

Fall/Winter 2008-2009 Professional Development Workshops

OCTOBER						
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October 1 CAP 103: Write a Winning Grant Proposal

This interactive workshop takes some of the mystery out of the funding application process and will help you position your grant proposal(s) for success. The focus of this workshop is on approach, strategy, research and planning associated with preparing a grant proposal. Learn what is important to a funder and how to package your grant proposal so that it is given careful consideration by funders.

October 7 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 Pre-req: CBR101

October 9 CBR 101: Intro to Community Based Research

If you have ever asked:

- What is "Community Based Research" all about?
- Why the push towards partnerships?
- What are the benefits of CBR?
- How to develop partnerships to complete a Community based Research project?

If so, then this workshop is for you. This interactive workshop provides answers to these questions and provides a comprehensive overview of the essential concepts of community-based research (CBR). This workshop is the foundation and pre-requisite to more advanced CBR workshops. (CBR301, 308 and 310)

October 15 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. To ensure that useful insights emerge, care needs to be taken during the planning and data collection process. Learn the basics of how to set up an interview guide and moderate discussions. Using roleplays, participants experience the dynamics of a leading a focus group and learn tips about how to work with "difficult" groups more effectively.

October 21 CAP 109: Introduction to Strategic Planning

Strategic planning is a process that helps an organization determine where it is going over the next year or more, how it's going to get there, and how it can measure or evaluate if it got there. This interactive workshop is an introduction to strategic planning. Learn techniques that will align your plans with the Vision, Mission and Goals of your organization.

October 23 CAP 119: Effective Supervisory Skills

This interactive workshop provides new team leaders, supervisors, and managers with the essential skills to manage today's diverse workforce. Participants will learn how to enhance their leadership capabilities and receive fundamental "survival skills" to help them effectively supervise others.

NEW October 28 CAP 121: Practical Strategies for Self Care

We live in a world of competing demands upon our lives. In this workshop learn strategies to help you deal with the rising expectations of others, increasing intrusion of technology, "energy vampires" and other related topics. This workshop provides a great opportunity to learn and share with others some very practical ways to deal with these issues.

November 6 CBR 308: Developing Real Solutions to Real problems: Policy Analysis from a Community Perspective

This workshop focuses on understanding how and why public policy decisions are made by policymakers and political decision makers. Learn how to craft practical, workable policy solutions and recommendations. CBR 308 teaches how to write effective policy options that analyze the policy impact and implications of issues identified through research, needs assessments, consultations, front-line networks and other community forums, and take research into action. Pre-reqs: CBR101 and 301

November 11 CAP 102: Valuing Diversity: The Benefits of Difference

This workshop examines some of the contemporary ideas regarding diversity in the workplace. We will focus on the many ways in which diversity exists within urban centers and identify ways that organizations can create inclusive environments. This is a highly interactive workshop where participants will explore their personal understandings of diversity and the way in which these personal views affect relationships amongst people from a range of backgrounds.

NEW November 13 CAP 122: Strategies for Managing Conflict

Conflict is a normal occurrence in our professional and personal lives. This course provides you with a basic understanding of various conflict resolution methods. Specifically, you will learn about the sources of conflict and when and how to use the different approaches. By identifying your preferred method and that of others you will be able to develop strategies to effectively manage conflict situations that may arise. Learn to handle situations in a manner that reduces stress and maintains positive working relationships.

November 25 CAP 108: Meeting and Facilitation Skills

So much of our time is spent in meetings and working with groups to achieve results, reach decisions and move from talk to action. Facilitation is a critical skill for anyone who is on a team, heads up a committee, manages a department or spends time working with groups. If you want your meetings to be productive, run smoothly, engage everyone, leverage the talents of all participants and achieve results this is the workshop for you.

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December 2 CBR 303: Developing Survey Tools in Community Based Research

Data collected from survey research can be invaluable for program 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" session 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.

NEW December 4 CAP 120: Strategic Marketing for Charities and Non-Profit Organizations

In an increasingly crowded and competitive environment, Canada's charities and non-profit organizations face a number of strategic communications, marketing challenges and opportunities related to their public profile. Engaging key audiences is becoming increasingly difficult due to "information overload", as organizations fight to be noticed in an ever-rising sea of messages. This one-day workshop will help participants better understand their marketing challenges and outline ways in which they can help their organizations respond.

January 15 CBR 310 : Presenting Real Solutions to Real Problems: How to Write and Deliver a Policy Presentation

The first step in preparing a policy presentation is to take into consideration the influencers of public policy. The second step is considering how to deliver the presentation itself. This hands-on workshop focuses on how to craft and deliver a clear, concise policy presentation that supports your position as a policy analyst or advocate. Through lecture, group discussion, case studies and practice, you will acquire the knowledge and skills to prepare and present a policy position in slide deck format, for a variety of possible audiences, in a highly peer-supported and facilitated learning environment. Pre -Reqs CBR101, 301 and 308.

January 22 CAP 105: Build Successful Alliances, Coalitions & Partnerships

Over the last decade we have developed alliances, networks and partnerships in our sectors and communities. However, we often don't understand how they are very different from the organizations we work in. This interactive workshop is designed as an introduction to the essential principles and frameworks of building successful alliances, coalitions and partnerships.

January 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 can be a daunting task. You will learn tips and techniques for beginning your search, collecting relevant literature and synthesizing your findings. This workshop is for both new and experienced researchers. The learning that takes place is enriched by the sharing of best practices amongst participants.