization Safe Enough? May 10 (9am-12:00pm) \$70
<input type="checkbox"/> Effective Leadership of Non-Profit Boards Mon, March 12 (4pm-7pm) \$70	<input type="checkbox"/> Bookkeeping Basics for Non-Profits Wed, Mar 14 (9am-12pm) \$70	<input type="checkbox"/> Effective Group Facilitation (Level 1) May 30 - 31 (9am-4:00pm) \$190
<input type="checkbox"/> Meeting Procedures with Robert's Rules Mon, Apr 16 AND 23 (4pm-7pm) \$99	<input type="checkbox"/> Beyond Chocolate Bars - make small fundraisers more efficient Wed, Mar 21 (9am-12pm) \$70	

1. choose your workshop(s) - Dates subject to change

Please mark your choices with an "X". Workshop descriptions on reverse.
Notice of Cancellations must be received at least 7 days before the event to be eligible for a refund. Substitutes are welcome.

2. register - Our workshops are GST exempt

Name _____

Organization to be invoiced _____

Position _____

Street _____

City _____

Postal _____

Tel _____

Fax _____

Email _____

3. submit registration

Submit this form to Delores Jansen
fax: 204.284.5200 or register on-line:
www.volunteermanitoba.ca

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SPECIAL EVENTS ACROSS MANITOBA

SPECIAL EVENTS

ED Peer Learning Group

Jan-April, 2007 in WINNIPEG

Proposal Review Service

Available to suit your schedule

BROWN BAGS

Lunchtime Learning featuring quick, practical, topical presentations by industry experts.

Changes in the Employment Standards Act, January, 2007 in WINNIPEG

AGM Meeting Procedures & You

February 21, 2007 in WINNIPEG

Corporate Volunteer Programs

March, 2007 in WINNIPEG

WORKSHOPS in MANITOBA

Check out our workshops offered in various Manitoba communities!

Customer Service (in French)

January 17, 2007

in NOTRE-DAME-DE-LOURDES

For more information:

Contact: Tracy Douglass, Coordinator

email: vmmarketing@mts.net

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BOARD DEVELOPMENT SERIES

Designed for new, traditional, and transformational Boards. Certificates issued for completion of the first 4 workshops. **WHO SHOULD ATTEND?** Executive Directors, Board Members & Chairpersons

Roles & Responsibilities of the Board

Facilitator: Ron Hayes

Understand the specific roles of the board, management and staff to secure support and commitment. Also covers legal liability, insurance issues and written guidelines for policies, procedures, by-laws, and constitutional change.

Manage Effective, Efficient, & Enjoyable Board Meetings

Facilitator: Ron Hayes

Develop skills for leading effective, efficient, and enjoyable meetings. Create processes within boards that build positive group dynamics and promote the sharing of information and ideas.

Strategic Board Governance

Facilitator: Ron Hayes

The organization's vision provides the direction for all future activities. Oversight requires the board to monitor these activities. Learn the framework for completing these two major responsibilities of the board.

Effective Leadership of Non-Profit Boards

Facilitator: Ron Hayes

Know your "style" to meet the needs of all Board Members. Attention is given to collaborative problem solving and decision-making. Learn to utilize the skills of the people "around the table".

Meeting Procedure with Robert's Rules

Facilitator: Heather MacKenzie

Learn basic meeting procedure with the help of Robert's Rules of Order. Help your organization navigate controversial issues fairly and effectively. 2nd session includes practice and role play.

CONTRACT TRAINING

Flexible delivery: Where you want it...When you want it.

To discuss your training needs and our delivery options contact:

Denice Girdner, Manager, Training Services
ph: 204.477.5180 ext. 224
toll free: 888.922.4545

ORGANIZATION MANAGEMENT SERIES

Designed to assist your organization in management and organizational strategies.

Effective Proposal Writing

Facilitator: Gerdi Stewart

Learn how to prepare and write an effective funding proposal for organization funding or project support. Includes practical tips on how to conduct research for your proposal, submission and follow-up. Time will be provided to discuss each participant's unique project.

WHO SHOULD ATTEND? Executive Directors, Special Event Coord, Fundraiser

Leadership Communication

Facilitator: Nadine DeLisle

Move from leadership theory into practice with practical discussions and exercises designed to improve your communication skills during meetings and public speaking events.

WHO SHOULD ATTEND? Executive Directors, Board Members, Committee Chairs, Senior Staff

10 Steps To Managing a Successful Event

Facilitator: Shirley Tillett

Offers effective tools to minimize time, cost and pitfalls when organizing your next event. Special emphasis on the "tools and checklists" to ensure priorities and timelines are on track. Topics include: Event Logistics, Risk Mgt, Admin, Professionalism, Marketing, etc.

WHO SHOULD ATTEND? Exec. Director, Special Event Coord, Volunteer Coord, Fundraiser, Promotions & Marketing Mgr, Conference Coord, Meeting Planner

Bookkeeping Basics for Non-Profits

Facilitator: Nancy Kirk

Designed especially for those who know little about accounting, this session will introduce you to the basics on setting up an effective bookkeeping system for your non-profit. Become familiar with bookkeeping vocabulary and receive an overview of double-entry bookkeeping and bank reconciliation.

WHO SHOULD ATTEND? Managers, Admin Asst, Bookkeepers, Treasurers, Board Members, Volunteers, and anyone needing a basic understanding of bookkeeping

Beyond Chocolate Bars - make small fundraisers more efficient

Facilitator: Lois Coward

This seminar will give your group or organization the tools to develop a successful and efficient fund raising program without burning out your staff, volunteers and donors.

WHO SHOULD ATTEND?

Fund Developer, Fundraising Committee members, Board members, Fundraisers

VOLUNTEER MANAGEMENT SERIES

Designed to assist you in meeting the challenges and opportunities of recruitment, management, and retention of volunteers in today's environment.

Volunteer Management Leadership Skills (Level 2)

Facilitator: Barb Gemmell

Explore the latest trends in Volunteer Management and develop strong leadership skills, build successful teams and implement meaningful program evaluation. (Level 1 is a prerequisite).

Volunteer Management Introduction (Level 1)

Facilitator: Barb Gemmell

Develop a clear understanding of the components necessary to develop an effective volunteer program in your organization. (This course is a pre-requisite to the Red River College Volunteer Management program).

WHO SHOULD ATTEND? Volunteer Mgrs, staff and leadership volunteers looking for new ideas

Is Your Organization Safe Enough?

Facilitators: Rhonda Lorch, Barb Gemmell

To safely manage programs and services, organizations are required to take reasonable measures to care for and protect their program participants. Learn how to assess your organization's risk and how to mitigate that risk through appropriate policies and procedures, screening practices, training and insurance coverage to ensure that your organization is safe enough.

WHO SHOULD ATTEND? Vol Mgrs, senior volunteers, Program Coords, Executive Directors

Effective Group Facilitation Skills

Facilitator: Lisa Lewis

Learn to facilitate meetings, community forums, planning sessions to elicit total involvement and problem-solving from each team member.

WHO SHOULD ATTEND? Committee Chairs, Volunteer Mgrs, Board Chairs, Executive Directors

NEW WORKSHOP LOCATION

Volunteer Manitoba
5 Donald St (@ Stradbrook), 2nd Floor
Winnipeg, MB R3L 2T4