

## Capacity Building Training

Our Capacity Building training is designed to assist your organization or group develop and maintain effective management and organizational strategies.

Below is our full list of capacity building workshops that we can deliver directly to your group or organization.

### Basics of Non-Profit Bookkeeping - 3 hrs

Proper bookkeeping (and the information it provides) is crucial to the survival of every non-profit organization. This workshop is designed for staff and volunteers who know little about accounting but need to know the basics of setting up an effective bookkeeping system for the organization, and how non-profit accounting differs from for-profit accounting.

Participants will become familiar with bookkeeping basics and accounting vocabulary, and will learn the importance of records, processes, internal control policies, and the timely recognition of revenue and expenses. The workshop will also cover the basics of double-entry bookkeeping and how to prepare financial statements and bank reconciliations.

### Effective Proposal Writing - 3 or 6 hrs

This workshop examines strategies to develop effective techniques for writing successful proposals for organizational funding or project support. Take an inspiring and informative look at what makes a winning proposal. Learn more about funders, what they are looking for and how they select winning proposals. Learn how to lay-out and write a credible, easy to read proposal that meets your funders' needs.

*"This workshop gave me concise information and a step-by-step process on writing proposals for grants. I left with tangible information to help me. The facilitator was excellent!"*

*~ Workshop participant, Swan River*

### Managing Organizational Change - 3 hrs

Discover what it takes to be a change leader and develop a culture of change within your organization. This workshop will focus on understanding the dynamics of organizational change and how to manage it. Dive into the three pillars of effective change management and explore practical tools and templates to minimize resistance and maximize buy-in.

Please contact our Training Coordinator, Tracy Douglass, for more information:  
training@volunteermanitoba.ca  
204-477-5180 or 1-888-922-4545

## Budgeting 101 for Non-Profits - 3 hrs

One way that a non-profit can plan for income and expenses in the future is by creating a budget. A budget is a document that can help any non-profit organization plan for the future as well as assess its current financial health. The budget is typically reviewed periodically to compare it to the actual cash flow of the organization and to guide program and service delivery throughout the year. Knowing the budget, understanding its function, and when to make any adjustments, is fundamental to any organization's financial management practices.

In this workshop, participants will learn the budget development cycle, revenue and cost projection best practices, how to account for restricted funds, and strategies to deal with variances.

## Getting Started with Social Media - 3 or 6 hrs

Every day, more and more non-profits are discovering the value of being active on social media. Having a social media presence can be an excellent way to market your non-profit, and it's free! During this workshop learn the basics of social media for non-profits (Facebook, Twitter, Instagram) and how your organization or group can utilize these tools to better communicate with your members, other groups and the community at large.

## Program Planning & Evaluation – Distance

Building and maintaining a quality program takes careful planning and analysis.

Participants in this course will gain the skills and resources to:

- determine the most pressing needs of their clients
- establish realistic outcomes and corresponding strategic program plan to achieve these outcomes, and
- evaluate their program's performance.

This course is currently being offered in a distance learning format for your convenience. Registration for this course is ongoing throughout the year and participants will have 5 weeks to complete the readings and assignments. There will be 3 short assignments throughout the course and one larger, final assignment. The instructor will be available by phone and email to answer any questions and assist you through the materials.

Cost of this course - \$200

\*You are required to use the Field Guide to Nonprofit Program Design, Marketing and Evaluation textbook by Carter McNamara, which may be purchased through Volunteer Manitoba for an extra \$50 fee, or you may order it directly from the following website: [www.authenticityconsulting.com](http://www.authenticityconsulting.com)

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