

# Workshop Schedule

The Wellesley Institute  
45 Charles St. E., Suite 101  
Toronto, ON M4Y-1S2  
www.wellesleyinstitute.com

Winter / Spring 2008

JANUARY 2008						
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FEBRUARY 2008						
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## Jan 15 CAP 102: Valuing Diversity: The Benefits of Difference

This workshop will examine some of the contemporary ideas regarding diversity in the workplace. We will focus on the multiple ways in which diversity and difference are represented within urban centers and identify ways in which agencies can most effectively create inclusive environments and draw (positively?) from the multiple aspects of difference represented in our society. This is a highly interactive workshop where participants will explore their personal understandings of difference and the way in which these personal views affect the manner in which we address difference.

## Jan 22 CBR 303: A Hands-on Approach to Developing Survey Tools in Community-Based Research

Data collected from survey research can be invaluable for programme planning, evaluation and advocacy. The challenge with survey research is that the data we collect are only as good as the questions we ask. This workshop is an advanced 'how to' designed for those interested in developing survey tools. We will explore how to avoid common pitfalls in survey research, how to design appropriate questions and tips for dealing with sensitive topics.

## Jan 24 CBR 301: Delivering on the Promise: Using Community-Based Research to Affect Public Policy

Tired of seeing your research reports sitting on a shelf? A fundamental principle of community-based research is ensuring that action outcomes emerge as a result of research. The 'gold standard' outcome for CBR projects is to affect public policy. So, how do I go from research to affecting public policy.....?

## Jan 30 CAP 108: Great Groups! Facilitation Skills for Working with People

This interactive workshop is designed to take some of the mystery out of basic group management processes and help you facilitate teams toward success. Come to a workshop for program staff, volunteers and board members in the non-profit sector designed to support you and your agency to: Get more out of your meetings - Work effectively with coalitions to set and achieve collective goals, and Decide when to lead and when to facilitate

## Feb 1 PREMIUM: Employee Engagement in a Unionized

**Environment** This full-day, interactive training session will help managers, supervisors, and directors in the NPO Sector develop and implement employee engagement strategies in an environment where employees are unionized.

## Feb 5 CAP 101: Recharge! Build Your Personal Capacity for Leadership

This interactive workshop is designed as an introduction and refresher to self awareness and techniques for taking care of self. Come to a workshop for leaders in the non-profit sector designed to pamper you and provide the space for you to: *Reflect* - on the mixed emotions that often comes with work in the non-profit sector *Realign* - with your vision of what is important to you and why- *Rejuvenate* - by connecting with yourself and others

## Feb 7 CAP 109: Strategic Planning: Why, What and How

This interactive workshop is designed as an introduction to strategic planning with hands-on experience in using techniques to meet the future. Come to a workshop for leaders in the non-profit sector that is designed to help you develop a way to envision the future while providing the space to practice strategic planning techniques: *Reflect* - on the challenges and opportunities in the non-profit sector *Realign* - with your vision of what is important to you and why *Realize* , the future by connecting with yourself and others in learning the art of strategic planning

## Feb 13 CBR 308: Developing Real Solutions to Real Problems: Policy Analysis from a Community Perspective

This workshop will focus on how to analyse the policy impact and implications of issues identified in community-based research, needs assessments, consultations, front-line networks and other community forums. It will show how to develop practical policy alternatives and recommendations to address pressing issues

## Feb 19 CAP 106: An Introduction to Financial Management

In order to manage funding in an ethical and responsible manner, proper financial management systems need to be developed and maintained. Come to this interactive workshop and acquire the understanding and confidence to make full use of financial management tools

## Feb 27 CBR 107: How To Do A Literature Review

Literature reviews can be an important place to start when developing new programs, services, research projects and/or proposals. They give us a sense of "what is already out there" and "best practices" in the field. Conducting thorough literature reviews however, can be a daunting task. Come and learn some tips for beginning your search, collecting relevant literature and synthesizing your findings.

## Feb 29 PREMIUM: Board "ED" Relations and The Paradoxes of Power

In this interactive and experiential workshop managers, supervisors, and directors will have a chance to better understand what power is and to share with others in similar positions their feelings of power and powerlessness vis a vis their boards. Through learning about sources of personal and structural power and about how to leverage them participants will come to feel more self confident and able to make a positive difference in the board room. Issues that will be addressed include the impact of scarce resources, gender differences in power dynamics and the legacy of the founder.



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MARCH 2008						
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APRIL 2008						
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## Mar 6 CAP 103: Write A Winning Grant Proposal

This interactive workshop is designed to take some of the mystery out of the funding application process and help you position your grant proposals for success. Come to a workshop for leaders in the non-profit sector designed to support you and your agency to: Figure out how funders think -Strengthen your granting "credit rating", and Build better grant proposals

## Mar 26 CBR 310: Presenting Real Solutions to Real Problems: How to Write and Deliver a Policy Presentation

A hands-on writing and presentation workshop that will focus on how to craft and deliver a clear, concise policy presentation that supports your position as a policy analyst or advocate. This is an experiential workshop: participants will prepare and present a policy position in slide deck format, for a variety of possible audiences, in a peer-supported and facilitated learning environment.

## Apr 2 CBR 207: Writing Effective Community-Based Research Proposals

Writing full research proposals can be a stressful and tiresome endeavour if you are ill-prepared. However, the right tools and approaches can assist your research team in tackling the various components required in a proposal. This is your chance to plan the work ahead and answer some of the tough questions up front. This interactive workshop is designed to provide advice and assistance in preparing community-based research proposals.

## Apr 4 PREMIUM: Key People in Key Positions – Succession Planning in the Non-Profit Sector

Ensuring qualified and competent people are being molded for key positions within non-profit organizations saves valuable time, money and minimizes disruption to services. A how-to for managers, supervisors, and directors. Lynne Toupin, Executive Director of the HR Council for the Voluntary/Non-Profit Sector in Ottawa will be joining us to discuss the growing concerns over succession planning for key positions and look at strategies to plan ahead for smooth transitions. She will also introduce the HR Management Toolkit, a resource developed by the HR Council for a one stop shop for HR information. Don't miss this information packed opportunity!

## Apr 9 CAP 103: Getting Your Message Out There: Using Media Effectively to Achieve Your Objectives

An interesting, interactive workshop for non-profit sector managers and activists who need strong, clear messages to reach a variety of audiences. This workshop will help you to understand and deal with the media, and choose the right medium for the message.

## Apr 16 CBR 101: Introduction to Community-Based Research Partnerships

So what is all this talk about 'community-based research'? Why the push towards partnerships? What do you have to gain? This interactive workshop is designed as an introduction to the essential concepts of community-based research (CBR) and as a foundation for more advanced workshops. It will also focus on the planning, implementation and maintenance of CBR partnerships.

## Apr 24 CBR 104: How To Run A Focus Group

Focus groups are a great way to gather information from a group. They can be used for program planning, needs assessments, evaluations, preliminary research, defining research questions, learning more about a topic, community development, etc. However, in order to ensure that useful data emerges, care needs to be taken in how the data is collected. Come and learn the basics of how to set up an interview guide and moderate discussions. Participants will have a chance to role play the dynamics of a focus group and learn tips about how to work with "difficult" groups more effectively.

## Apr 29 CBR 221: Introduction To Survey Data Analysis with Excel

For those with experience collecting surveys or program data who are seeking more sophistication in the area of analysis. Learn how to use excel to graph and organize data for analytical purposes.

