

Waterloo-Wellington
learning alliance

Insight for Community Benefit

Training Calendar Winter - Spring 2012

The Volunteer Centres of Guelph-Wellington, Kitchener-Waterloo & Area and Cambridge-North Dumfries are pleased to present a regional training service designed for staff and volunteers at local community benefit organizations. Enclosed is our calendar of training opportunities for January to June 2012. We are very excited about our role in servicing you - the passionate and skilled people who work and volunteer in our sector!

The Waterloo-Wellington Learning Alliance is a co-operative effort of:



What Format Will This Training Take?

We will use a selection of workshops and clinics:

- Workshops involve participants learning new knowledge and information, and can include resources and tips for skill development.
- Clinics bring the participants back for discussion around how they have applied the new knowledge, information and skills learned in the workshop.

We see learning as more than a passive process. Research shows that learners experience greater success when they actively engage with information and reflect on it's application in their own context. You will see many of our offerings using this new format.

Registration Information

- Advanced registration for all training opportunities is required.
- Note our cancellation policy, located on the Volunteer Centre of Guelph/Wellington [website](#).

Take advantage of our multiple registration deal!

Submit 3 or more registrations from one organization within this training calendar, and receive 20% off your total registration fee!

To register for all training events, click on the "Register Online" button or visit the Volunteer Centre of Guelph/Wellington's event page at www.volunteerguelphwellington.on.ca.



Questions?

Please feel free to contact any of the following individuals:

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Joanna Michalski Volunteer Action Centre of Kitchener-Waterloo & Area
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Sarah Daly United Way of Cambridge & North Dumfries
Volunteer Cambridge
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Event	Audience	Date & Time	Venue Location	Fee	Page
Changes in Police Records Checks <i>Workshop - half day</i>	Volunteer Managers	Jan 24, 2012 (7:00 to 9:30 pm); or Feb 8, 2012 (9:30 to 11:30 am)	Cambridge Guelph	\$35	4
Financial Management for Leaders of Community Benefit Organizations <i>Workshop & Clinic - 2 part series</i>	Senior Staff Members and Board of Directors	Jan 31, 2012 (7:00 to 9:00 pm); and Feb 21, 2012 (7:00 to 9:00 pm)	Guelph Guelph	\$60	5
Building Effective Governance in Your Organization <i>Workshop - full day</i>	Senior Staff Members and Board of Directors	Jan 28, 2012 (10:00 am to 3:00 pm); or Feb 11, 2012 (10:00 am to 3:00 pm)	Kitchener Guelph	\$85	6
Volunteer Canada's Safe Steps to Volunteer Screening <i>Clinic - half day</i>	Volunteer Managers	Feb 22, 2012 (10:00 am to 12:00 pm)	Cambridge	\$45	7
Beyond Barriers: AODA and Accessible Customer Service <i>Clinic - half day</i>	Everyone	April 24, 2012 (10:00 am to 12:00 pm)	Cambridge	\$45	8
Bill 65 - The Not-for-Profit Corporations Act <i>Workshop & Clinic - 2 part series</i>	Senior Staff Members and Board of Directors	May 8, 2012 (7:00 to 9:00 pm); and May 22, 2012 (7:00 to 9:00 pm)	Cambridge Kitchener	\$60	9
Building Community By Welcoming Volunteers <i>Workshop & Clinic - full day</i>	Volunteer Managers	Jun 6, 2012 (10:00 am to 3:00 pm); or Jun 12, 2012 (10:00 am to 3:00 pm); or Jun 19, 2012 (10:00 am to 3:00 pm)	Kitchener Cambridge Guelph	\$85	10

Please note:

- For workshops that have a follow-up clinic, individuals must register for both events, unless otherwise noted in the event description.
- Although we have developed learning opportunities with certain audiences in mind, they are open to anyone interested in the topic, unless otherwise noted in the event description.
- Individuals are welcome to register for any learning opportunity listed in this calendar, regardless of the geographic location of their respective agency.

Changes in Police Records Checks

Workshop

The following training opportunity was developed with Volunteer Managers in mind, but registration is open to everyone.

Workshop Description: Police records checks can be a valuable step in your organization's volunteer screening process. With recent changes made by the RCMP and recommendations made by the Ontario Association of Chiefs of Police to the police records check process, your organization's screening process may be affected. Join us for this workshop to find out what these new changes are and how potential volunteers will be affected. Topics include: the three levels of police records checks; the ten changes to records checks; and the impact the changes will have on your agency. Please note that there is a workshop in both Cambridge and Guelph. As each police service manages records checks differently, agencies who use the Waterloo Region Police Service should attend the Cambridge workshop, and those who use the Guelph Police Service should attend the Guelph workshop.

Facilitators: The Waterloo Region workshop will be facilitated by Paul Cormier, the Records Manager & Freedom of Information Coordinator for the Waterloo Regional Police Service. The Guelph/Wellington workshop will be facilitated by Hayley Sheppard from the Volunteer Centre of Guelph/Wellington. Sergeant Mike Ashley from the Wellington County OPP and a representative from Guelph Police Service will also be present.

Fee: \$35 per person

Waterloo Region Workshop

Tuesday, January 24, 2012

7:00 pm to 9:30 pm

Bowman Room, City Hall
50 Dickson Street, Cambridge

Limited to 40 participants

Guelph/Wellington Workshop

Wednesday, February 8, 2012

9:30 am to 11:30 am

Guelph-Wellington Women in Crisis
38 Elizabeth Street, Guelph

Limited to 30 participants



Financial Management for Leaders of Community Benefit Organizations

Workshop & Clinic

The following training opportunity was developed with Senior Staff Members and Board of Directors in mind, but registration is open to everyone.

Workshop & Clinic Description: Get your “financial mojo” happening in this two-part series. This practical workshop, led by a Chartered Accountant with experience in the not-for-profit sector, will help Board members, Board Treasurers and newer Executive Directors to have greater understanding and ownership of financial practices in their organization. The focus in the first workshop will be on responsibilities, financial policy, ethical considerations, audits, budget development, banking, and more. The second session will bring participants back together to consider what they are doing to apply what they’ve learned.

Facilitator: Jean Prichard is a Chartered Accountant and Certified Financial Planner with BDO Canada. She supports the growth of a variety of manufacturing, service and not-for-profit organizations through the delivery of integrated financial and business advisory services. She is currently the Treasurer for United Way of Guelph and Wellington County.

Fee: \$60 per person for the workshop and clinic*

**This is a 2-part series, and registration is for both the workshop and clinic. We will not be offering a single workshop registration for this series. Registration is limited to 20 people.*

Workshop

Tuesday, January 31, 2012

7:00 pm to 9:00 pm

Guelph YMCA/YWCA
130 Woodland Glen Drive, Guelph

Limited to 20 participants

Clinic

Tuesday, February 21, 2012

7:00 to 9:00 pm

Guelph YMCA/YWCA
130 Woodland Glen Drive, Guelph

Limited to 20 participants



Building Effective Governance in Your Organization

Workshop

The following training opportunity was developed with Board of Directors and Senior Staff Members in mind, but registration is open to everyone.

Workshop Description: In the voluntary sector, many Boards are now asking, “what does it mean to give leadership through governance?” This workshop, aimed at Board members and Executive Directors, will be founded on a renewed understanding of what leadership means for voluntary Boards. Upon this foundation, we will explore how relationships with senior staff can be strengthened through clarity around the core purpose of the organization and new ways to engage the community in the organization’s mission. This is a hands-on, interactive workshop, with plenty of information and analysis to take away.

Facilitator: Gayle Valeriotte is the Manager of Training and Consultation at Volunteer Centre of Guelph/Wellington. Her background in leadership, citizen participation, community development and education is combined with more than 25 years experience working with a wide variety of community benefit organizations and boards of directors in Guelph as well as beyond.

Fee: \$85 per person (includes lunch)

Workshop Option A

Kitchener-Waterloo

Saturday, January 28, 2012

10:00 am to 3:00 pm (includes lunch)

Boardroom, YWCA Kitchener-Waterloo
153 Frederick Street, Kitchener

Limited to 15 people

Workshop Option B

Guelph

Saturday, February 11, 2012

10:00 am to 3:00 pm (includes lunch)

Volunteer Centre of Guelph/Wellington
46 Cork Street E. Unit 1, Guelph

Limited to 15 people



Volunteer Canada's Safe Steps to Volunteer Screening

Clinic

The following training opportunity was developed with Volunteer Managers in mind, but registration is open to everyone.

Clinic Description: Police Records Checks are just one of many screening tools available to organizations to ensure the safety and protection of volunteers, your organization and your program participants. Volunteer Canada's Ten Safe Steps is a practical, easy-to-use guide to screening that can help you reduce the risks that your organization faces. Join us for this supplemental clinic on the Ten Safe Steps to learn about what they are, how to apply them and what policy considerations must be addressed. Participants are encouraged to bring their own position descriptions to work on.

Facilitators: This clinic will be facilitated by Joanna Michalski of Volunteer Action Centre of Kitchener-Waterloo & Area, Hayley Sheppard of Volunteer Centre of Guelph/Wellington, and Sarah Daly of United Way of Cambridge & North Dumfries/Volunteer Cambridge.

Fee: \$45 per person

Clinic

Wednesday, February 22, 2012

10:00 am to 12:00 pm

Cambridge Chamber of Commerce

750 Hespeler Road, Cambridge

Limited to 40 participants



Beyond Barriers: AODA and Accessible Customer Service

Clinic

The following training opportunity is open to anyone responsible for or concerned with AODA legislation at their organizations. Basic knowledge/familiarity with the Accessible Customer Service Standard is preferred.

Clinic Description: Everyone has a role to play in making Ontario accessible for people of all abilities. This clinic is an opportunity for staff and volunteers from local organizations to come together to discuss the Accessible Customer Service Standard related to the Accessibility for Ontarians with Disabilities Act. Facilitated by Vanessa Henrichs of the Independent Living Centre of Waterloo Region, this clinic will provide a safe space to do a check on how participants' training, policies, and organizational awareness of disabilities is progressing. Vanessa will share best practices on inclusion, answer questions on the customer service standard that have arisen, and explore the accessible customer service policies and procedures that organizations should have in place.

Facilitator: Vanessa Henrichs is the Public Awareness and Education Coordinator as well as a full time attendant at the Independent Living Centre of Waterloo Region. Vanessa has been with the organization for 6 years.

Fee: \$45 per person

Clinic

Tuesday, April 24, 2012

10:00 am to 12:00 pm

Franklin Self-Storage-Store All
1245 Franklin Blvd, Cambridge

Limited to 45 participants



Bill 65 - The Ontario Not-for-Profit Corporations Act

Workshop & Clinic

The following training opportunity was developed with Senior Staff Members and Board of Directors in mind, but registration is open to everyone.

Workshop & Clinic Description: Bill 65 provides a modern legal framework that addresses the needs of today's not-for-profit corporations in Ontario, and will establish a comprehensive, modern corporate framework for organizations. Join us to learn more about the changes to current legislation that Bill 65 makes, and engage in discussion on how these changes impact your own organization.

Facilitator: Stephen Smith practices corporate and commercial law in the Guelph office of Miller Thomson.

Fee: \$60 for the workshop and clinic*

**This is a 2-part series, and registration is for both the workshop and clinic. We will not be offering a single workshop registration for this series.*

Workshop

Tuesday, May 8, 2012

7:00 pm to 9:00 pm

Franklin Self-Storage-Store All
1245 Franklin Blvd, Cambridge

Limited to 45 participants

Clinic

Tuesday, May 22, 2012

7:00 pm to 9:00 pm

Classroom A, Waterloo Region Museum,
10 Huron Road, Kitchener

Limited to 45 participants



Building Community By Welcoming Volunteers

Workshop/Clinic

The following training opportunity was developed with Volunteer Managers in mind, but registration is open to everyone.

Workshop/Clinic: This workshop, which is aimed at all those who are tasked with welcoming and supporting volunteers (informally and formally) will consider the significant impact community benefit organizations make locally. We will develop an informal inventory of how participating organizations benefit communities in practical ways. On the basis of defining what success looks like, we will talk about creating the advantageous conditions for amazing outcomes for the communities we serve, for volunteers themselves, and for our programs. We'll explore tools that can guide the work, discuss ways of engaging new volunteers and consider what it takes to keep them active once they're oriented. Finally, we'll talk about three keys to successfully recognizing volunteer contributions, in our organizations and in the community at large.

Facilitator: Gayle Valeriotte is the Manager of Training and Consultation at Volunteer Centre of Guelph/Wellington. Her background in leadership, citizen participation, community development and education is combined with more than 25 years experience working with a wide variety of community benefit organizations and boards of directors.

Fee: \$85 (includes lunch)

Workshop/Clinic Option A	Workshop/Clinic Option B	Workshop/Clinic Option C
<i>Kitchener-Waterloo</i>	<i>Cambridge</i>	<i>Guelph</i>
Wednesday, June 6, 2012	Tuesday, June 12, 2012	Tuesday, June 19, 2012
10:00 am to 3:00 pm	10:00 am to 3:00 pm	10:00 am to 3:00 pm
Zehrs Laurentian Power Centre Community Room 750 Ottawa St S, Kitchener	Zehrs South Cambridge Community Room 200 Franklin Blvd, Cambridge	St. James Anglican Church 86 Glasgow St N, Guelph
Limited to 40 participants	Limited to 40 participants	Limited to 30 participants