

## Capacity Building (CAP) workshops

<p>CAP101– Recharge! Build your personal capacity for leadership</p>	<p>This workshop is designed as an introduction and refresher to self awareness and techniques for taking care of self. This workshop is for leaders in the non-profit sector designed to pamper and provide the space for them to:</p> <p>Reflect - on the mixed emotions that often comes with work in the non-profit sector</p> <p>Realign - with your vision of what is important to you and why</p> <p>Rejuvenate - by connecting with yourself and others</p>
<p>CAP102– Valuing Diversity: The Benefits of Difference</p>	<p>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.</p>
<p>CAP103– Write a Winning Grant Proposal</p>	<p>This 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. Participants will learn what is important to a funder and how to package your grant proposal so that it is given careful consideration by funders.</p>
<p>CAP104– Introduction to Project Management</p>	<p>This workshop is designed to take the guesswork out of project management. It works from a very simple premise --that all of us really know how to plan and organize work -- we do it all the time in our personal lives! It will provide a relaxed, supportive and stimulating learning environment allowing participants to leave the workshop feeling confident in their planning and project management skills, and able to use these skills effectively in their work and ongoing career activities.</p>
<p>CAP105– Build Successful Alliances, Coalitions and Partnerships!</p>	<p>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.</p>
<p>CAP106– An Introduction to Financial Management</p>	<p>In order to manage funding in an ethical and responsible manner, proper financial management systems need to be developed and maintained. This interactive workshop will help participants to acquire the understanding and confidence to make full use of financial management tools.</p>
<p>CAP107– Become an Effective Communicator</p>	<p>Improving your written and person-to-person communication skills will move your organization and programmes forward. This workshop will give participants a system for creating effective communications. Participants will come away with a set of</p>

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	principles, which will make them, now and in the future, more disciplined, persuasive communicators.
CAP108– Great Groups! Facilitation Skills for Working with People	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.
CAP109– Strategic Planning: Why, What and How?	Strategic planning is a process that helps an organization determines 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 as an introduction to strategic planning. Learn techniques that will align your plans with the Vision, Mission and Goals of your organization.
CAP110– The Fine Art of Volunteer Management	Volunteers provide a valuable service by donating millions of dollars worth of labour to the non-profit sector every year. They are a vital resource to organizations and help govern, implement programs and take on numerous responsibilities that an organization achieves its mission. This workshop is interactive, dynamic and fun with a key focus on helping you learn new ideas and strategies to recruit, manage and retain your volunteer workforce.
CAP111– An Introduction to Marketing for Non-Profits	To survive and to succeed, organizations must know their markets; attract sufficient resources; convert those resources into appropriate programs and services; set prices (or provide subsidies or even incentives) to make them attractive and accessible; and effectively promote and distribute them to various clients, customers, and stakeholders. All of these components together constitute "marketing."
CAP112– All About Advocacy	Advocacy is about creating large-scale change. Advocates have a strong desire and passion to change society for the better. Acting on their passion and vision, they move beyond wishing that things would change to putting their words into action. This is a hands-on workshop on how to do it! It will introduce the topic, explain the process, and through step by step instructions, tools and experiential learning exercises, transmit the knowledge needed to undertake an advocacy campaign.
CAP113– Introduction to Performance Management	Knowing how to maximize your employees' potential is a critical skill for managers and supervisors. The workshop will help you leverage the talent and strengths of your staff to create a workforce that is accountable, creative, motivated and working toward your organizational goals.
CAP114– Board Governance	The role of board members for non-profit organizations is becoming increasingly more responsible for legislation, policy making, monitoring and evaluation. Funders in particular are

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	interested in the effectiveness of the Board. This workshop is designed for board members, executive directors and program managers to gain an in-depth understanding of what it means to serve on a board.
CAP115– Introduction to Program Evaluation	An Overview of Program Evaluation.
CAP116– Introduction to Information Technology in the Non-Profit Workplace	Participants will understand: What Information Technology (IT) is and how it can add value to your organization. IT strategy: how to design, manage, evaluate. Common IT mistakes organizations make and how to avoid them.
CAP 119 – Effective Supervisory Skills	This 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.
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, participants will learn about the sources of conflict and when and how to use the different approaches. By identifying preferred method and that of others participants 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.
CAP 200- Letting Go of Conflict	This workshop goes beyond the traditional conflict resolution program, and specifically explores the personal dimension of conflict. It focuses on what prevents us from dealing with conflict in a healthy and constructive way, taking each conflict as a golden opportunity to create more peace and stronger relationships at work and in our personal lives.
CAP213– Performance Management Part 2: Conducting Performance Management Discussions	This workshop session will focus on conducting performance management discussions—specifically how to handle ongoing reviews and annual performance management discussions (often called performance appraisal interviews or annual reviews). Participants will be reviewing and practicing the interpersonal skills required to gather information, review performance, set goals, problem solve and deal with personal problems on the job.