



## 2011 Video Conference Schedule - October to December

**Location:** All video conference sessions will take place at **Volunteer Lethbridge**, suite 200 – 410 Stafford Dr. S., Lethbridge

**Register and/or obtain more information:**

by phone: (403) 320-2044  
 by e-mail: [training@volunteerlethbridge.com](mailto:training@volunteerlethbridge.com)  
 by mail: Volunteer Lethbridge  
 Suite 200, Deveta Place  
 410 Stafford Dr. S.  
 Lethbridge, AB T1J 2L2



revised: Oct. 4, 2011

Date	Day	Title <i>(click on Course Title for more details)</i>	Time	Fee: Memb. Org.	Fee: Non-Member Org.	Additional Notes
Oct. 25	Tues.	<a href="#">Feasibility Studies for Non-Profit Organizations</a>	10:00-11:30am	NC	\$10.00/person	<b>Registration Deadline: Oct. 21</b>
Oct. 27	Thurs.	<a href="#">Introduction to Plain Language</a>	10:30am-Noon	NC	\$10.00/person	<b>Registration Deadline: Oct. 25</b>
Nov. 3	Thurs.	<a href="#">Skills for Non-Profits (1) – Find out What’s Working, Then Do More</a>	Noon-1:30pm	NC	\$10.00/person	<b>Registration Deadline: Nov. 1</b>
Nov. 3 	Thurs.	<a href="#">Making Your Work as a Board Easier – Community Engagement</a>	6:30-8:30pm	NC	\$10.00/person	<b>Registration Deadline: Nov. 1</b>
Nov. 8	Tues.	<a href="#">Introduction to Legal Resource Centre Website &amp; Services</a>	11:30am-1:30pm	NC	\$10.00/person	<b>Registration Deadline: Nov. 4</b>
Nov. 9	Wed.	<a href="#">Juggling Elephants - Time Management for non-profits</a>	9:30am-12:30pm	NC	\$10.00/person	<b>Registration Deadline: Nov. 4</b>
Nov. 10	Thurs.	<a href="#">Skills for Non-Profits (2) – Writing a Letter Grant Proposal</a>	Noon-1:30pm	NC	\$10.00/person	<b>Registration Deadline: Nov. 8</b>
Nov. 10 	Thurs.	<a href="#">Making Your Work as a Board Easier – Succession Planning</a>	6:30-8:30pm	NC	\$10.00/person	<b>Registration Deadline: Nov. 8</b>
Nov. 17	Thurs.	<a href="#">Skills for Non-Profits (3) – Factors in Raising Financial Capital</a>	Noon-1:30pm	NC	\$10.00/person	<b>Registration Deadline: Nov. 15</b>
Nov. 17 	Thurs.	<a href="#">Making Your Work as a Board Easier – Risk Management</a>	6:30-8:30pm	NC	\$10.00/person	<b>Registration Deadline: Nov. 15</b>
Nov. 22	Tues.	<a href="#">Advanced Plain Language</a>	10:30am-Noon	NC	\$10.00/person	<b>Prerequisite: Introduction to Plain Language (see Oct. 27)</b>
Nov. 22 	Tues.	<a href="#">Applying for Community Spirit Donation Grants</a>	3:00-4:30pm	NC	NC	<b>Registration Deadline: Nov. 18</b>
Nov. 24	Thurs.	<a href="#">Office in a Box: An accountability Tool</a>	11:00am – Noon	NC	\$10.00/person	<b>Registration Deadline: Nov. 15</b>

Nov. 29	Tues.	<a href="#">Client Service Excellence</a>	10:30am-Noon	NC	\$10.00/person	<b>Registration Deadline: Nov. 25</b>
Dec. 6	Tues.	<a href="#">Adult Guardianship &amp; Trustee Act</a>	2:00-3:00pm	NC	\$10.00/person	<b>Registration Deadline: Dec. 2</b>
Dec. 7	Wed.	<a href="#">Fundraising Ideas</a>	11:00am-12:30pm	NC	\$10.00/person	<b>Registration Deadline: Dec. 5</b>
Jan. 18, 2012	Wed.	<a href="#">Ins and Outs of Donation Receipts</a>	Noon – 1:00pm	NC	\$10.00/person	<b>Registration Deadline: Jan. 16</b>
Jan. 25, 2012	Wed.	<a href="#">Meeting Skills for Results</a>	Noon-1:30pm	NC	\$10.00/person	<b>Registration Deadline: Jan. 23</b>

## Course Details:

### Making Your Work as a Board Easier

**Presenter(s):** Sessions will be facilitated by Instructors from the Alberta Board Development Program

#### Community Engagement – The Why and How: (Nov. 3)

Community engagement is the process by which community benefit organizations and individuals build ongoing, permanent relationships for the purpose of applying a collective vision for the benefit of a community.

Discuss key concepts involved in community engagement and explore some practical methods that boards and staff can use to strategically place your organization in the community.

#### Succession Planning: (Nov. 10)

Succession is one of the few challenges that every non-profit organization has to face. Unfortunately, it's also a process that is usually neglected by boards until the last minute.

This session will provide you with tools to proactively plan for succession, discuss the details of the process, and make the transition process simpler for your organization.

#### Risk Management: (Nov. 17)

*Risk management* is an approach that incorporates strategies for recognizing and confronting any threat or danger that may cause harm and hinder an organization from fulfilling its mission.

*During this session we will discuss a broad range of risks organizations can face and how to prevent them from occurring and/or mitigate damage when they occur.*

### Real Time Planning for non-profit Organizations

**Presenter:** [Richard Larsen, MSc.](#)

This session focuses on planning practices and strategies needed by organizations whose success requires them to adopt an enterprise orientation, with the possibility of generating an operating surplus, to ensure their ability to provide services to the community. We will examine real time planning elements including the businesses you are in; identifying the critical elements for success; what you want your enterprise to achieve; the strategies you will need to use to you accomplish your goals; clearly identifying the investments needed to make the enterprise successful; and understanding your cost recovery requirements.

## Introduction to Charter of Rights in Canada

**Presenter:** [Carole Aippersbach](#)

Do you ever wonder about what your rights are under the Canadian *Charter of Rights and Freedoms* (the *Charter*)? This presentation provides an overview of *Charter* rights. It discusses what the *Charter* is, and is not, and explains the rights through the use of examples. The session also examines one specific *Charter* right (section 8- search and seizure) in greater detail, to show how such rights are enforced.

## Feasibility Studies for Non-Profit Organizations

**Presenter:** [Richard Larsen, MSc.](#)

This session will provide discussion, forms and checklists to enable you to determine these vital facts about your proposed project and assist you in analyzing if it is indeed feasible. This session will address the core elements of a feasibility study:

1. Capital Costs & Capital Revenues,
2. Operational Costs & Operational Revenues, and
3. Management Plan.

The objective of this session is to enable voluntary non-profit organizations to gain the skills necessary to gather the information necessary to determine the feasibility of a project.

## Office in a Box: An accountability Tool

**Presenter:** [San San Sy, MSc. Ed](#)

Do you have piles of paper in your office? Are you planning to re-organize your charity files? This session will show how Office in a Box is both a system for charities to organize and keep their records and a resource for information on good accountability practices. You will have a chance to go through the contents of the Box.

## Skills for Non-Profits (1) - Find out What's Working, Then Do More

**Presenter:** [Richard Larsen, MSc.](#)

If you believe that successful solutions for the issues we face today are constantly being developed, and you are having trouble identifying and adopting them in your life or organization this session is for you. Many have recognized this state of affairs and have developed tools to address it. We will examine how the Positive Change Models: the Switch Framework, Positive Deviance, Appreciative Inquiry and Solution Focused Brief Therapy, can identify successful strategies and tactics for positive change. Worksheets and checklists will be provided to frame the precise behaviours necessary for adopting these successful strategies in our own lives and organizations.

## Skills for Non-Profits (2) - Writing a Letter Grant Proposal

**Presenter:** [Richard Larsen, MSc.](#)

If you need to write a letter of intent or a general grant proposal for a project of your not-for-profit organization where no application form is provided, this session is for you. The presentation will give an overview of the Letter Grant Proposal Format as developed by the granting organization or when a letter of intent is requested. It has a 30 year track record as one of the most accepted and successful grant proposal writing formats and uses a quickly mastered process.

## Skills for Non-Profits (3) - Factors in Raising Financial Capital

**Presenter:** [Richard Larsen, MSc.](#)

Financial capital for non-profit organizations refers to the financial resources and assets available to an organization so it is able to gather the resources they need or pay for what it needs in order to provide the services and products of the organization. Non-profit organizations generally raise financial capital through sources such as donations grants, sponsorships, contracts, Requests for Proposals (RFPs) and various fundraising activities.

## Applying for Community Spirit Program Donation Grants

**Presenter:** [Alberta Culture and Community Spirit program staff](#)

Is your organization a registered non-profit or charitable organization that is considering applying for a Community Spirit Program donation grant? Do you want to learn more about the charitable tax credit so you can promote it to your donors?

Join Alberta Culture and Community Spirit program staff for a 1 ½ hour presentation to learn more. Attend an information session that will provide a detailed overview of the program guidelines and application process followed by a question and answer period.

## Introduction to Legal Resource Centre Website & Services

**Presenter:** [TBA](#)

The Legal Resource Centre (LRC) is a public legal education organization committed to creating access to legal information for all Canadians ([www.legalresourcecentre.ca](http://www.legalresourcecentre.ca)). LRC has designed and developed websites and print resources in plain language for a variety of legal issues, users and learning styles. Our new portal to legal information and services for Albertans (formerly known as ACJNet) is the only single, coordinating provincial portal that provides access to essential and high quality legal information. Our purpose is to create an educated public who understands their rights and responsibilities under the law, and who knows where to go for legal help and referral.

Join us for a tour of the new and improved website, as well as all of our other user-friendly resources: learn about how these tools can help you find the legal information that you need.

## Juggling Elephants - Time Management for non-profits

**Presenter:** [Kim Arsenault, BEd. MA](#)

Do you have too much on your plate? Do you feel that the circus is running you instead of you running the circus? Stop trying to Juggle Elephants! Learn some strategies for being the Ringmaster- get your “Acts” together and experience tools for work/life balance, time management and productivity. By the end of this session you will be able to recognize the need to use your time and energy more efficiently and effectively; increase focus and productivity in your workplace and life; practice aligning tasks and activities with a clear purpose; create a plan to accomplish critical tasks first and prioritize using a 10-10-10 decision making tool.

## Introduction to Plain Language

**Presenter:** [Terri Peters](#)

During this workshop you will learn the basics of plain language- audience, purpose, and key messages. You will also spend some time practicing plain language editing. Bring a poster, brochure, website page, or other short document to practice on. The objective of this lesson is to teach the basics of plain language and have participants practice the principles on their own documents.

## Advanced Plain Language

**Presenter:** [Terri Peters](#)

**This workshop is for people who have already take the Introduction to Plain Language through iCCAN.** During this session, you will focus on creating clearer content and layout of documents, including website design tips. You will spend some time practicing plain language editing. Bring a poster, brochure, website page, or other short document to practice on. The objective is to have participants focus more on the grammar, content, and design of their clear language documents.

## Client Service Excellence

**Presenter:** [Terri Peters](#)

Did you know that 42% of Canadians experience some difficulty reading brochures, understanding written directions, or filling out forms? Are you sure that your clients understand what you have to offer? This workshop will give you practical tips for communicating with your clients and improving your advertising. Bring your advertising materials to the workshop. There will be time for questions. Organizations will learn about and identify a few strategies for improving their advertising, forms, brochures and verbal communication with clients.

## Adult Guardianship & Trustee Act

**Presenter:** [Carole Aippersbach](#)

The Adult Guardianship & Trusteeship Act (AGTA) is for people who either find themselves, or a loved one, in a state of diminished mental capacity and are interested in exploring joint decision-making options; or have a loved one who has lost capacity and must set up decision-making (Guardianship & Trusteeship) for that person (because that person did not prepare a Personal Directive or an Enduring Power of Attorney while she/he still had the capacity to do so). This presentation will explain the various options available under the AGTA, and how you can use these options to help yourself and/or your loved ones with financial and personal decision-making. However, this presentation is not a do-it-yourself guide; it gives general information only and should not be used as legal advice.

## Fundraising Ideas

**Presenter:** [Richard Larsen, MSc.](#)

Widen your view of fundraising activities; this workshop will provide you with over 200 ideas for fundraising projects. Topics include food sales, sale of services, dinners, specialty sales, used goods, concessions, auctions, earned income from 'business' enterprises, equipment rental, cash donation options, educational programming, publishing and intellectual property licensing, special events and games of chance.

## Ins and Outs of Donation Receipts

**Presenter:** [San San Sy, MSc. Ed](#)

When can you issue a donation receipt? What should be included on the receipt? How much should the receipt be issued for? These are a few of the questions that this session will answer. If you are involved in fundraising activities as a staff or volunteer, this session will give you the general knowledge about receipting.

## Meeting Skills for Results

**Presenter:** [Richard Larsen, MSc.](#)

Issues, 'what works' and practical strategies that help meetings produce results will be discussed in this session.

Whether you are having a governance meeting to make decisions, a meeting to give or get information or a working meeting to focus on a project or initiative, this session will provide you with strategies and tools to do more, successfully. Topics explored are: discussion of the 6 different meeting types; meeting governance and goals; meeting dynamics; using agendas for advantage; methods for recording meeting minutes; and tips for chairing and/or facilitating a meeting.

## About the Presenters

**Carole Aippersbach**, obtained her law degree from the University of Victoria and was called to the bar in 2000. She has worked in both the private and public sectors. In 2008, she joined the Legal Resource Centre, a public legal education organization ([www.legalresourcecentre.ca](http://www.legalresourcecentre.ca)). Her various responsibilities include research, drafting, and giving presentations about various legal topics.

**Kim Arsenault, BEd. MA**, President of Meridian Learning & Development Ltd., is an experienced consultant and trainer with more than 20 years of experience as an educator and manager. She has expertly delivered various training sessions with a range of topics including leadership, effective communication, teambuilding, conflict management, time and life management, supervisory skills, instructional design, and train-the-trainer. Her professional experience includes Director of Government Programs for Executive Education at the University of Alberta, Senior Advisor of Staff Learning and Development, Organizational Development Consultant at the Northern Alberta Institute of Technology, and Coordinator Instructional Development. Kim also teaches at a variety of colleges and universities, and has delivered training internationally in Cuba, the Ukraine and Argentina

**Richard Larsen, MSc.**, a Community Development Officer with Alberta Culture and Community Spirit, focuses on building the capacity of individuals and groups to achieve their goals and accomplish their projects. With 26 years of experience working with a range of communities; rural, northern, ethnic, aboriginal, government and urban organizations, he identifies 'what's working' and finds ways to replicate that. Richard also has an active role as a volunteer in his church and community, and is an organizer and sponsor of humanitarian efforts in the developing world.

**Lisa Michetti's** new role as Program Manager came after coming to Volunteer Alberta in May 2008 as Program Assistant following her graduation from the University of Alberta with a Bachelor of Arts in Political Science. Her projects with Volunteer Alberta include managing their relationship with 29 Volunteer Centres, implementing and managing the Volunteer Police Information Check Program and contributing her appreciation for diversity working on Intersections, a project designed to increase the cultural competency of rural non-profit organizations.

Lisa represented Alberta and Canada as a rhythmic gymnast for over 12 years and currently volunteers with Rhythmic Gymnastics Alberta, Edmonton Humane Society (SPCA) as well as the **What Kind of World?** program with the United Nations Association.

**Terri Peters** is a former high school English teacher with 15 years of experience in adult literacy. Her areas of expertise include plain language instruction, group facilitation, tutor training, and learning portfolio development.

**San San Sy, MSc. Ed.**, is an educator with 30 years of experience in community-centred adult learning and web-based learning in public legal education for the non-profit sector. Always looking for ways to best facilitate adult learning, she pioneered the use of Internet in public legal education in 1993. Combining her experience in serving on boards and a community-based adult education approach, she has been developing resource materials and making presentations on behalf of Charity Central to enhance registered charities' understanding of their legal compliance requirements.