

## Year in Preview: July 2011 – June 2012

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>July</b>	July 4	July 5 Get on Board! 5:30 pm – 7:30 pm The Centre on Philanthropy <i>Page 8</i>	July 6	July 7	July 8 Lunch & Learn – Understanding Pensions 12:00 pm – 1:30 pm The Centre on Philanthropy	July 9
	July 11	July 12	July 13	July 14	July 15 Lunch & Learn – Understand Your Rights; Know Your Responsibilities – An introduction to Bermuda's Human Rights Act 12:00 pm – 1:30 pm The Centre on Philanthropy	July 16
<b>August</b>	August 8	August 9	August 10	August 11	August 12 Lunch & Learn – Governance: Introduction to Compliance 12:00 pm – 1:30 pm The Centre on Philanthropy	August 13
	August 22	August 23	August 24	August 25 Do you know your tweets from your tweeps? An Introduction to using Social Media 9:00 am – 11:00 am The Centre on Philanthropy <i>Page 13</i>	August 26	August 27
<b>September</b>	September 12	September 13	September 14 SCEP – General Session – Fundraising: Basics and Beyond 5:30 pm – 7:30 pm The Centre on Philanthropy <i>Page 19</i>	September 15	September 16	September 17
	September 19	September 20 Nonprofit Orientation 5:30 pm – 7:00 pm The Centre on Philanthropy <i>Page 8</i>	September 21	September 22	September 23 Lunch & Learn – Understanding Health Insurance and HIP 12:00 pm – 1:30 pm The Centre on Philanthropy	September 24

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>September</b>	<b>September 26</b> Creating Passion in the Work Place 9:00 am – 12:00 pm The Centre on Philanthropy <b>Page 13</b>	September 27	<b>September 28</b> SCEP – Roles and Responsibilities of the Board 5:30 pm – 7:30 pm The Centre on Philanthropy <b>Page 19</b>	September 29	September 30	
<b>October</b>	October 3	October 4	<b>October 5</b> Get on Board! 5:30 pm – 7:30 pm The Centre on Philanthropy <b>Page 8</b>	October 6	<b>October 7</b> Lunch & Learn – Ombudsman Orientation 12:00 pm – 1:30 pm The Centre on Philanthropy	October 8
	October 10	<b>October 11</b> Aim, Shoot, Score! Designing and Implementing a Social Media Strategy 9:00 am – 3:00 pm The Centre on Philanthropy <b>Page 13</b>	October 12	October 13	October 14	October 15
	October 17	<b>October 18</b> So you want to start a Charity? 5:30 pm – 7:00 pm The Centre on Philanthropy <b>Page 8</b>	<b>October 19</b> SCEP – Best Practices in Governance 5:30 pm – 7:30 pm The Centre on Philanthropy <b>Page 19</b>	October 20	October 21	<b>October 22</b> How to Manage Without an Executive Director 9:00 am – 12:00 pm The Centre on Philanthropy <b>Page 8</b>
	<b>October 24</b> What is Certification? 5:30 pm – 7:00 pm The Centre on Philanthropy <b>Page 16</b>	<b>October 25</b> Roles and Responsibilities of Board Directors 5:30 pm – 7:30 pm The Centre on Philanthropy <b>Page 9</b>	October 26	October 27	October 28	October 29
<b>November</b>		November 1	November 2	November 3	<b>November 4</b> Lunch & Learn – Health and Safety 12:00 pm – 1:30 pm The Centre on Philanthropy	November 5
	<b>November 7</b> BNSEP – Drop in Help Desk 3:00 pm – 6:00 pm The Centre on Philanthropy <b>Page 18</b>	November 8	<b>November 9</b> SCEP – The Strategic Planning Process 5:30 pm – 7:30 pm The Centre on Philanthropy <b>Page 19</b>	<b>November 10</b> The Volunteer Management Cycle 9:00 am – 3:00 pm The Centre on Philanthropy <b>Page 14</b>	<b>November 11</b> Holiday – Remembrance Day	November 12

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>November</b>	November 14	<b>November 15</b> Power Speaking & Presentation Skills 9:00 am – 4:00 pm The Centre on Philanthropy <i>Page 14</i>	November 16	November 17	November 18	November 19
	<b>November 21</b> BNSEP – How to Write Policies and Procedures 5:30 pm – 7:30 pm The Centre on Philanthropy <i>Page 17</i>	<b>November 22</b>	<b>November 23</b> SCEP – Basics of Financial Management 5:30 pm – 7:30 pm The Centre on Philanthropy <i>Page 20</i>	<b>November 24</b>	<b>November 25</b>	<b>November 26</b>
	<b>November 28</b>	<b>November 29</b> The Strategic Planning Process 5:30 pm – 7:30 pm The Centre on Philanthropy <i>Page 9</i>	<b>November 30</b>			
<b>December</b>	<b>December 5</b> Volunteer Recognition Reception 5:30 pm– 7:30 pm TBD	<b>December 6</b>	<b>December 7</b>	<b>December 8</b> Best Practices for Volunteer Management 9:00 am – 3:00 pm The Centre on Philanthropy <i>15</i>	<b>December 9</b>	<b>December 10</b>
	<b>December 12</b>	<b>December 13</b>	<b>December 14</b> SCEP – General Session – Best Practices in Board Management 5:30 pm – 7:30 pm The Centre on Philanthropy <i>Page 20</i>	<b>December 15</b>	<b>December 16</b>	<b>December 17</b>
	<b>December 26</b> Holiday – Boxing Day	<b>December 27</b> Holiday – Observed	<b>December 28</b> <i>The Centre on Philanthropy Office CLOSED</i>	<b>December 29</b> <i>The Centre on Philanthropy Office CLOSED</i>	<b>December 30</b> <i>The Centre on Philanthropy Office CLOSED</i>	<b>December 31</b>
<b>January</b>	<b>January 9</b> BNSEP – Drop in Help Desk 3:00 pm – 6:00 pm The Centre on Philanthropy <i>Page 18</i>	<b>January 10</b>	<b>January 11</b> SCEP – Reporting your Financials 5:30 pm – 7:30 pm The Centre on Philanthropy <i>Page 20</i>	<b>January 12</b>	<b>January 13</b>	<b>January 14</b>

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>January</b>	January 16	January 17	<b>January 18</b> Training for Board Chairs 9:00 am – 4:00 pm The Centre on Philanthropy <b>Page 9</b>	<b>January 19</b> Effectively Managing the Board 9:00 am – 4:00 pm The Centre on Philanthropy <b>Page 10</b>	January 20	<b>January 21</b> Board Governance Trends 9:00am – 1:00 pm The Centre on Philanthropy <b>Page 10</b>
			Board Best Practices 5:30pm – 7:30 pm The Centre on Philanthropy <b>Page 9</b>			
	<b>January 23</b> BNSEP – Governance 2:00 pm – 5:00 pm The Centre on Philanthropy <b>Page 17</b>	January 24	January 25	January 26	January 27	January 28
<b>February</b>			<b>February 1</b> SCEP – The Volunteer Management Cycle 5:30 pm – 7:30 pm The Centre on Philanthropy <b>Page 20</b>	<b>February 2</b> Human Resource Management Basics 9:00 am – 3:00 pm The Centre on Philanthropy <b>Page 12</b>	<b>February 3</b> Lunch & Learn – Holistic Health 12:00 am – 1:30 pm The Centre on Philanthropy	February 4
	February 6	<b>February 7</b> Time Management & Goal Achievement 9:00 am – 4:00 pm The Centre on Philanthropy <b>Page 14</b>	February 8	February 9	February 10	February 11
	February 13	February 14	February 15	<b>February 16</b> Nonprofit Orientation 5:30 pm – 7:00 pm The Centre on Philanthropy <b>Page 8</b>	February 17	<b>February 18</b> The 3 R’s of Volunteer Management 9:00 am – 12:00 pm The Centre on Philanthropy <b>Page 15</b>
	February 20	<b>February 21</b> Building an Effective Board 5:30 pm – 7:30 pm The Centre on Philanthropy <b>Page 10</b>	<b>February 22</b> SCEP – Best Practices of Volunteer Management 5:30 pm – 7:30 pm The Centre on Philanthropy <b>Page 20</b>	February 23	February 24	February 25

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
	<b>February 27</b> BNSEP – Governance 2:00 pm – 5:00 pm The Centre on Philanthropy <b>Page 17</b>	February 28	February 29			
<b>March</b>				March 1	<b>March 2</b> Lunch & Learn – Work-Life Balance 12:00 pm – 1:30 pm The Centre on Philanthropy	March 3
	March 5	March 6	<b>March 7</b> Get on Board! 5:30 pm – 7:30 pm The Centre on Philanthropy <b>Page 8</b>	March 8	March 9	March 10
	<b>March 12</b> BNSEP – Drop in Help Desk 3:00 pm – 6:00 pm The Centre on Philanthropy <b>Page 18</b>	March 13	<b>March 14</b> SCEP – Fundraising Fundamentals 5:30 pm – 7:30 pm The Centre on Philanthropy <b>Page 20</b>	March 15	March 16	March 17
	March 19	<b>March 20</b> Financial Management The Basics 5:30 pm – 8:30 pm The Centre on Philanthropy <b>Page 10</b>	March 21	March 22	March 23	March 24
	<b>March 26</b> BNSEP – Fundraising 2:00 pm – 5:00 pm The Centre on Philanthropy <b>Page 17</b>	March 27	<b>March 28</b> SCEP – Fundraising – The Ask 5:30 pm – 7:30 pm The Centre on Philanthropy <b>Page 21</b>	March 29	March 30	March 31
<b>April</b>	April 2	April 3	<b>April 4</b> Sustaining High Performance Employees 9:00 am – 3:00 pm The Centre on Philanthropy <b>Page 13</b>	April 5	<b>April 6</b> Holiday – Good Friday	April 7

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>April</b>	April 9	<b>April 10</b> How to Handle Emotions, Conflict & Confrontation in the Workplace 9:00 am – 1:00 pm The Centre on Philanthropy <b>Page 14</b>	April 11	April 12	<b>April 13</b> Lunch & Learn - TBD 12:00 pm – 1:30 pm The Centre on Philanthropy	April 14
	<b>April 23</b> BNSEP – Financial Management 2:00 pm – 5:00 pm The Centre on Philanthropy <b>Page 17</b>	<b>April 24</b>	<b>April 25</b> Fundraising Management & Resources 9:00 am – 3:00 pm The Centre on Philanthropy <b>Page 11</b>	<b>April 26</b> Relationship Building & Donor Communications 9:00 am – 3:00 pm The Centre on Philanthropy <b>Page 11</b>	<b>April 27</b>	<b>April 28</b> Ethical Best Practices & Volunteer Involvement in Fundraising (Comprehensive Session) 9:00 am – 12:00 pm The Centre on Philanthropy <b>Page 12</b>
			SCEP – Fundraising Trends 5:30 pm – 7:30 pm The Centre on Philanthropy <b>Page 21</b>	Ethical Best Practices & Volunteer Involvement in Fundraising (Short Session) 9:00 am – 12:00 pm The Centre on Philanthropy <b>Page 11</b>		
<b>May</b>		<b>May 1</b>	<b>May 2</b>	<b>May 3</b>	<b>May 4</b> Lunch & Learn - TBD 12:00 pm – 1:30 pm The Centre on Philanthropy	<b>May 5</b>
	<b>May 7</b>	<b>May 8</b> Financial Management Oversight 5:30 pm – 8:30 pm The Centre on Philanthropy <b>Page 11</b>	<b>May 9</b>	<b>May 10</b>	<b>May 11</b>	<b>May 12</b>
	<b>May 14</b> BNSEP – Drop in Help Desk 3:00 pm – 6:00 pm The Centre on Philanthropy <b>Page 18</b>	<b>May 15</b>	<b>May 16</b>	<b>May 17</b> Centre Members’ Reception 5:30 pm – 7:30 pm XL House	<b>May 18</b>	<b>May 19</b>
	<b>May 28</b> BNSEP – Programme Development 2:00 pm – 5:00 pm The Centre on Philanthropy <b>Page 18</b>	<b>May 29</b> Fundraising Cornerstones – Events & Campaigns 9:00 am – 3:00 pm The Centre on Philanthropy <b>Page 12</b>	<b>May 30</b>	<b>May 31</b> Asking For and Securing the Gift 9:00 am – 3:00 pm The Centre on Philanthropy <b>Page 12</b>		

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>June</b>	June 11	June 12	June 13	June 14	<b>June 15</b> Lunch & Learn - TBD 12:00 pm – 1:30 pm The Centre on Philanthropy	June 16
	<b>June 18</b> Holiday – Heroes Day	June 19	June 20	June 21	<b>June 22</b> Lunch & Learn - TBD 12:00 pm – 1:30 pm The Centre on Philanthropy	June 23
	<b>June 25</b> BNSEP – Human Resources 2:00 pm – 5:00 pm The Centre on Philanthropy <b>Page 18</b>	June 26	June 27	June 28	<b>June 29</b> Lunch & Learn - TBD 12:00 pm – 1:30 pm The Centre on Philanthropy	June 30

## Centre Workshops

### Nonprofit Orientation

**Dates & Time:**  
Tuesday, September 20, 2011  
Thursday, February 16, 2012  
5:30 – 7:00  
**Cost:** FREE

**Facilitators:**  
Lorna McGowan &  
Danielle Riviere  
**Location:**  
The Centre on Philanthropy

What benefits does your organisation receive as a member of The Centre on Philanthropy?

Why should your organisation join The Centre?

The Centre on Philanthropy is hosting an information session to help members better understand the services available to them and to share with potential members the benefit of joining The Centre.

Have specific questions? Email them to us at [info@centreonphilanthropy.org](mailto:info@centreonphilanthropy.org) and we will address them in the session.

**For: Persons interested in learning more about The Centre on Philanthropy’s programmes**

### So you want to start a charity?

**Date & Time:**  
Tuesday, October 18, 2011  
5:30 – 7:00  
**Cost:**  
Members \$50.00  
Non-members \$75.00

**Facilitator:**  
Danielle Riviere  
**Location:**  
The Centre on Philanthropy

Starting a charity takes more than just the desire to help. If you need to know how you can start and register a charity join us for this workshop! We will discuss; First Steps in Setting Up a Charity, Best Practices for Starting a Charity, Registering a Charity, Understanding the Application for Charitable Status and Understanding the Review and Approval of Charities,

**For: Persons interested in starting a charity**

## Governance *Attend more than 3 workshops in the Governance series and receive a discount!*

### Get on Board!

**Date & Time:**  
Tuesday, July 5, 2011  
Wednesday, October 5, 2011  
Wednesday, March 7, 2012  
Meet and Greet starting at 5:00  
5:30 – 7:30  
**Cost:** FREE

**Facilitator:**  
Danielle Riviere  
**Location:**  
The Centre on Philanthropy

Interested in learning more about what it means to be a Board Member? This session is for those individuals looking to better understand the roles and responsibilities of a nonprofit Board Member. We will discuss the legal responsibilities and the role members should play in governing their organisation.

After the information session individuals will have the opportunity to participate in Nonprofit Speed Dating which brings nonprofits looking for board members together with individuals who want to serve on a nonprofit board.

**For: Persons looking to better understand the roles and responsibilities of a nonprofit Board Member**

### How to Manage Without an Executive Director

**Date & Time:**  
Saturday, October 22, 2011  
9:00 – 12:00  
**Cost:**  
Members \$75.00  
Non-members \$100.00

**Facilitator:**  
Danielle Riviere with panel  
**Location:**  
The Centre on Philanthropy

Are you struggling under the workload of running a successful charity but don't have the resources to appoint an Executive Director? This workshop will help you to identify key strategies to build your volunteer base, ensure workloads are allocated appropriately (and to more than one person!), and how to ensure volunteers don't burn out. We'll also look at when you should consider appointing an ED and the steps to go about doing this.

**For: Persons working with an organisation that does not have an Executive Director**

## Roles and Responsibilities of Directors

<b>Dates &amp; Time:</b> Tuesday, October 25, 2011 5:30 – 7:30	<b>Facilitators:</b> Pamela Barit Nolan & Danielle Riviere
<b>Cost:</b> Members \$50.00 Non-members \$75.00	<b>Location:</b> The Centre on Philanthropy

Are you a new member of a Nonprofit Board?  
Do you want to be a better Nonprofit Board Member?  
This workshop is for individuals who want to learn about; the characteristics of an effective board member, who does what and why, the roles and responsibilities of board members, questions to ask before committing to join a board, and the types of issues a nonprofit board addresses.  
**For: Persons who are considering joining a Board or who have recently joined a Board. The workshop is also beneficial to veteran Board Members who have not received formal instructions on their roles and responsibilities**

## The Strategic Planning Process

<b>Date &amp; Time:</b> Tuesday, November 29, 2011 5:30 – 7:30	<b>Facilitator:</b> Denise Riviere
<b>Cost:</b> Members \$50.00 Non-members \$75.00	<b>Location:</b> The Centre on Philanthropy

One of the primary roles for any Board of Directors is to prepare for the organisation’s future. Strategic planning allows an organisation to be proactive, to address opportunities and challenges, and to avoid operating in a perpetual crisis mode. Embarking on a strategic planning process is an investment of time that will pay back through increased and ongoing organisational success. This workshop will provide specific guidance for making strategic planning both enjoyable and productive.  
**For: Persons who sit on a Board of Directors and other organisational leaders that want to better understand the development and implementation of the organisation’s strategic plan**

## Training for Board Chairs

<b>Date &amp; Time:</b> Wednesday, January 18, 2012 9:00 – 4:00	<b>Facilitator:</b> Michael Daigneault
<b>Cost:</b> Members \$150.00 Non-members \$175.00	<b>Location:</b> The Centre on Philanthropy

This highly interactive and discussion-oriented session explores why traditional board meeting processes and dynamics may not be conducive to great meetings or good decision making.  
How can you help your board deliberate differently, act differently, and structure your meetings differently to allow board members to learn more, be more engaged and be a better source of guidance to your organisation? How can meeting facilitation skills support genuinely effective, interesting, and lively board interaction that will contribute to better board decisions?  
**For: Board Chairs, Vice Board Chairs or persons about to assume Board Chair position**

## Governance Trends

<b>Date &amp; Time:</b> Wednesday, January 18, 2012 5:30 – 7:30	<b>Facilitator:</b> Michael Daigneault
<b>Cost:</b> Members \$150.00 Non-members \$175.00	<b>Location:</b> Bermuda Underwater Exploration Institute 40 Crow Lane, Pembroke

Much is changing in the nonprofit sector, as the for-profit and governmental organisations around us are in turmoil, so are we. Yet, a change in thinking is taking place in the governance field as more and more nonprofit boards are strategically making choices to advance their mission. New ideas, new models, new strategies, new definitions of “success” and even new modes of thought are all impacting the leadership of both for-profit and nonprofit organisations today. This workshop will focus on the changing trends in nonprofit management and governance that will impact the way we all lead, think and pursue our missions.  
**For: Persons interested in learning about the current trends in Governance**

*Fee covers entrance for unlimited number of staff or board members representing your organisation*

## Effectively Managing the Board

**Date & Time:** Thursday, January 19, 2012  
9:00 – 4:00  
**Cost:** Members \$150.00  
Non-members \$175.00

**Facilitator:** Michael Daigneault  
**Location:** The Centre on Philanthropy

As Executive Director, you play a crucial role in your organisation's governance - perhaps *the* crucial role. Yet nearly all governance seminars and information targets members of your board! It's time to seriously explore *your* central responsibility for the success - or lack thereof - of your board's governance efforts. Seize this opportunity to participate in this one day highly interactive facilitated dialogue with your peers to explore strategies and emerging practices that will help you and your board meet the governance challenges of our time.  
**For: Executive Directors, Organisational Leaders, or Senior Managers who assist with the management of their organisations Board**

## Board Best Practices – Governance as Leadership

**Date & Time:** Saturday, January 21, 2012  
9:00 – 1:00 (includes lunch)  
**Cost:** Members \$100.00  
Non-members \$125.00

**Facilitator:** Michael Daigneault  
**Location:** The Centre on Philanthropy

Is your board struggling to get to the heart of your organisation's values and vision? Is it bogged down with mundane details? Conventional advice unwittingly urges boards to think and govern like managers. This half-day workshop looks at governance in a new way and urges you to govern as a leader! The Governance as Leadership workshop takes a look at the three modes of governance—fiduciary, strategic and generative—that together enable effective trusteeship. With a focus on strategic and generative thinking, the most neglected work of a board of directors, you will learn how to generate important decisions about mission and strategy, problem-solve and find your true purpose - becoming the leaders you were meant to be.  
**For: Persons interested in learning about the Board management and practices**

## Building an Effective Board

**Date & Time:** Tuesday, February 21, 2012  
5:30 – 7:30  
**Cost:** Members \$50.00  
Non-members \$75.00

**Facilitator:** Danielle Riviere  
**Location:** The Centre on Philanthropy

This workshop will guide participants through a process that includes identifying, cultivating, and recruiting members; orienting new board members; encouraging active participation and commitment; educating the board; rotating board members; and engaging in self-assessment. This workshop focuses on the different steps in the process of building an effective board.  
**For: Persons who sit on a Board of Directors and other organisational leaders that want to better understand how to build an effective Board**

## Financial Management *Attend both workshops in the Financial Management series and receive a discount!*

### Financial Management – The Basics

**Dates & Time:** Tuesday, March 20, 2012  
5:30 – 8:30  
**Cost:** Members \$50.00  
Non-members \$75.00

**Facilitator:** Anthony Richardson  
**Location:** The Centre on Philanthropy

Financial management oversight is imperative to ensuring sound fiscal practices which are essential for all Nonprofits. This workshop will help you to understand basic principles of bookkeeping, the role of The Board and Executive Director in the Financial Management process and provide an opportunity to evaluate your organisation's Financial Management procedures.  
**For: Persons who are responsible for the finances of a charitable organisation**

## Financial Management Oversight

**Dates & Time:**  
Tuesday, May 8, 2012  
5:30 – 8:30

**Facilitator:**  
Anthony Richardson

**Location:**  
The Centre on Philanthropy

**Cost:**  
Members \$50.00  
Non-members \$75.00

This workshop will help you to understand what controls and policies and procedures should be in place for a Nonprofit and how to report financials through an audit or financial review.

**For: Persons who are responsible for the finances of a charitable organisation**

## Fundraising *Attend all four workshops in the Fundraising series and receive a discount!*

### Fundraising Management & Resources

**Dates & Time:**  
Wednesday, April 25, 2012  
9:00 – 3:00

**Facilitator:**  
Sharilyn Hale, CFRE

**Location:**  
The Centre on Philanthropy

**Cost:**  
Members \$150.00  
Non-members \$175.00

Skilled leadership and management of the fundraising function is critical to success and effectiveness. Review core aspects of fundraising planning and evaluation, and consider internal systems, policies and controls for efficiency and accountability. Understand information management, and the value of fundraising research and where it fits within your programme. Reflect on the role and components of the fundraising audit, and learn where to find cutting edge fundraising information and resources.

**For: Persons wanting to learn the basic concepts of fundraising**

### Relationship Building & Donor Communications

**Date & Time:**  
Thursday, April 26, 2012  
9:00 – 3:00

**Facilitator:**  
Sharilyn Hale, CFRE

**Location:**  
The Centre on Philanthropy

**Cost:**  
Members \$150.00  
Non-members \$175.00

Relationships are at the heart of all fundraising and philanthropy. How do you build meaningful and trustful relationships with current and prospective supporters? Consider the characteristics of comprehensive donor cultivation and stewardship plans, drawing on the mission and values of your organisation. Review the key characteristics of a compelling case for support, and why it is so critical to have one. Understand what donors need from you in order to keep saying yes.

**For: Persons wanting to learn how to plan the fundraising procedures within their organisation**

### Ethical Best Practices & Volunteer Involvement In Fundraising (Shortened Session)

**Date & Time:**  
Thursday, April 26, 2012  
5:30 – 8:30

**Facilitator:**  
Sharilyn Hale, CFRE

**Location:**  
The Centre on Philanthropy

**Cost:**  
Members \$100.00  
Non-members \$125.00

Consider your commitment to ethics and accountability through the details of the International Donor Bill of Rights and Standards for Ethical Fundraising Practice, and reflect on the implications for you and your organisation. Within this context of fundraising best practice, learn about the appropriate use and engagement of your Board members and volunteers in fundraising. Review the fundamental aspects of fundraising volunteer recruitment, training, evaluation, motivation and recognition.

**For: Persons wanting to learn how to plan the fundraising procedures within their organisation**

## Ethical Best Practices & Volunteer Involvement In Fundraising (Comprehensive Session)

**Date & Time:**  
Saturday, April 28, 2012  
9:00 – 3:00

**Facilitator:**  
Sharilyn Hale, CFRE

**Location:**  
The Centre on Philanthropy

**Cost:**  
Members \$150.00  
Non-members \$175.00

Consider your commitment to ethics and accountability through the details of the International Donor Bill of Rights and Standards for Ethical Fundraising Practice, and reflect on the implications for you and your organisation. Within this context of fundraising best practice, learn about the appropriate use and engagement of your Board members and volunteers in fundraising. Review the fundamental aspects of fundraising volunteer recruitment, training, evaluation, motivation and recognition.

**For: Persons wanting to learn how to plan the fundraising procedures within their organisation**

## Fundraising Cornerstones – Events & Campaigns

**Date & Time:**  
Tuesday, May 29, 2012  
9:00 – 3:00

**Facilitator:**  
Sharilyn Hale, CFRE

**Location:**  
The Centre on Philanthropy

**Cost:**  
Members \$150.00  
Non-members \$175.00

Having a balanced programme mix of fundraising strategies and vehicles helps ensure a strong and vibrant programme, especially when times get tight. Review the common cornerstones of fundraising programmes including – special events, annual fund or community based fundraising (direct response and social media), and major gift campaigns (including capital and endowment projects). Understand the pros and cons of each, how they relate to each other, and important factors to consider when conducting them.

**For: Persons wanting to improve their organisations fundraising practices and learn how to improve donor relations**

## Asking For and Securing the Gift

**Date & Time:**  
Thursday May 31, 2012  
9:00 – 3:00

**Facilitator:**  
Sharilyn Hale, CFRE

**Location:**  
The Centre on Philanthropy

**Cost:**  
Members \$150.00  
Non-members \$175.00

Terrified to ask? Attend this session to boost your confidence when asking others to support the mission of your organisation. Solicitation methods will be reviewed (in-person, written, phone). In particular, role play will help you strengthen your in-person asks. Also review the importance of good stewardship with donors and their gifts once they have said yes.

**For: Persons wanting to learn about alternative fundraising methods**

## Capacity Building – Human Resources *Attend both workshops in the Human Resources series and receive a discount!*

### Human Resource Management Basics

**Date & Time:**  
Thursday, February 2, 2012  
9:00 – 3:00

**Facilitator:**  
Denise Riviere

**Location:**  
The Centre on Philanthropy

**Cost:**  
Members \$100.00  
Non-members \$125.00

Most Nonprofits don't have formal departments or staff for managing Human Resources. This workshop will cover what all Nonprofit leaders need to know about managing their most important asset by providing an overview of the major administrative, legal, and cultural aspects of Human Resource management.

**For: Persons responsible for the hiring and management of staff and volunteers in a Nonprofit organisation**

## Sustaining High Performance Employees

**Date & Time:**  
Wednesday, April 4, 2012  
9:00 – 3:00

**Facilitator:**  
Denise Riviere

**Location:**  
The Centre on Philanthropy

**Cost:**  
Members \$100.00  
Non-members \$125.00

An organisation’s greatest asset is its people. This workshop is aimed at providing you with ideas and tools for getting and keeping your staff fully engaged and energized. The discussion will focus on succession planning, employee retention, and staff development.

**For: Persons responsible for the hiring and management of staff and volunteers in a Nonprofit organisation**

## Capacity Building – Talent Development

### Do you know your tweets from your tweeps? An Introduction to using Social Media

**Date & Time:**  
Thursday, August 25, 2011  
9:00 – 11:00

**Facilitator:**  
Suzanne Scatliffe

**Location:**  
The Centre on Philanthropy

**Cost:** FREE

Are you a bit baffled by Twitter? Not really sure how best to use Facebook? Social media has exploded recently, but it can be confusing to know which tools to use, and how to use them! This workshop will start with the basics; we’ll look at the major social media channels, how to set up accounts, how to communicate through them and how to manage them. Along the way we’ll also look at case studies and examples of where other organisations have successfully engaged with their audiences through social media.

**For: Persons interested in learning the basics of using social media to promote their organisation**

### Creating Passion in Your Work Place

**Date & Time:**  
Monday, September 26, 2011  
9:00 – 12:00

**Facilitator:**  
Jacqueline Throop Robinson

**Location:**  
The Centre on Philanthropy

**Cost:**  
Members \$100.00  
Non-members \$125.00

Passion at work is a hot topic but is rarely understood! How do we come to feel passionate about our work and how do we nurture that passion? And, importantly, how do we avoid burnout and other negative workplace emotions. Finally, there is research to answer these questions! In this thought-provoking, interactive session, Jacqueline Throop Robinson of Breakthrough Learning Inc. will present their groundbreaking research, provide access to their online diagnostic tool, and create stimulating conversation that will change how you lead! Come learn about the two factors needed for passion at work, how to identify these important drivers, and how to stop destructive behaviours and build long-term success.

**For: Persons interested in learning how to improve their work experience.**

### Aim, Shoot, Score! Designing and Implementing a Social Media Strategy

**Date & Time:**  
Tuesday, October 11, 2011  
9:00 – 3:00

**Facilitator:**  
Suzanne Scatliffe

**Location:**  
The Centre on Philanthropy

**Cost:** FREE

Now you know the basics, it’s time to put together a strategy to ensure you are making the most of your social media presence, and the time spent managing it! We’ll look at the key areas your strategy should contain, such as: objectives, governance, tactics and evaluating impact, along with examples of how social media has been managed well, and managed not so well by a range of organisations. During the session we’ll also explore ways that you can encourage your colleagues to get on board with your social media, and embed it into your communications mix.

**For: Persons interested in learning how to create and implement a social media strategy to promote their organisation**

## Power Speaking & Presentation Skills

**Date & Time:**  
Tuesday, November 15, 2011  
9:00 – 4:00

**Facilitator:**  
Jan Fraser

**Location:**  
The Centre on Philanthropy

**Cost:**  
Members \$250.00  
Non-members \$300.00

If you get pre-presentation butterflies, get tongue-tied, have difficulty getting the right words out or find yourself using filler words like “ah”, “um” or even “um um”, this workshop is just what you need to boost your confidence, credibility and effectiveness as a successful business person.

**For: Persons interested in improving their presentation skills**

**PLEASE NOTE that to attend this workshop you must be employed by a nonprofit organisation.**

## Time Management and Goal Achievement

**Date & Time:**  
Tuesday, February 7, 2012  
9:00 – 4:00

**Facilitator:**  
Jan Fraser

**Location:**  
The Centre on Philanthropy

**Cost:**  
Members \$250.00  
Non-members \$300.00

Get more done in less time – and be better organised than you ever dreamed possible – with practical time management tools and training to achieve the goals you set for yourself this and beyond.

- Find hours you didn’t know you had
- Be clutter free
- Master “next step thinking”
- Identify and eliminate time eating habits
- End procrastination, perfectionism and other time traps
- Eliminate missed deadlines

**For: Persons interested in learning time management techniques**

**PLEASE NOTE that to attend this workshop you must be employed by a nonprofit organisation.**

## How to Handle Emotions, Conflict & Confrontations in the Workplace

**Date & Time:**  
Tuesday, April 10, 2012  
9:00 – 1:00

**Facilitator:**  
Jan Fraser

**Location:**  
The Centre on Philanthropy

**Cost:**  
Members \$125.00  
Non-members \$175.00

This phenomenal workshop is designed to arm you with the skills you need to maintain emotional control at work – and to manage the negative emotions of others. You’ll master step-by-step how-to tips for dealing with typical workplace situations, like when a co-worker lashes out at you or makes a snide remark... when an employee you’ve just fired cries... when you’re berated by a customer... or unfairly criticized by your supervisor. After you attend this workshop you’ll be equipped with the skills you need to turn those intense emotions into positive energy, which is guaranteed to give you better results in every exchange with others.

**For: Persons interested in learning techniques for dealing with difficult situations in the workplace**

**PLEASE NOTE that to attend this workshop you must be employed by a nonprofit organisation.**

## Capacity Building – Volunteer Management *Attend two workshops in the Volunteer Management series and receive a discount!*

### The Volunteer Management Cycle

**Date & Time:**  
Thursday, November 10, 2011  
9:00 – 3:00

**Facilitator:**  
Danielle Riviere &  
Jennifer Pitcher

**Location:**  
The Centre on Philanthropy

**Cost:**  
Members \$100.00  
Non-members \$125.00

This workshop will look at volunteer management components that contribute to running a well-rounded programme: designing volunteer positions, staff/volunteer relations, recruitment, interviewing and screening, orientation and placement, retention and recognition.

**For: Persons responsible for managing volunteers for an organisation**

## Best Practices for Volunteer Management

<b>Date &amp; Time:</b> Thursday, December 8, 2011 9:00 – 3:00	<b>Facilitator:</b> Danielle Riviere & Jennifer Pitcher	This workshop seeks to provide participants with a comprehensive understanding of volunteer motivation, retention factors, policies and procedures and how to deal with volunteer dismissal. <b>For: Persons responsible for managing volunteers for an organisation</b>
<b>Cost:</b> Members \$100.00 Non-members \$125.00	<b>Location:</b> The Centre on Philanthropy	

## 3 R’s of Volunteer Management

<b>Date &amp; Time:</b> Saturday, February 18, 2012 9:00 – 12:00	<b>Facilitator:</b> Danielle Riviere & Jennifer Pitcher	Volunteers are a critical Nonprofit resource that can dramatically increase the effectiveness of your organisation. Running a successful volunteer programme requires smart management systems and procedures. This workshop will look at the Recruitment, Retention and Recognition of volunteers. <b>For: Persons responsible for managing volunteers for an organisation</b>
<b>Cost:</b> Members \$75.00 Non-members \$100.00	<b>Location:</b> The Centre on Philanthropy	

## Lunch & Learns

**Look out for more information on these and other lunch and learns planned for this year.**

**Costs: Members \$20.00 Non-Members: \$30.00**

### Understanding Pensions

**Date & Time:**  
Friday, July 8, 2011  
12:00 – 1:30  
**Facilitator:** Colonial Pension Services Ltd & the Department of Social Insurance, Government of Bermuda

### Understand Your Rights; Know Your Responsibilities An introduction to Bermuda’s Human Rights Act

**Date & Time:**  
Friday, July 15, 2011  
12:00 – 1:30  
**Facilitator:** Human Rights Commission of Bermuda

### Ombudsman Orientation

**Date & Time:**  
Friday, October 7, 2011  
12:00 – 1:30  
**Facilitator:** Arlene Brock, Ombudsman of Bermuda

### Health and Safety

**Date & Time:**  
Friday, November 4, 2011  
12:00 – 1:30  
**Facilitator:** TBD

## **Governance: Introduction to Compliance**

**Date & Time:**

Friday, August 12, 2011

12:00 – 1:30

**Facilitator:** Cheryl- Ann Map

## **Understanding HIP and Health Insurance**

**Date & Time:**

Friday, September 23, 2011

12:00 – 1:30

**Facilitator:** TBD

## **Additional Lunch & Learn Dates – Topics TBD**

**Date & Time:**

Friday, April 13, 2012

Friday, May 4, 2012

Friday, June 15, 2012

Friday, June 22, 2012

Friday, June 29, 2012

12:00 – 1:30

## **Holistic Health**

**Date & Time:**

Friday, February 3, 2012

12:00 – 1:30

**Facilitator:** TBD

## **Work-Life Balance**

**Date & Time:**

Friday, March 2, 2012

12:00 – 1:30

**Facilitator:** Lorna McGowan

## **Striving for Excellence – The Bermuda National Standards Certification Education Programme (BNSCEP)**

*Fees cover entrance for unlimited number of staff or board members representing your organisation*

Strive for Excellence is The Centre’s special curriculum designed to support those seeking Certification through the Bermuda National Standards Committee (BNSC). The workshop series focuses on the five critical areas identified in the BNSC Standards of Excellence – Governance, Financial Management, Fundraising, Capacity Building and Programme Development/Improvement – and guides participants through the BNSC Certification workbook toward the overall objective of Certification.

## **Striving for Excellence – What is Certification?**

**Date & Time:**

Monday, October 24, 2011

5:30 – 7:00

**Cost:** FREE

**Facilitator:**

Danielle Riviere &  
Nadine Lapsley Dyer

**Location:**

The Centre on Philanthropy

This session will provide information to those organisations interested in learning more about the BNSC Certification process and the support courses The Centre is offering. The pursuit of Certification is designed to improve an organisations ability and capacity to achieve its goals and mission.

**For: Persons interested in learning about the certification process or how they ensure their organisation is operating with best practice standards**

## **Striving for Excellence – How to Write Policies and Procedures**

<b>Date &amp; Time:</b> Monday, November 21, 2011 5:30 – 7:30	<b>Facilitator:</b> Danielle Riviere & Nadine Lapsley Dyer	Well-written policies and procedures encourage compliance, consistency, sound decision-making, and productivity. They should be easy to read and can be easy to write. In this workshop participants will learn the difference between policies, procedures and other planning documents; how to identify the areas of business that require policies; who needs to be involved in this process; and how to evaluate their effectiveness. <b>For: Persons responsible for the management of a Nonprofit organisation</b>
<b>Cost:</b> FREE	<b>Location:</b> The Centre on Philanthropy	

## **Striving for Excellence – Governance pt. 1**

<b>Date &amp; Time:</b> Monday, January 23, 2012 2:00 – 5:00	<b>Facilitator:</b> TBD	This course will focus on completing Section I – Legal Compliance and Disclosure and Section II - Effective Governance of the BNSC Certification workbook. <b>For: Organisations engaged in the process of Certification or organisations interested in implementing Standards of Excellence in their organisation</b>
<b>Cost:</b> Members \$50.00 Non-members \$75.00	<b>Location:</b> The Centre on Philanthropy	

## **Striving for Excellence – Governance pt 2**

<b>Date &amp; Time:</b> Monday, February 27, 2012 2:00 – 5:00	<b>Facilitator:</b> TBD	This course is the second of two sessions on Governance with a focus on Section I – Legal Compliance and Disclosure and Section II - Effective Governance of the BNSC Certification workbook. <b>For: Organisations engaged in the process of Certification or organisations interested in implementing Standards of Excellence in their organisation.</b>
<b>Cost:</b> Members \$50.00 Non-members \$75.00	<b>Location:</b> The Centre on Philanthropy	

## **Striving for Excellence – Fundraising**

<b>Date &amp; Time:</b> Monday, March 26, 2012 2:00 – 5:00	<b>Facilitator:</b> TBD	This course will focus on Section IV - Responsible Fundraising of the BNSC Certification workbook. <b>For: Organisations engaged in the process of Certification or organisations interested in implementing Standards of Excellence in their organisation.</b>
<b>Cost:</b> Members \$50.00 Non-members \$75.00	<b>Location:</b> The Centre on Philanthropy	

## **Striving for Excellence – Financial Management**

<b>Date &amp; Time:</b> Monday, April 23, 2012 2:00 – 5:00	<b>Facilitator:</b> TBD	This course will focus on Section III - Strong Financial Oversight of the BNSC Certification workbook. <b>For: Organisations engaged in the process of Certification or organisations interested in implementing Standards of Excellence in their organisation.</b>
<b>Cost:</b> Members \$50.00 Non-members \$75.00	<b>Location:</b> The Centre on Philanthropy	

## **Striving for Excellence – Programme Development**

**Date & Time:**  
Monday, May 28, 2012  
2:00 – 5:00

**Facilitator:**  
TBD

**Location:**  
The Centre on Philanthropy

**Cost:**  
Members \$50.00  
Non-members \$75.00

This course will focus on Section VI - Capacity Building of the BNSC Certification workbook.  
**For: Organisations engaged in the process of Certification or organisations interested in implementing Standards of Excellence in their organisation.**

## **Striving for Excellence – Human Resources**

**Date & Time:**  
Monday, June 25, 2012  
2:00 – 5:00

**Facilitator:**  
TBD

**Location:**  
The Centre on Philanthropy

**Cost:**  
Members \$50.00  
Non-members \$75.00

This course will focus on Section V - Human Resources of the BNSC Certification workbook.  
**For: Organisations engaged in the process of Certification or organisations interested in implementing Standards of Excellence in their organisation.**

## **Drop In Help Desk**

Monday, November 7, 2011  
Monday, January 9, 2012  
Monday, March 12, 2012  
Monday, May 14, 2012  
3:00 – 6:00 (1/2 hour meetings scheduled)

**Facilitator:**  
TBD

**Location:**  
The Centre on Philanthropy

**Cost:**  
Must be participating in the workshops

Meetings will be scheduled to provide participants with one-on-one assistance with questions or areas of concern relating to the BNSC Certification process.  
**For: Organisations engaged in the process of Certification or organisations interested in implementing Standards of Excellence in their organisation.**

## Sporting Clubs Education Programme

In partnership with the Bermuda Football Association, The Centre has created the Sporting Clubs Education Programme aimed at providing sporting clubs with specialized workshops and trainings in the area of Governance, Fundraising, Financial Management and Volunteer Management. This programme will see 4-5 clubs annually participate in a nine month training programme.

### General Session – Fundraising: Basics and Beyond

<p><b>Date &amp; Time:</b> Wednesday, September 14, 2012 5:30 – 7:30 pm <b>Cost:</b> FREE</p>	<p><b>Facilitator:</b> TBD <b>Location:</b> The Centre on Philanthropy</p>	<p>Fundraising is essential not only for the success of your programmes but often the very survival of your organisation. This workshop covers the fundamentals of establishing and/or strengthening a fundraising programme, defining the Board of Directors’ role in fundraising and assessing your organisations readiness to fundraise. <b>For: Members of the Bermuda Football Association</b></p>
---	--	---

### Roles and Responsibilities of Directors

<p><b>Date &amp; Time:</b> Wednesday, September 28, 2011 5:30 – 7:30 <b>Cost:</b> FREE</p>	<p><b>Facilitator:</b> Danielle Riviere <b>Location:</b> The Centre on Philanthropy</p>	<p>This workshop will help Board Members of participating football clubs learn about the characteristics of an effective board member; who does what on a board and why; the various kinds of boards; the roles and responsibilities of board members; and questions all boards should address. <b>For: Members of the Bermuda Football Association participating in the Sporting Club Education Programme</b></p>
--	---	--

### Best Practices in Governance

<p><b>Date &amp; Time:</b> Wednesday, October 19, 2011 5:30 – 7:30 <b>Cost:</b> FREE</p>	<p><b>Facilitator:</b> Danielle Riviere <b>Location:</b> The Centre on Philanthropy</p>	<p>In this workshop we will look at some of the key building blocks that create good governance, strong boards and a healthy organisation. Participants will learn about governance trends and practices and board involvement in strategic planning. <b>For: Members of the Bermuda Football Association participating in the Sporting Club Education Programme</b></p>
--	---	--

### The Strategic Planning Process

<p><b>Date &amp; Time:</b> Wednesday, November 9, 2011 5:30 – 7:30 <b>Cost:</b> FREE</p>	<p><b>Facilitator:</b> Denise Riviere <b>Location:</b> The Centre on Philanthropy</p>	<p>One of the primary roles for any Board of Directors is to prepare for the organisation’s future. Strategic planning allows an organisation to be proactive, to address opportunities and challenges, and to avoid operating in a perpetual crisis mode. Embarking on a strategic planning process is an investment of time that will pay back through increased and ongoing organisational success. <b>For: Members of the Bermuda Football Association participating in the Sporting Club Education Programme</b></p>
--	---	---

## Basics of Financial Management

**Date & Time:**  
Wednesday, November 23,  
2011  
5:30 – 7:30  
**Cost:** FREE

**Facilitator:**  
Lisa Smith  
**Location:**  
The Centre on Philanthropy

Financial management oversight is imperative to ensuring sound fiscal practices which are essential for all nonprofits. This workshop will help you to understand basic principles of bookkeeping, the role of the Board and Executive Director in the financial management process and provide an opportunity to evaluate your organisation’s financial management procedures.

**For: Members of the Bermuda Football Association participating in the Sporting Club Education Programme**

## General Session: Best Practices in Board Management

**Date & Time:**  
Wednesday, December 14,  
2011  
5:30 – 7:30  
**Cost:** FREE

**Facilitator:**  
Danielle Riviere  
**Location:**  
The Centre on Philanthropy

This workshop will help Board Members of BFA member clubs learn the characteristics of an effective board; who does what on a board and why; the various kinds of boards; the roles and responsibilities of board members; and questions all boards should address.

**For: Members of the Bermuda Football Association**

## Reporting Your Financials

**Date & Time:**  
Wednesday, January 11, 2012  
5:30 – 7:30  
**Cost:** FREE

**Facilitator:**  
Lisa Smith  
**Location:**  
The Centre on Philanthropy

A strong financial infrastructure and established systems are essential to any nonprofit. This workshop will help you to understand what controls, and policies and procedures should be in place and how to report your financials, whether it is through an audit or financial review.

**For: Members of the Bermuda Football Association participating in the Sporting Club Education Programme**

## The Volunteer Management Cycle

**Date & Time:**  
Wednesday, February 1, 2012  
5:30 – 7:30  
**Cost:** FREE

**Facilitator:**  
Danielle Riviere  
**Location:**  
The Centre on Philanthropy

Volunteers are a critical nonprofit resource that can dramatically expand the effectiveness of your organisation. Running a successful volunteer programme requires implementing smart management systems and procedures. This workshop will look at volunteer management components that contribute to running a well-rounded programme: designing volunteer positions, staff/volunteer relations, recruitment, interviewing and screening, orientation and placement, retention and recognition.

**For: Members of the Bermuda Football Association participating in the Sporting Club Education Programme**

## Best Practices of Volunteer Management

**Date & Time:**  
Wednesday, February 22, 2012  
5:30 – 7:30  
**Cost:** FREE

**Facilitator:**  
Danielle Riviere  
**Location:**  
The Centre on Philanthropy

After an organisation has invested resources to recruit, train and develop volunteers, the next step is to ensure that your organisation can retain as many volunteers as possible for as long as possible. This workshop seeks to provide participants with a comprehensive understanding of volunteer motivation, retention factors, policies and procedures and how to deal with volunteer dismissal.

**For: Members of the Bermuda Football Association participating in the Sporting Club Education Programme**

## Fundraising Fundamentals

**Date & Time:**  
Wednesday, March 14, 2012  
5:30 – 7:30  
**Cost:** FREE

**Facilitator:**  
Danielle Riviere  
**Location:**  
The Centre on Philanthropy

Fundraising is more than just finding a potential donor and asking for money. With the proper skills and techniques, you can promote a cause, ensure the success of a charitable programme and help touch the lives of others, while building financial security for your organisation.

**For: Members of the Bermuda Football Association participating in the Sporting Club Education Programme**

## **Fundraising – The Ask**

<b>Date &amp; Time:</b> Wednesday, March 28, 2012 5:30 – 7:30 <b>Cost:</b> FREE	<b>Facilitator:</b> Danielle Riviere <b>Location:</b> The Centre on Philanthropy
--	---

In this workshop you will learn how to cultivate prospective donors, make “the ask” and motivate donors to give the maximum.

**For: Members of the Bermuda Football Association participating in the Sporting Club Education Programme**

## **Fundraising Trends**

<b>Date &amp; Time:</b> Wednesday, April 25, 2012 5:30 – 7:30 <b>Cost:</b> FREE	<b>Facilitator:</b> Sharilyn Hale, CFRE <b>Location:</b> The Centre on Philanthropy
--	--

Guest presenter, Sharilyn Hale, will share current trends in fundraising and the fundraising principals that will help participants understand key opportunities and challenges involved in raising money.

**For: Members of the Bermuda Football Association participating in the Sporting Club Education Programme**