

Winter 2023 Webinar Series – “Professional Training Tuesdays”

Synopsis for each Workshop: (each session running from 1:15 – 2:45pm SK time)

1. Tuesday, February 28, 2023

Making the most of your schedule: Fundamentals of Time Management

Schedule management helps individuals and organizations focus on activities that contribute most to objectives that support making best use of time resources! Simply stated, priority management provides strategies and techniques to better manage ever-changing, competing and last-minute priorities! In addition, much time is often consumed in meetings. Attendees will gain extensive knowledge on successful meeting facilitation for small boards and groups, including tips, tricks and tools to reduce meeting times and to stay focused on the agenda! This workshop will focus on both individual time management as well as making meetings more productive, efficient and organized; providing a valuable professional development opportunity for board/committee volunteer members, directors, workers, coordinators, event planners and other staff as well as any others involved in groups, clubs and organizations!

2. Tuesday, March 14, 2023

Financial Management Basics: Best practices for groups, boards and non-profits

This workshop is an immersive session providing key financial elements every grassroots board member and staff should understand. This session will cover board financial responsibilities, financial planning/budgeting, roles of finance committee and treasurer and typical management staff responsibilities. Attendees will gain a solid understanding of financial risk, controls, policy, accounting concepts and how to read and interpret financial reports. This is a ‘must attend’ for anyone interested in increasing their non-profit financial literacy and taking away tools to support transparent and accountable financial management, which in turn contribute to the success, stability and sustainability of non-profit organizations!

3. Tuesday, March 21, 2023

Grant Writing: 101 for non-profits

For many non-profits, grants are very appealing! When considered among the variety of funding sources that are available, developing strong grant writing skills can result in additional resources for to support the important work of your organization. Grants provide the opportunity for an organization to make a significant impact within community that otherwise it would be unable to fund. The flip side is that grant writing can seem to be overwhelming or even confusing! This workshop session will focus on the basic and best practices of grant writing – how to get started and how to write strong and effective grant proposals!