

PILLAR NONPROFIT NETWORK PROFESSIONAL DEVELOPMENT PROGRAM



2014 FALL/WINTER
PROGRAM LISTINGS



PILLAR PROFESSIONAL DEVELOPMENT PROGRAM LISTINGS

Professional Development Program

Building success and inspiring leadership in people and nonprofits.

Pillar Nonprofit Network offers innovative workshops on a variety of topics on leading nonprofit trends and best practices. Our focus is to build a strong nonprofit community, engaging people in our professional development program to better themselves and maintain a high standard of quality.

What you will gain:

- Learn from engaging and experienced instructors
- An opportunity to network with other nonprofit professionals, volunteers and community leaders
- Lifelong learning and career building skills

Who can attend:

- Whether you work at a nonprofit, looking for work or would like to improve your professional development in any capacity
- Members and Non members of Pillar, with a choice of beginner to advanced courses

Investment:

- Member and Non- member rates at affordable prices
- If you or your organization is a member of Pillar, you can send paid staff and/or volunteers at a 25% discounted rate
- Western and Fanshawe students are also encouraged to take advantage of our member rate

View all Pillar events [here](#).

Our 2014 Professional Development Sponsor:



www.pillarnonprofit.ca

PILLAR PROFESSIONAL DEVELOPMENT PROGRAM LISTINGS

Calendar

Click on each listing to learn more about the program

September - December		All About Board Program:
		Board Basics, <i>September 9</i>
		Financial Fitness, <i>October 15</i>
		Build Your Best Board, <i>November 4</i>
		Big Picture Thinking, <i>December 2</i>
September	15	Nonprofit Career Talk
	17	Let's Talk: Dealing with Conflict in the Workplace
	23	The 5 Critical Steps to Successful Event Planning
October- November		Social Media Webinar Series:
		Optimizing Your Personal LinkedIn Profile, <i>October 2</i>
		Building an Effective Company Page on LinkedIn, <i>October 16</i>
		Facebook Newsfeed Algorithm, <i>October 30</i>
		Twitter Tips, <i>November 13</i>
		The Perfect Post, <i>November 27</i>
October	20	Nonprofit Career Talk
November	17	Nonprofit Career Talk
	26	Sustaining Change: A Recipe for Shifting Culture
December	15	Nonprofit Career Talk

View all Pillar events [here](#).

2014 Fall / Winter
Professional Development
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Please see the last two pages
of this guide to review our:

- Registration & Privacy Policy
- About Pillar Nonprofit Network



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251 Dundas Street,
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T: 519-433-7876
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www.pillarnonprofit.ca

All About Boards

Energize your board and take your organization to the next level. This series will give you the fundamentals for a high performing board, focused on strategy, innovation, diversity and accountability.

Is your board fully engaged at and between meetings?
Are you looking to strengthen your board's effectiveness?
Does your board have clearly defined roles and responsibilities?
Does your board have a vision for the future?

Learn what every director needs to know:

- About the characteristics of high-performing boards and how you can enhance the performance of your own board
- Learn about key financial accountabilities and responsibilities associated with the role of a director
- How to attract, recruit and retain the best boards
- Recognize strategic opportunities and risks
- Identify best practices in governance in the nonprofit sector

Participants will receive:

- Complete all 4 sessions and receive a certificate of participation
- An opportunity to build a professional network of board contacts
- A professional development opportunity that can help build your resume

Session 1: Board Basics, Sept 9, 2014, 9 AM-12 PM

Session 2: Financial Fitness, Oct 15, 2014, 9 AM-12 PM

Session 3: Build Your Best Board, Nov 4, 2014, 9 AM-12 PM

Session 4: Big Picture Thinking For Boards, Dec 2, 2014, 9 AM-12 PM

Investment:

For all 4 sessions:

\$210 Pillar Members

\$270 Non-members

Member Group Discount (3 or more registrants): \$190 per person

Non-Member Group Discount (3 or more registrants): \$240 per person

For individual sessions: \$70 Pillar Members; \$85 Non-members

Generously supported by the City of London.



View all Pillar events [here](#).

Location:

London Public Library
Central Branch
Stevenson & Hunt Room

Level:

Beginner-Intermediate

Target Audience:

Are you a new director of a local nonprofit or charity?
Are you looking to strengthen your board's effectiveness? Are you an experienced ED or CEO who would like to build on your boardroom skills and update your awareness of emerging governance issues and trends? If you answered yes to any of these, **All About Boards** is for you!

To register:

Online [here](#)

Pay by credit card or cheque

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PILLAR PROFESSIONAL DEVELOPMENT: PROGRAM LISTINGS

All About Boards Program Board Basics

Some boards of directors provide dynamic and effective leadership that can be felt throughout the organization. Others are “like parsley on fish – decorative but useless” (to quote Irving Olds).

What makes the difference?

In this workshop we will explore the characteristics of high-performing boards and how you can enhance the performance of your own board of directors. Through the use of case studies, group discussions and print resources, Nathan Garber will cover some of the most critical issues in nonprofit governance including:

- Roles and Responsibilities
 - The three most important duties of board members
 - The five key responsibilities of the board
- Governance models. Do you have one? Do you need one?
- Building and maintaining a strong board-executive director relationship
- Board Structure
 - How big should your board be?
 - What committees do you need?
- Running effective meetings makes for more engaged board member
 - How to plan the agenda
 - Good meeting practices
 - How to take minutes
- Nonprofit Corporations and Registered Charities: how to keep your nonprofit and/or charitable status

About the facilitator:

Nathan Garber is a consultant and trainer specializing in governance and planning for nonprofit organizations. He brings to this work more than 40 years of experience in and with nonprofit organizations including long service as both a board member and an executive director.

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View all Pillar events [here](#).

Date:

September 9, 2014
9:00 AM - 12:00 PM

Location:

London Public Library
Central Branch
Stevenson & Hunt Room

Level:

Beginner-Intermediate

Target Audience:

Board Members, Executive Directors and those interested in learning about volunteering as a board member

Investment:

Pillar members

\$210 for series
\$70 for individual session

Non-members

\$270 for series
\$85 for individual session

To Register

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PILLAR PROFESSIONAL DEVELOPMENT PROGRAM LISTINGS

All About Boards Program Financial Fitness

While nonprofit success is measured in more than just dollars, board members must maintain a close eye on the financial direction of the organization and its economic stability if they are to truly fulfill their responsibility. This session will help board members gain a basic understanding of their financial stewardship responsibilities and give them a starting point for comprehending key financial data.

Protecting the Nonprofit

- Asset Protection
- Internal Controls
- Risk Management

Managing the Nonprofit

- Understanding financial statements
- Creating a budget
- Board and management reporting
- Investment Management

About the facilitator:

John Craven is an FCA who has held senior financial/investment roles in a broad cross-section of industries—multi-national publicly traded companies, not-for-profit organizations, government and education. He has over 20 years of experience in senior finance positions with London Life and Canada Trust. He also held the senior finance position for St. Joseph's Health Care Foundation, London for 4 years.

During his business career he volunteered for several not-for-profit boards and committees, focusing on investment and finance responsibilities. His recent volunteer experience included chairing an investment committee with responsibility for approximately \$100 million in invested assets.

John also is a regular presenter at not-for-profit forums and seminars. John is currently a Principal with Craven Consulting Group, where he provides financial, investment and governance advice to both profit and not-for-profit organizations.



**CRAVEN
CONSULTING
GROUP**



**London
CANADA**

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View all Pillar events [here](#).

Date:

October 15, 2014
9:00 AM - 12:00 PM

Location:

London Public Library
Central Branch
Stevenson & Hunt Room

Level:

Beginner-Intermediate

Target Audience:

Board Members, Executive Directors, Financial Staff, Finance Committees and those interested in learning about becoming a volunteer board member

Investment:

Pillar members

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Non-members

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All About Boards Program Build Your Best Board

Great boards aren't created overnight.

The board building process involves careful recruitment, focused orientation, ongoing training and a process for dealing with poorly performing directors. At a time when people are busier and boards are under increasing scrutiny, it can be difficult to find and retain the right board members to lead your organization.

This first half of this workshop led by **Nathan Garber, of Garber Consulting** will help you plan a board development strategy.

- How to find and keep the best board members
- Serving a diverse community: the role of the board
- Where to find potential board members
- How to attract and recruit them to your board
- Planning and delivering board orientation and development programs
- How to keep board members engaged and build their commitment
- What to do about problematic board members and how to build your team
- What bylaws, policies, and practices do you need to support board building

For the last hour, **Dharshi Lacey from the London Intercommunity Health Centre** will be speaking about Board Diversity.

To move from where we are today toward developing truly equitable organizations, we need to build solid plans with commitment to its implementation. Strategies need to be developed to assess an organizations current levels of understanding and competency to be able to develop a comprehensive plan that includes all of the steps to achieve your vision balanced with enough focus to do your work very well, recognizing that building a truly diverse organization is a process and therefore we may not know all that it might take from the beginning. This one hour session will provide you with a guide to processes that could be used to begin this work within organizations.

About the facilitators:

Nathan Garber is a consultant and trainer specializing in governance and planning for nonprofit organizations. He brings to this work more than 40 years of experience in and with nonprofit organizations including long service as both a board member and an executive director.

An immigrant from Sri Lanka **Dharshi Lacey** holds a B.A. in Business and Economics. She has over 20 years experience working in the London community facilitating the integration of immigrants. This work has included developing and delivering employment programs, assisting non-profit organizations develop ethno-cultural competency and the development and delivery of cultural competency training.

Date:

November 4, 2014
9:00 AM - 12:00 PM

Location:

London Public Library
Central Branch
Stevenson & Hunt Room

Level:

Beginner-Intermediate

Target Audience:

Board Members, Executive Directors and those interested in learning about volunteering as a board member

Investment:

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PILLAR PROFESSIONAL DEVELOPMENT PROGRAM LISTINGS

All About Boards Program

Big Picture Thinking for Boards

What is Strategic Leadership?

Strategic leadership for boards is creating a vision of your desired future state and leading towards this end. The three main questions addressed through strategic leadership are: Where are we today? Where do we want to be in the future? And what should we be focused on today, to increase the probability of success in achieving our desired future state? To bring strategic leadership to your board, you must create the right structures and foster the right relationships.

In this workshop, Michelle Baldwin will:

- Link the topics previously covered in this series - Board Basics, Financial Fitness and Build Your Best Board - to strategic leadership
- Identify best practices and creative approaches that can be applied in your next strategic planning process
- Explore social innovation and courageous risk taking within nonprofits
- Recognize the core elements of being a strategic leader
- Cultivate a board culture that promotes engagement, innovative thinking and supports strategic leadership

About the facilitator:

Michelle Baldwin is Executive Director of Pillar Nonprofit Network. Michelle is a strong community advocate with extensive experience in nonprofit management, social innovation, communications, and fundraising. Michelle previously held positions with the Brain Tumour Foundation and Thames Valley Children's Centre. She currently serves on the Boards of Huron University College and Emerging Leaders, serves on the London Health Sciences Community Advisory Council & is the local Peace Bus Coordinator for Children International Summer Villages. Michelle's personal mission is to be a community synergizer that enriches the lives of others.

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View all Pillar events [here](#).

Date:

December 2, 2014
9:00 AM - 12:00 PM

Location:

London Public Library
Central Branch
Stevenson & Hunt Room

Level:

Beginner-Intermediate

Target Audience:

Board Members, Executive Directors and those interested in learning about volunteering as a board member

Investment:

Pillar members

\$210 for series
\$70 for individual session

Non-members

\$270 for series
\$85 for individual session

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Nonprofit Career Talk

Are you considering a career in the nonprofit sector? Already working in the nonprofit sector and looking to explore other options?

Meet with Michelle Baldwin, Executive Director of Pillar Nonprofit Network or other Pillar staff for a one-hour group discussion from 12:00-1:00 PM.

We will explore the skills, networking opportunities and tips for finding your dream job in the nonprofit sector.

Choose from the following dates:

July 21	2 nd Floor Meeting Rm., Central Library
August 18	2 nd Floor Meeting Rm., Central Library
September 15	2 nd Floor Meeting Rm., Central Library
October 20	2 nd Floor Meeting Rm., Central Library
November 17	2 nd Floor Meeting Rm., Central Library
December 15	2 nd Floor Meeting Rm., Central Library

About the Facilitator:

As Executive Director of Pillar Nonprofit Network, **Michelle Baldwin** is a strong community advocate with extensive experience in volunteer management, communications, training and fundraising. Michelle previously held positions with the Brain Tumour Foundation and Thames Valley Children's Centre. She currently serves on the Boards of Huron University College and Emerging Leaders, and facilitates a variety of nonprofit related workshops.

Michelle holds a Masters degree in Educational Psychology, a Bachelor of Arts degree in Psychology, as well as a Communications & Public Relations Professional Certificate from Western and a Volunteer Management Certificate from Fanshawe College.

Please note: In the event that Michelle Baldwin is not available, another Pillar member staff will deliver the presentation.

View all Pillar events [here](#)

Time:

12:00- 1:00 PM

Location:

2nd Floor Meeting Rm., Central Library

**location may change based on registration numbers*

Target Audience:

Individuals looking to switch careers, learn more about the nonprofit sector in London and/or explore options in the nonprofit sector.

Investment:

No fee to attend

Register:

Select the date from the list provided here or visit Pillar's [website](#) to register.

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Let's talk: Dealing with Conflict in the Workplace

Organizations that recognize conflict as a natural occurrence of human interactions, and are intentional in supporting their employees' need to work through it positively, are helping to maximize the potential of their most valuable resource – their employees.

This 3-hour interactive workshop will provide information on the foundations of dealing with difficult situations and will highlight common mistakes that are frequently made to 'derail' the process. Strategies will be provided around focused conversations and introductory mediation skills. As a result of your organization's participation, it will be in a better position to put common knowledge into common practice.

Key Learning Outcomes:

- consider the role of individuals, their emotions, and discuss how these relate to achieving an optimal outcome;
- practice interactive listening and the 7 Elements of Principled Negotiation
- Participants will have an opportunity to develop their skills related to dealing with difficult situations by taking part in role-playing scenarios.

About the Presenters:

Mike Sereda has been a leader in public education for 37 years and for the last 14 years, a senior executive with one of the largest public school boards in Ontario. Mike has the knowledge, skills and resources to support organizations through change, conflict and growth. Mike's work with large public sector unions, the Provincial Education Ministry and other provincial organizations has given him the knowledge to support both public and private sector organizations with Human Resource and organizational issues.

Paul Tufts is owner and principal consultant of Paul E. Tufts Consulting & Mediation specializing in the areas of leadership development and alternative dispute resolution (ADR) practices. Recently, Paul has facilitated staff training for local organizations and currently provides mediation services for the Better Business Bureau of London ON.

As a former employee of the Thames Valley District School Board for 31 years, Paul held several leadership roles including Principal and Supervisory Officer. His community roots are deep in London and surrounding areas where he continues to serve on various Boards. As well, he is a past chairperson of the Rogers Sports Celebrity Dinner and Auction and presently provides leadership within his role as a volunteer for the United Way of London and Middlesex.

Date:

September 17, 2014
9:00AM- 12:00 PM

Location:

Stevenson & Hunt Room,
Central Library, London Public
Library

Level:

Beginner-Intermediate

Target Audience:

Executive Directors, Managers,
Human Resources Staff

Investment:

\$55 for Pillar members
\$70 for non-members

NB: In order to effectively deliver this workshop using a case study approach, the number of participants is restricted to 24.

Register:

Online [here](#)
Pay by credit card or cheque

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The 5 Critical Steps to Successful Event Planning

This workshop will teach you how to plan, promote and implement successful events for your organization. Holly will cover the importance of timelines, budgeting and marketing necessary for executing your event.



About the facilitator:

Holly has spent 10 years building a company that is intended to share best practices and roads to success for businesses and corporations that require solid management services. She has immaculate skills in keeping projects on time and on budget and specializes in managing committees while ensuring ultimate success.

Holly has worked with The Schulich School of Medicine & Dentistry, University Western Ontario, as well as government funded organizations including the London Health Sciences Centre, London Economic Development Corporation, and London Hydro. Holly has a B.A. in English Language and Literature from the University of Western Ontario and a postgraduate certificate in Tourism & Event Management from Georgian College. Holly maintains two leadership certifications from University of Western Ontario and is currently completing her certification in Project Management (PMP).

View all Pillar events [here](#)

Date:

September 23, 2014
9:00 AM - 12:00 PM

Location:

London Public Library –
Central Branch
Stevenson & Hunt Room

Target Audience:

Executive Directors, Board Members, Marketing Staff and/or anyone involved in non-profit marketing.

Level:

Intermediate

Investment:

\$55 for Pillar members
\$70 for non-members

Register:

Online [here](#)
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PILLAR PROFESSIONAL DEVELOPMENT PROGRAM LISTINGS

Social Media Webinar Series

These 5 convenient 45 minute sessions are designed for a busy organization wishing to learn about bottom-line focused insights into tools that include Facebook, Twitter and LinkedIn

Geoff Evans will focus on development opportunities for social media in nonprofit organizations and enhance relevant skills and knowledge-base for your organization to successfully manage an ongoing social media strategy. These sessions will explore both basic and advanced strategies.

Choose one or all sessions from these topics:

October 2- Optimizing your Personal LinkedIn Profile
 October 16 - Building an effective company page on LinkedIn
 October 30 - Facebook News Feed Algorithm
 November 13 - Twitter Tips
 November 27 - The Perfect Post

For more information on the sessions please click here

Investment:

Pillar Members:

1 webinar: \$25
 3 webinars: \$60
 All 5 webinars: \$100

Non Members:

1 webinar: \$35
 3 webinars: \$75
 All 5 webinars: \$125

About the Facilitator:

Geoff Evans is an international speaker, columnist for both Advocis' Forum magazine and the London Free Press, and most recently part-time professor in the faculty of Arts, Media & Design at Fanshawe College. Geoff spent fifteen years in the financial services industry as a financial advisor, trainer and business coach with companies that include Clarica, Sun Life and London Life/Freedom 55.

In 2009, Geoff launched his own company, *Social Media Coach*, with the goal of helping businesses leverage social media more effectively. Geoff has had the opportunity to join the Pillar community on a number of occasions to provide social media insight and always looks forward to giving back. In fact, through Fanshawe College Geoff facilitated an opportunity for 19 local non profits to receive free assistance from his students in the "Technology & Trends" course.

Date:

October 2 – November 27, 2014
 11:00 AM (45 minutes per session)

Location:

Webinar format – details will be sent out prior to date

Level:

Beginner-Intermediate

Target Audience:

Executive directors, board members and anyone involved in communications who will need to know how this new legislation with effect nonprofits.

Register:

Online [here](#)
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PILLAR PROFESSIONAL DEVELOPMENT PROGRAM LISTINGS

Social Media Webinar Series

October 2- Optimizing your Personal LinkedIn Profile

LinkedIn is a powerful tool for building your organization's network amongst professionals and business owners in order to attract resources and raise awareness. The first layer of LinkedIn participation is your personal LinkedIn Profile. This webinar will share tips for optimizing your LinkedIn profile in order to tell your story and the story of your organization in the most compelling way possible.

October 16 - Building an effective company page on LinkedIn

LinkedIn provides a feature which enables you to build an organizational presence that is separate and distinct from the individual profiles of employees and volunteers. The LinkedIn Company Page allows you to highlight your organization's unique value proposition, as well as the products or services that you offer. This webinar will outline the process and tips for developing and managing a "company" page for your organization.

October 30 - Facebook News Feed Algorithm

Everyday Facebook sorts through upwards of 1,500 stories to share with each individual Facebook user. Only a fraction of those stories ever reach a user. To facilitate this process Facebook has developed a News Feed Algorithm that picks and chooses the right content to share with the right person at the right time. This means that your organization's Facebook posts might not be getting seen by your fans. To vastly improve your Facebook results you need to understand the ins and outs of the Facebook Newsfeed Algorithm. This webinar will walk you step by step through the Facebook News Feed Algorithm and will outline 5 key steps to succeed with Facebook.

November 13 - Twitter Tips

Twitter is one of the most challenging social media tools to use for organizations. Twitter has a unique syntax and unusual post limitations that make participating successfully both difficult and frustrating. This webinar will explore the ins and outs of Twitter and provide tips for using it most effectively as an NPO.

November 27 - The Perfect Post

Learn best practices for creating the perfect post based on content, layout, format, and timing through both Facebook & Twitter. In particular, the session will explore how to navigate and interpret Facebook Insights to customize participation for your unique online community.

Date:

October 2 – November 27, 2014
11:00 AM (45 minutes per session)

Location:

Webinar format – details will be sent out prior to date

Level:

Beginner-Intermediate

Target Audience:

Executive directors, board members and anyone involved in communications who will need to know how this new legislation with effect nonprofits.

Register:

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Sustaining Change: A Recipe For Shifting Culture

Change Management is a principle that employs the use of specific activities to successfully implement new initiatives. In a world of legacy leadership and mature organizations, the space for innovation and change can be challenging. In this workshop you will learn:

- How to apply the Change Management template and create your communication plan
- Key analytics used in applying change.
- Stakeholder analysis techniques
- Proven approaches for change of any size

About the Facilitator:

Lore Wainwright

Manager, Social Enterprise, Pillar Nonprofit Network

Lore Wainwright brings over 25 years of experience from the telecommunications industry as a Change and Communications specialist, leading many national business initiatives. Most recently Lore led a significant internal communications campaign to promote employee engagement for Bell's Let's Talk mental health initiative.

Passionate about getting involved, sharing her knowledge and making a difference in the lives of others, Lore is Program Manager of ONERUN, a third party charitable organization focusing on breast cancer patient care that has raised over \$380,000 over a two year campaign.

Over the past 4 years Lore has taken business practices and applied them to implement change, influence others and drive positive results within the nonprofit sector.

View all Pillar events [here](#)

Date:

November 26, 2014
9:00 AM - 12:00 PM

Location:

London Public Library –
Central Branch
Stevenson & Hunt Room

Target Audience:

Executive Directors, Board
Members, Managers,
Frontline Staff

Level:

Beginner - Intermediate

Investment:

\$55 for Pillar members
\$70 for non-members

Register:

Online [here](#)
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PILLAR PROFESSIONAL DEVELOPMENT PROGRAM LISTINGS

Registration Policy

Payment can be made by cash or cheque and online where applicable. Full payment is expected ten (10) days prior to the event date. If payment cannot be made in advance please bring correct change or cheque with you on the day of the event.

If paying by cheque, please clearly indicate the participant's name and event on your cheque. Please make your cheque payable to "Pillar Nonprofit Network" and forward payment to:

Pillar Nonprofit Network
251 Dundas Street
London, ON N6A 6H9

People with disabilities are welcome to bring a support person with them at no cost. Advance notice should be given at the time of registration. If food and beverages are served at the event and included as part of the fee for attendees, a fee will be charged to cover the cost of the food and beverages for the support person.

Professional Development Program

Written notice of cancellation must be received seven (7) days prior to the event date and is subject to a \$10 administration fee. After the cancellation date, no further refunds will be available; however a substitute participant will be accepted. No-shows will be invoiced. Participants cannot reschedule their attendance for an upcoming event.

Pillar Community Innovation Awards

Tickets purchased for the awards are non-refundable. Tickets can be transferred to another individual.

Privacy Policy

Pillar Nonprofit Network respects your privacy. We protect your personal information and adhere to all legislative requirements with respect to protecting privacy. We do not rent, sell or trade our mailing lists. The information you provide will be used to deliver services and to keep you informed and up to date on the activities of Pillar Nonprofit Network, including Pillar programs and consulting services, events, workshops, seminars and opportunities to volunteer or to give.

If at any time you wish to be removed from our contact list, please simply phone Pillar Nonprofit Network at 519-433-7876 or notify us via email at education@pillarnonprofit.ca and we will gladly accommodate your request.



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