



**\*NOTE – Workshops will be held at The Centre on Philanthropy’s Offices unless otherwise indicated.  
Centre Offices: Ground Floor, Sterling House, 16 Wesley Street, Hamilton HM 11**

|                  | <b>Monday</b>   | <b>Tuesday</b>  | <b>Wednesday</b> | <b>Thursday</b>  | <b>Friday</b>  | <b>Saturday</b>   |
|------------------|---|---|------------------|--|--|---|
| <b>July</b>      | July 2  | July 3  | July 4           | July 5   | <b>July 6</b><br>Lunch & Learn –<br>How to Organise, Secure &<br>Share your Nonprofit Digital<br>Files<br>12:00 pm – 1:30 pm<br>The Centre on Philanthropy<br><i>Page 14</i> | July 7  |
|                  | July 9  | July 10   | July 11          | July 12  | <b>July 13</b><br>Lunch & Learn – Getting the<br>Most Out of Market<br>Research<br>12:00 pm – 1:30 pm<br>The Centre on Philanthropy<br><i>Page 14</i>                        | July 14   |
| <b>August</b>    | August 13   | August 14   | August 15        | <b>August 16</b><br>Do you know your tweets<br>from your tweeps? An<br>Introduction to using Social<br>Media<br>9:00 am – 11:00 am<br>The Centre on Philanthropy<br><i>Page 11</i> | August 17  | August 18   |
| <b>September</b> | September 17  | September 18  | September 19     | September 20   | September 21   | <b>September 22</b><br>Governance: Introduction to<br>Compliance<br>9:00 am – 12:30 pm<br>The Centre on Philanthropy<br><i>Page 8</i> |
|                  | <b>September 24</b><br>Corporate Supporter<br>Information Session – “What<br>Does The Centre on<br>Philanthropy Do?”<br>12:00 pm – 1:00 pm<br>The Centre on Philanthropy<br><br>Nonprofit Orientation<br>5:30 pm – 6:30 pm<br>The Centre on Philanthropy<br><i>Page 7</i> | <b>September 25</b><br>Ask a Donor – Fundraising<br>Discussion<br>12:00 pm – 1:30 pm<br>The Centre on Philanthropy<br><i>Page 9</i> | September 26     | September 27   | <b>September 28</b><br>Lunch & Learn –<br>Recent Changes To The<br>National Pension Legislation<br>12:00 pm – 1:30 pm<br>The Centre on Philanthropy<br><i>Page 14</i>        | September 24  |

Note: Additional Workshops may be added to the schedule throughout the year.

Note: The Centre on Philanthropy reserves the right to cancel any training program. In such instances all effort will be made to notify registered participants at least 48 hours prior to the scheduled event and all pre-payments will be returned promptly.

|                 | <b>Monday</b>   | <b>Tuesday</b>  | <b>Wednesday</b>   | <b>Thursday</b>  | <b>Friday</b>   | <b>Saturday</b>  |
|-----------------|---|---|--|--|---|--|
| <b>October</b>  | October 1   | October 2   | October 3  | October 4  | October 5   | October 6  |
|                 | October 8   | October 9<br>Do you want to Start a Charity?<br>5:30 pm – 7:00 pm<br>The Centre on Philanthropy<br><i>Page 7</i>              | October 10<br>CURB: Moving towards Racial Diversity/ Equity in the Nonprofit Sector<br>8:45 am – 1:00 pm<br>The Centre on Philanthropy<br><i>Page 10</i> | October 11   | October 12<br>Good Governance Practices For Giving Committees<br>12:00 pm – 1:00 pm<br>The Centre on Philanthropy<br><i>Page 15</i> | October 13   |
|                 | October 15<br>Lunch & Learn – Human Resources: Performance Appraisal Process<br>12:00 pm – 2:00 pm<br>The Centre on Philanthropy<br><i>Page 11</i>          | October 16  | October 17   | October 18<br>Programme Planning<br>9:00 am – 3:00 pm<br>The Centre on Philanthropy<br><i>Page 13</i>  | October 19  | October 20<br>How to Manage Without an Executive Director<br>9:00 am – 12:00 pm<br>The Centre on Philanthropy<br><i>Page 7</i> |
|                 | October 22<br>How to Organise, Secure and Share Your Non-Profit’s Digital Files: Hands On<br>5:30 – 7:30 pm<br>The Centre on Philanthropy<br><i>Page 14</i> | October 23  | October 24   | October 25<br>Fundraising Fundamentals<br>9:00 am – 12:00 pm<br>The Centre on Philanthropy<br><i>Page 10</i>   | October 26  | October 27   |
|                 | October 29<br>What is Certification?<br>5:30 pm – 7:00 pm<br>The Centre on Philanthropy<br><i>Page 16</i>   | October 30<br>Roles and Responsibilities of Board Members<br>5:30 pm – 7:30 pm<br>The Centre on Philanthropy<br><i>Page 8</i> | October 31   |  |   |  |
| <b>November</b> |   |   |  | November 1<br>How to Handle Emotions, Conflicts & Confrontations in the Workplace<br>9:00 am – 1:00 pm<br>The Centre on Philanthropy<br><i>Page 12</i> | November 2<br>Lunch & Learn – Understanding Immigration<br>12:00 pm – 1:30 pm<br>The Centre on Philanthropy<br><i>Page 15</i>       | November 3   |

|                 | <b>Monday</b>   | <b>Tuesday</b>   | <b>Wednesday</b>   | <b>Thursday</b>  | <b>Friday</b>   | <b>Saturday</b> |
|-----------------|---|--|--|--|---|-----------------|
| <b>November</b> | <b>November 5</b><br>VOLUNTEER.bm 101 Part 1<br>12:00 pm – 3:00 pm<br>The Centre on Philanthropy<br><i>Page 12</i>                                      | <b>November 6</b><br>Aim, Shoot, Score! A Social Media Strategy<br>9:00 am – 3:00 pm<br>The Centre on Philanthropy<br><i>Page 12</i>                       | <b>November 7</b><br>VOLUNTEER.bm 101 Part 2<br>12:00 pm – 3:00 pm<br>The Centre on Philanthropy<br><i>Page 13</i> | November 8   | November 9  | November 10     |
|                 | <b>November 12</b><br>Holiday Observed – Remembrance Day  | <b>November 13</b><br>Lunch & Learn – Human Resources: Creating an Employee Handbook<br>12:00 pm – 2:00 pm<br>The Centre on Philanthropy<br><i>Page 11</i> | November 14  | November 15  | <b>November 16</b><br>Lunch & Learn – Employee Volunteer Programme Overview<br>12:00 pm – 1:30 pm<br>The Centre on Philanthropy<br><i>Page 15</i> | November 17     |
|                 | <b>November 19</b><br>How to Write Policies and Procedures<br>5:30 pm – 7:30 pm<br>The Centre on Philanthropy<br><i>Page 16</i>                         | November 20  | November 21  | <b>November 22</b><br>Programme Implementation<br>9:00 am – 3:00 pm<br>The Centre on Philanthropy<br><i>Page 13</i>  | November 23   | November 24     |
|                 | <b>November 26</b><br>Guidelines For Completing Funding Request Application Forms<br>12:00 pm – 1:30 pm<br>The Centre on Philanthropy<br><i>Page 15</i> | <b>November 27</b><br>The Strategic Planning Process<br>5:30 pm – 7:30 pm<br>The Centre on Philanthropy<br><i>Page 8</i>                                   | November 28  | <b>November 29</b><br>CURB: Moving towards Racial Diversity/ Equity in the Nonprofit Sector<br>8:45 am – 1:00 pm<br>The Centre on Philanthropy<br><i>Page 10</i> | <b>November 30</b><br>Tips for how to complete the Donor Forum Application<br>12:00 pm – 1:30 pm<br>The Centre on Philanthropy<br><i>Page 15</i>  |                 |
| <b>December</b> | December 3  | December 4   | <b>December 5</b><br>Volunteer Recognition Reception<br>5:30 pm– 7:30 pm<br>ACE Ltd.                               | December 6   | December 7  | December 8      |
|                 | December 10   | <b>December 11</b><br>Building an Effective Board<br>5:30 pm – 7:30 pm<br>The Centre on Philanthropy<br><i>Page 9</i>                                      | December 12  | December 13  | December 14   | December 15     |

|                 | <b>Monday</b>  | <b>Tuesday</b>   | <b>Wednesday</b>                               | <b>Thursday</b>  | <b>Friday</b>   | <b>Saturday</b>                            |
|-----------------|--|--|--|--|---|--|
| <b>December</b> | December 24  | December 25<br>Holiday –<br>Christmas  | December 26<br>Holiday –<br>Boxing Day         | December 27<br><i>The Centre on<br/>Philanthropy Office<br/>CLOSED</i>   | December 28<br><i>The Centre on<br/>Philanthropy Office<br/>CLOSED</i>                | December 29                                |
| <b>January</b>  | January 7<br>Standards of Excellence<br>Part 1<br>2:00 pm – 5:00 pm<br>The Centre on Philanthropy<br><i>Page 16</i>  | January 8  | January 9                                      | January 10   | January 11<br>Lunch & Learn – TBD<br>12:00 pm – 1:30 pm<br>The Centre on Philanthropy | January 12                                 |
|                 | January 14<br>Standards of Excellence<br>Review<br>2:00 pm – 5:00 pm<br>The Centre on Philanthropy<br><i>Page 17</i>   | January 15   | January 16                                     | January 17   | January 18  | January 19                                 |
|                 | January 21<br>Corporate Orientation<br>12:00 pm – 1:00 pm<br>The Centre on Philanthropy<br><br>Nonprofit Orientation<br>5:30 pm – 6:30 pm<br>The Centre on Philanthropy<br><i>Page 7</i> | January 22<br>Lunch & Learn – Human<br>Resources: Sustaining High<br>Performance employees<br>12:00 pm – 2:00 pm<br>The Centre on Philanthropy<br><i>Page 11</i> | January 23                                     | January 24<br>Standards of Excellence<br>Part 2<br>2:00 pm – 5:00 pm<br>The Centre on Philanthropy<br><i>Page 17</i> | January 25  | January 26                                 |
|                 | January 28   | January 29   | January 30                                     | January 31<br>Standards of Excellence<br>Review<br>2:00 pm – 5:00 pm<br>The Centre on Philanthropy<br><i>Page 17</i> |   |  |
| <b>February</b> | February 18  | February 19  | February 20<br><br>Pre-Conference<br>Workshops | February 21<br><br>Pre-Conference<br>Workshops   | February 22<br><br>Third Sector Conference  | February 23<br><br>Third Sector Conference |

|              | <b>Monday</b> | <b>Tuesday</b>   | <b>Wednesday</b>   | <b>Thursday</b> | <b>Friday</b>   | <b>Saturday</b> |
|--------------|---------------|--|--|-----------------|---|-----------------|
| <b>March</b> | March 18      | March 19<br>Work-Life Balance<br>9:00 am – 12:00 pm<br>The Centre on Philanthropy<br><i>Page 10</i><br><br>Do you want to Start a Charity?<br>5:30 pm – 7:00 pm<br>The Centre on Philanthropy<br><i>Page 7</i> | March 20   | March 21        | March 22<br>Lunch & Learn – TBD<br>12:00 pm – 1:30 pm<br>The Centre on Philanthropy | March 23        |
| <b>April</b> | April 1       | April 2  | April 3  | April 4         | April 5<br>Lunch & Learn – TBD<br>12:00 pm – 1:30 pm<br>The Centre on Philanthropy  | April 6         |
|              | April 15      | April 16   | April 17<br>Measuring Success<br>9:00 am – 3:00 pm<br>The Centre on Philanthropy<br><i>Page 14</i> | April 18        | April 19  | April 20        |
|              | April 22      | April 23<br>Financial Management – The Basics<br>5:30 pm – 8:30 pm<br>The Centre on Philanthropy<br><i>Page 9</i>  | April 24   | April 25        | April 26<br>Lunch & Learn – TBD<br>12:00 pm – 1:30 pm<br>The Centre on Philanthropy | April 27        |
| <b>May</b>   |               |  | May 1  | May 2           | May 3<br>Lunch & Learn – TBD<br>12:00 pm – 1:30 pm<br>The Centre on Philanthropy    | May 4           |
|              | May 6         | May 7<br>The Volunteer Management Cycle<br>9:00 am – 3:00 pm<br>The Centre on Philanthropy<br><i>Page 13</i>   | May 8  | May 9           | May 10<br>Lunch & Learn – TBD<br>12:00 pm – 1:30 pm<br>The Centre on Philanthropy   | May 11          |

|             | <b>Monday</b>  | <b>Tuesday</b>  | <b>Wednesday</b> | <b>Thursday</b> | <b>Friday</b>  | <b>Saturday</b> |
|-------------|--|---|------------------|-----------------|--|-----------------|
| <b>May</b>  | May 13   | May 14<br>Roles and Responsibilities of Board Members<br>5:30 pm – 7:30 pm<br>The Centre on Philanthropy<br><i>Page 8</i> | May 15           | May 16          | May 17   | May 18          |
|             | May 20   | May 21<br>Power Speaking and Presentation Skills<br>9:00 am – 4:00 pm<br>The Centre on Philanthropy<br><i>Page 12</i>     | May 22           | May 23          | May 24   | May 25          |
| <b>June</b> | June 3<br>Standards of Excellence Part 1<br>2:00 pm – 5:00 pm<br>The Centre on Philanthropy<br><i>Page 16</i>  | June 4  | June 5           | June 6          | June 7<br>Lunch & Learn – TBD<br>12:00 pm – 1:30 pm<br>The Centre on Philanthropy  | June 8          |
|             | June 10<br>Standards of Excellence Review<br>2:00 pm – 5:00 pm<br>The Centre on Philanthropy<br><i>Page 17</i> | June 11   | June 12          | June 13         | June 14<br>Lunch & Learn – TBD<br>12:00 pm – 1:30 pm<br>The Centre on Philanthropy | June 15         |
|             | June 17<br>Holiday – National Heroes Day   | June 18<br>Standards of Excellence Part 2<br>2:00 pm – 5:00 pm<br>The Centre on Philanthropy<br><i>Page 17</i>            | June 19          | June 20         | June 21<br>Lunch & Learn – TBD<br>12:00 pm – 1:30 pm<br>The Centre on Philanthropy | June 22         |
|             | June 24  | June 25<br>Standards of Excellence Review<br>2:00 pm – 5:00 pm<br>The Centre on Philanthropy<br><i>Page 17</i>            | June 26          | June 27         | June 28<br>Lunch & Learn – TBD<br>12:00 pm – 1:30 pm<br>The Centre on Philanthropy | June 29         |

## Centre Workshops

### Corporate Supporter Information Session – “What Does The Centre on Philanthropy Do?”

**Dates & Time:**  
Monday, September 24, 2012  
Monday, January 21, 2013  
12:00 pm – 1:00 pm  
**Cost:** FREE

**Facilitators:**  
Hazel Kim  
**Location:**  
The Centre on Philanthropy

What benefit does The Centre on Philanthropy bring to the Bermuda community? Why should your organisation support The Centre? The Centre on Philanthropy is hosting an information session to help corporate supporters better understand the essential services we deliver to Bermuda’s third sector and how we can help your company maximize its impact on the community. 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**

### Nonprofit Orientation

**Dates & Time:**  
Monday, September 24, 2012  
Monday, January 21, 2013  
5:30 pm – 6:30 pm  
**Cost:** FREE

**Facilitators:**  
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**

### Do you want to start a charity?

**Date & Time:**  
Tuesday, October 9, 2012  
Tuesday, March 19, 2013  
5:30 pm – 7:00 pm  
**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

### Governance: Introduction to Compliance

**Date & Time:**  
Saturday, September 22, 2012  
9:00 am – 12:30 pm  
**Cost:**  
Members \$50.00  
Non-members \$75.00

**Facilitator:**  
Cheryl Ann Mapp  
**Location:**  
The Centre on Philanthropy

This session is designed to provide awareness to charitable organisations of the legal obligations of a charity and will give participants an overview of the governance requirements for effective management of their organisation:-

- Overview of the Charities Act 1978
- Governance
- Risk management
- Reporting requirements
- Role of Directors

**For: Persons who sit on a Board of Directors and other organisational leaders that want to better understand how to develop and implement effective management tools**

### How to Manage Without an Executive Director

**Date & Time:**  
Saturday, October 20, 2012  
9:00 am – 12:00 pm  
**Cost:**  
Members \$75.00  
Non-members \$100.00

**Facilitator:**  
Danielle Riviere  
**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 Board Members

**Dates & Time:**  
Tuesday, October 30, 2012  
Tuesday, May 14, 2013  
5:30 pm – 7:30 pm  
**Cost:**  
Members \$50.00  
Non-members \$75.00

**Facilitators:**  
Lorna McGowan &  
Danielle Riviere  
**Location:**  
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

**Date & Time:**  
Tuesday, November 27, 2011  
5:30 pm – 7:30 pm  
**Cost:**  
Members \$50.00  
Non-members \$75.00

**Facilitator:**  
Denise Riviere  
**Location:**  
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**

## Building an Effective Board

**Date & Time:**  
Tuesday, December 11, 2012  
5:30 pm – 7:30 pm

**Facilitator:**  
Lorna McGowan &  
Danielle Riviere

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

**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

### Financial Management – The Basics

**Dates & Time:**  
Tuesday, April 23, 2013  
5:30 pm – 8:30 pm

**Facilitator:**  
Anthony Richardson

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

**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**

## Fundraising

### Ask a Donor – Fundraising Discussion

**Date & Time:**  
Tuesday, September 25, 2012  
12:00 pm – 1:30 pm

**Facilitator:**  
Panel of Donors

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

**Location:**  
The Centre on Philanthropy

Have you ever wished you could ask a donor what they look for in an application or how they select who they give to? This workshop will give you the opportunity to hear the answers to questions you have always wished you could ask a donor. **All questions must be submitted by September 14<sup>th</sup>.**

**For: Persons responsible for fundraising for your organisation**

**NOTE: The only questions answered during the session will be those questions submitted. Time limit may mean that all questions are not answered.**

## **Fundraising Fundamentals**

**Date & Time:**  
Thursday, October 25, 2012  
9:00 am – 12:00 pm

**Facilitator:**  
Danielle Riviere

**Location:**  
The Centre on Philanthropy

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

No matter whether your organisation is a new or established nonprofit, fundraising is essential for the enhancement of your programs and often the very survival of your organisation. This workshop covers the fundamentals of establishing and strengthening a fundraising programme, defining the Boards role in fundraising and assessing your organisations readiness to fundraise.

**For: Persons responsible for fundraising for your organisation**

## **Capacity Building**

### **CURB: Moving towards Racial Diversity/ Equity in the Nonprofit Sector**

**Date & Time:**  
Wednesday, October 10, 2012  
Thursday, November 29, 2012  
8:45 am – 1:00 pm

**Facilitator:**  
Citizens Uprooting Racism In  
Bermuda

**Location:**  
The Centre on Philanthropy

**Cost:**  
Members \$35.00  
Non-members \$50.00

This workshop presented by Cordell Riley and Lynne Winfield will look to the root cause of many of today’s social ills and economic disparity, and help individuals, charities and social agency leaders gain a greater understanding as to how structural racism continues to undermine diversity practices and strategies within social organizations and charities.

### **Work-Life Balance**

**Date & Time:**  
Tuesday, March 19, 2013  
9:00 am – 12:00 pm

**Facilitator:**  
Lynne Winfield &  
Cordell Riley

**Location:**  
The Centre on Philanthropy

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

Managing work and life is one of today's major challenges. Creating a well-rounded and fulfilling life requires healthy communication and creativity. Being out of balance can impact business performance and home life. This session reveals a process to re-evaluate your life and develop strategies that will allow you to focus on what matters most at work and at home.

**For: Everyone**

**Capacity Building – Human Resources** *Attend all three Lunch & Learns and receive a discount!*

**Lunch & Learn – Human Resources: Performance Appraisal Process**

**Date & Time:**  
Monday, October 15, 2012  
12:00 pm – 2:00 pm  
**Cost:**  
Members \$35.00  
Non-members \$50.00

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

If you look forward to doing your staff’s annual performance appraisals about as much as getting a root canal, perhaps you’ve missed this important point: The performance appraisal can be a powerful supervisory tool for building up employees and strengthening overall job performance! Done well, a performance appraisal can make the workplace a more productive, positive environment for everyone. This Lunch & Learn will cover the components that comprise an effective performance management system along with tips for making appraisals a useful component of a well-functioning office.  
**For: Persons responsible for the management of staff and volunteers in a Nonprofit organisation**

**Lunch & Learn – Human Resources: Creating an Employee Handbook**

**Date & Time:**  
Tuesday, November 13, 2012  
12:00 pm – 2:00 pm  
**Cost:**  
Members \$35.00  
Non-members \$50.00

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

Having an Employee Handbook is essential to any organisation that has staff. Whether you want to create a new employee handbook from scratch or update HR policies and procedures in your existing staff handbook this Lunch & Learn will help by focusing on the essentials needed in any Employee Handbook.  
**For: Persons responsible for the management of staff and volunteers in a Nonprofit organisation**

**Lunch & Learn – Human Resources: Sustaining High Performance Employees**

**Date & Time:**  
Tuesday, January 22, 2013  
12:00 pm – 2:00 pm  
**Cost:**  
Members \$35.00  
Non-members \$50.00

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

An organisation’s greatest asset is its people. This Lunch & Learn is aimed at providing you with ideas for getting and keeping your staff fully engaged and energized.  
**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 16, 2012  
9:00 am – 11:00  
**Cost:**  
Members \$35.00  
Non-members \$75.00

**Facilitator:**  
TBD  
**Location:**  
The Centre on Philanthropy

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**

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

**Date & Time:**  
Thursday, November 1, 2012  
9:00 am – 1:00  
**Cost:**  
Members \$125.00  
Non-members \$175.00

**Facilitator:**  
Jan Fraser

**Location:**  
The Centre on Philanthropy

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.**

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

**Date & Time:**  
Tuesday, November 6, 2012  
9:00 am – 3:00  
**Cost:**  
Members \$100  
Non-members \$125

**Facilitator:**  
TBD

**Location:**  
The Centre on Philanthropy

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, May 21, 2013  
9:00 am – 4:00  
**Cost:**  
Members \$250.00  
Non-members \$300.00

**Facilitator:**  
Jan Fraser

**Location:**  
The Centre on Philanthropy

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.**

## **Capacity Building – Volunteer Management**

### **VOLUNTEER.bm 101 Part 1**

**Date & Time:**  
Monday, November 5, 2012  
12:00 pm – 3:00 pm  
**Cost: (for Part 1 & 2)**  
Members \$50.00  
Non-members \$75.00

**Facilitator:**  
Jennifer Pitcher

**Location:**  
The Centre on Philanthropy

Part 1 of 2 workshops (must sign up for both workshops). 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**

## **VOLUNTEER.bm 101 Part 2**

**Date & Time:** Wednesday, November 7, 2012  
12:00 pm – 3:00 pm  
**Cost:** (for Part 1 & 2)  
Members \$50.00  
Non-members \$75.00

**Facilitator:**  
Jennifer Pitcher

**Location:**  
The Centre on Philanthropy

Part 2 of 2 workshops (must sign up for both workshops). 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**

## **The Volunteer Management Cycle**

**Date & Time:** Tuesday, May 7, 2012  
9:00 am – 3:00  
**Cost:**  
Members \$100.00  
Non-members \$125.00

**Facilitator:**  
Danielle Riviere &  
Jennifer Pitcher

**Location:**  
The Centre on Philanthropy

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**

## **Programme Development** *Attend all three workshops and receive a discount!*

### **Programme Planning**

**Date & Time:** Thursday, October 18, 2012  
9:00 am – 3:00  
**Cost:**  
Members \$100.00  
Non-members \$125.00

**Facilitator:**  
Denise Riviere

**Location:**  
The Centre on Philanthropy

There are a wide variety of uses of the term "programme" in organisations. In its most general use, a programme is a collection of organisational resources that is geared to accomplish a certain major goal or set of goals. Programme planning is working up a "tree" of decisions to propose (and often get funding for) developing a programme. This workshop will help you to understand the programme planning process from planning and management through implementation, to indicators of success.

**For: Persons responsible for the development and management of programmes within your organisation**

### **Programme Implementation**

**Date & Time:** Thursday, November 22, 2012  
9:00 am – 3:00  
**Cost:**  
Members \$100.00  
Non-members \$125.00

**Facilitator:**  
Denise Riviere

**Location:**  
The Centre on Philanthropy

After needs are identified and programme priorities are established, it is now time to implement the plans. A great way to look at the programme development processes is to think of the phases as developing a game plan for an athletic team. The programme planning phase is just like pre-game preparation, it represents the time and effort that precedes "playing the game". Program implementation is putting the game plan to work on the field. This course will examine the processes for successful program implementation which include defining timelines and milestones, managing service delivery and identifying strategic alliances.

**For: Persons responsible for the development and management of programmes within your organisation**

## Measuring Success

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| <p><b>Date &amp; Time:</b><br/>Wednesday, April 17, 2013<br/>9:00 am – 3:00<br/><b>Cost:</b><br/>Members \$100.00<br/>Non-members \$125.00</p> | <p><b>Facilitator:</b><br/>TBD<br/><b>Location:</b><br/>The Centre on Philanthropy</p> | <p>Programme evaluation is carefully collecting information about a programme or some aspect of a programme in order to make necessary decisions about the programme. This workshop will discuss how to evaluate programme and organisational performance through a variety of methods.<br/><b>For: Persons responsible for the development and management of programmes within your organisation</b></p> |
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## How to Organise, Secure and Share Your Nonprofit’s Digital Files: Hands On

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| <p><b>Date &amp; Time:</b><br/>Monday, October 22, 2012<br/>5:30 pm – 7:30 pm<br/><b>Cost:</b><br/>Members \$50.00<br/>Non-members \$75.00</p> | <p><b>Facilitator:</b> Weldon Wade, Network Analyst at The Argus Group</p> | <p>This hands-on and interactive session is designed to show you live and in-action new ways of organising and sharing data within your nonprofit, creating and managing centralised storage to keep data such as documents in a single location, as well as looking at free subscription based cloud storage, data backup / recovery and encryption. We will look specifically at Google Drive, Dropbox, Wuala for storage and Truecrypt for data encryption. We will also have a look at a live Constant Contact environment, a tool used for mailing list and event management.</p> |
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## 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

## Getting the Most Out of Market Research

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|---|--|---|
| <p><b>Date &amp; Time:</b> TBD<br/>12:00 pm – 1:30 pm</p> | <p><b>Facilitator:</b> Margaret Chapman, Total Research Associates</p> | <p>Operating in ever-more-challenging environments, every organisation must prioritise its efforts and ensure it remains relevant to its respective audiences. Market research can be a key tool to help organisations determine how they are perceived, what their stakeholders think, and how they can remain relevant.</p> |
|---|--|---|

## Recent Changes To The National Pension Legislation

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|--|---|--|
| <p><b>Date &amp; Time:</b><br/>Friday, September 28, 2012<br/>12:00 pm – 1:30 pm<br/><b>Cost:</b> Members \$20.00<br/>Non-members: \$35.00</p> | <p><b>Facilitator:</b> Pension Commission</p> | <p>This session is primarily designed to update participants on the recent legislative changes to the National Pension Scheme relating to financial hardship refunds and suspension of pension contributions by employers and employees. Other general information on private pensions schemes in Bermuda will also be provided.</p> |
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## **Guidelines For Completing Funding Request Application Forms**

**Date & Time:** Friday, November 30, 2012  
12:00 pm – 1:30 pm  
**Cost:** Members \$20.00  
Non-members: \$35.00

**Facilitator:** Clare Mello

The donor application form is the first and often the only means by which donors will base their grant making selection. It is vital that non profits take the opportunity to portray themselves accurately and authentically.

## **Good Governance Practices for Giving Committees (For Donors)**

**Date & Time:** Friday, October 12, 2012  
12:00 pm – 1:30 pm  
FREE

**Facilitator:** Hazel Kim

How is your company's giving committee structured? Learn how companies are governing their giving committees to get the most impact within their company and in the community.

**For:** Corporate employees responsible for or involved in charitable giving committees.

## **Understanding Immigration**

**Date & Time:** TBD  
12:00 pm – 1:30 pm  
**Facilitator:** Dept of Immigration, Government of Bermuda

## **Employee Volunteer Programme Overview**

**Date & Time:** Friday, November 16, 2012  
12:00 pm – 1:30 pm  
**Cost:** Members \$20.00  
Non-members: \$35.00

**Facilitator:** Jennifer Pitcher

It is a well-known fact that volunteering benefits the community, however are you aware of the benefits having an organised, formal Employee Volunteer Programme has for your company? Join us for this session to explore the types of Employee Volunteer Programmes and learn how to leverage corporate volunteerism as a key strategy for your business. Discover key factors to success that will ensure your Employee Volunteer Programme maximises participation and employee engagement as well as delivers meaningful impact in the community.

## **Additional dates: Topic to be decided**

|                          |                       |
|--------------------------|-----------------------|
| Friday, January 11, 2013 | Friday, May 10, 2013  |
| Friday, March 22, 2013   | Friday, June 7, 2013  |
| Friday, April 5, 2013    | Friday, June 14, 2013 |
| Friday, April 26, 2013   | Friday, June 21, 2013 |
| Friday, May 3, 2013      | Friday, June 28, 2013 |

## 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.

### What is Certification?

**Date & Time:**  
Monday, October 29, 2012  
5:30 pm – 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**

### How to Write Policies and Procedures

**Date & Time:**  
Monday, November 19, 2012  
5:30 pm – 7:30 pm  
**Cost:** FREE

**Facilitator:**  
Danielle Riviere &  
Nadine Lapsley Dyer

**Location:**  
The Centre on Philanthropy

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.

**For: Persons responsible for the management of a Nonprofit organisation**

### Striving for Excellence Part 1

**Date & Time:**  
Monday, January 7, 2013  
Monday, June 3, 2013  
2:00 pm – 5:00 pm  
**Cost:**  
Members \$50.00  
Non-members \$75.00

**Facilitator:**  
Danielle Riviere

**Location:**  
The Centre on Philanthropy

This workshop is aimed at those organisations looking to implement best practice standards. Through the Bermuda National Standards Committee Certification process this workshop will provide guidance on how your organisation can implement standards, policies, procedures and documentation to improve the management of your organisation. Workshop participants do not have to be seeking Certification but should simply be interested in implementing best practices.

**For: Organisations engaged in the process of Certification or organisations interested in implementing Standards of Excellence in their organisation**

## **Striving for Excellence Part 1 Review**

**Date & Time:**  
Monday, January 14, 2013  
Monday, June 10, 2013  
2:00 pm – 5:00 pm

**Facilitator:**  
Danielle Riviere

**Location:**  
The Centre on Philanthropy

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

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.**

## **Striving for Excellence Part 2**

**Date & Time:**  
Thursday, January 24, 2013  
Tuesday, June 18, 2013  
2:00 pm – 5:00 pm

**Facilitator:**  
Danielle Riviere

**Location:**  
The Centre on Philanthropy

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

This workshop is aimed at those organisations looking to implement best practice standards. Through the Bermuda National Standards Committee Certification process this workshop will provide guidance on how your organisation can implement standards, policies, procedures and documentation to improve the management of your organisation. Workshop participants do not have to be seeking Certification but should simply be interested in implementing best practices.

**For: Organisations engaged in the process of Certification or organisations interested in implementing Standards of Excellence in their organisation**

## **Striving for Excellence Part 2 Review**

**Date & Time:**  
Thursday, January 31, 2013  
Tuesday, June 25, 2013  
2:00 pm – 5:00 pm

**Facilitator:**  
Danielle Riviere

**Location:**  
The Centre on Philanthropy

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

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.**