



# Academic Calendar

## Course Description Winter 2017

### Financial Literacy – The Basics

**When: Wednesday January 18**

**6:00 PM to 8:30 PM**

**Cost: \$25.00**

**Where: Redpoll Centre**

[Register Here](#)

Are you looking to gain clarity on what all the financial reports that you receive mean to you and your organization? Then this is the course for you. We will discuss the information presented on the Statement of Net Assets (Balance Sheet), Statement of Operations (Income Statement) and what those figures mean to your organization. We will also discuss your organizations budget as well as a Statement of Cash Flows and why using those two tools will be helpful in ensuring you don't run out of funding. We will also discuss the audited financial statements and the notes that accompany them so you can understand the level of detail that is included in these statements. We will also briefly go through the audit process, what to expect during the audit and after, and how to keep records so you are prepared come audit time.

#### ***Facilitator - Staci Millard***

Staci Millard is a Chartered Professional Accountant who operates an office locally in Fort McMurray. She has been working in public practice helping businesses and non-profit organizations for over ten years. Staci and her staff assist businesses of all shapes and size sizes - from \$10 in sales to \$10 million. Most recently she has been assisting with the Ask an Expert Program through the Back to Business Resource Centre to help existing businesses get back on their feet and help new businesses ensure they are set up properly. She has also been working actively with the social profit sector to increase financial literacy and accuracy of financial reporting. The most successful organizations are those with the proper information and a knowledgeable team to support them.

#### **Who should attend?**

This workshop will benefit those responsible for the financial requirements of the organization whether they be staff, volunteers and board members.





## Social Profit Sector Orientation

**When: Tuesday January 31**

**10:00 AM to 11:30 AM**

**Cost: Free**

**Where: FuseSocial**

[Register Here](#)

This orientation is designed to give participants the opportunity to connect to the big picture of the sector will allow participants to learn about the opportunities for collaboration; help develop an understanding of the various agencies; the benefits of working in the sector; and a deeper knowledge of and an appreciation for what the social profit sector contributes to this community.

***Facilitator – FuseSocial Staff***

## Fund Development Planning

**When: Monday February 6**

**1:00 PM to 4:00 PM**

**Cost: \$35.00**

**Where: Redpoll Centre**

[Register Here](#)

Learn how to strengthen your fundraising capacity by making sustainability an organizational responsibility and not just one person. We all know that fund development is time consuming and hard work and that there are no magic fixes or quick solutions but there is the opportunity to learn how to plan, get organized and utilize best practices. The main message in this workshop will be that fund development is everyone's responsibility – including the board – and how to utilize everyone's ability.

***Facilitator - Karen Doyle***

Karen Doyle's work with the social profit sector and volunteers spans three decades. In her previous role with Alberta's Historic Sites and in her current position as a Community Development Officer with Alberta Culture and Tourism's Community Development Unit, Karen finds working with social profit organizations, volunteers and staff to be a rewarding and satisfying experience. Her experience, training and education are keys that open the door to the world of the social profit sector where crisis management, shades of gray and rules on top of rules meet with varied interests, multiple cultures, endless diversity and an all-consuming drive to make a difference. Karen has extensive experience in several areas of special interest to the sector; organizational development, planning, governance, volunteerism, fundraising, grant-writing, event planning and much more. Karen has been working in the Regional



Municipality since 2000 and spends one full week every month in Fort McMurray providing face-to-face facilitation and community development services to organizations in the sector.

Who should attend?

This workshop will benefit all those in the organization responsible for fund development including all board members.

## [Event Planning – The ClearVIEW Way](#)

**When: Wednesday February 22**

**9:00 AM to Noon**

**Cost: \$35.00**

**Where: FuseSocial Board Room**

[Register Here](#)

***This course will be a live stream from Calgary and we will have the opportunity to fully engage with the instructor, complete exercises and receive notes and summary at the end.***

So you have been thinking about – and maybe already starting to plan – your event or promotion. But are you sure about where you are going and how to get there or if this event should go forward? Successful events need a clearVIEW.

**V – VISION**

**I – INVESTMENT**

**E – ENGAGEMENT**

**W – WORTH**

In this course you will clarify your VISION, determine your desired level of INVESTMENT, explore how you'd like to ENGAGE with your audience, and in the end, what would make this all WORTH it for you and your team. Come prepared to discuss your project plan, or idea, why it's important to you and your organization, and any working information, ideas, or tasks you may already have stored in your to-do list. Be prepared to receive authentic and honest feedback and useful recommendations.

### ***Facilitator- Lisa Gareau***

Lisa has created effective connection strategies and provided creative event support for a variety of businesses and community organizations – large and small – across Canada. As the founder of *Candy Event Consulting : Making Your Team Stronger* she provides coaching, workshops, and resources for in-house and do-it-yourself event planners like *Moments Magazine – Event Planning Ideas + Inspiration*. In all her work, Lisa provides a keen strategic perspective and the practical suggestions needed to help organizations move their event planning and promotional efforts forward even with limited time and resources. Lisa lives in Calgary – filling her days doing what she loves best – creating and connecting.





## Grant Writing Forum

**When: Friday March 10**

**8:30 AM to 4:30 PM**

**Cost: \$55.00**

**Where: Shell Place**

[Register Here](#)

Now more than ever grant writing has become a vital skill for all social profit organizations to develop. According to our most recent *Impact of the Wildfire on the Social Profit Sector Survey*, 67% of organizations have experienced losses greater than 11% of their annual revenue. Although new sources of funding have been found, 59% indicated that the funding will last less than 6 months and 52% of respondents expressed concern and worry about the future of their organization.

Join us for a full day of grant writing and learn from local funders including the Red Cross, Regional Municipality of Wood Buffalo and United Way about their application form and process. They will share with you the do's and don'ts of their form; offer insight into common mistakes made by applicants and provide an opportunity to ask questions.

That is the morning. The afternoon is an opportunity to dig into grant applications and learn how to write clear program outcomes and logic models and identify basic evaluation components and indicators. We will also discuss ways to clarify and design a program synopsis that everyone in your organization can follow. You will learn lots of tips and tricks as well as take home a variety of templates to store essential grant writing information.

The forum is an excellent opportunity to network with other agencies, meet funders and explore opportunities for collaboration.

Who should attend?

This workshop will benefit those responsible for writing grants, funders, executive directors and board members.

## Compassion Fatigue

**When: Wednesday March 28**

**6:00 PM to 9:00 PM**

**Cost: \$35.00**

**Where: Redpoll Centre**

[Register Here](#)

This course gives you the opportunity to understand grief and loss and the signs, symptoms and relief of compassion fatigue. We will identify how to deal with the increased demands for services being put on organizations while at the same time supporting those working with clients. Compassion Fatigue simply put is "fatigue, emotional distress, or apathy resulting from the constant demands of caring for others or from constant appeals from charities" and can put staff and volunteers at risk of becoming deeply impacted by the continuing stress of meeting the often overwhelming needs of client and community.



Compassion fatigue can have a significant impact on a workplace if not identified and addressed. It can impact quality of service, job satisfaction, employee retention, employee's emotional and physical health, and the workplace environment by decreasing productivity and workplace culture. Healthy resilient people make healthy resilient teams!

Who should attend?

This workshop will benefit leaders, front line staff, volunteers and first responders in the social profit sector. This presentation is also helpful for professionals working in a human resources, occupational capacity or workplace wellness programs.

***Facilitator - Charmaine Hammond***

Fort McMurray was home to Charmaine for 13 years and since 1991 she has worked with many of the social profit organizations in the community. An expert in resilience, Charmaine has taught leaders and staff in business and the social profit sector about compassion fatigue, dealing with crisis and building resilient workplaces. She has an extensive background in the social service and health industry. She was a corporate and family mediator for ten years, worked in the health care sector and was a registered social worker for many years. Her first career was in the Correctional System, which is where she began to see the need for compassion fatigue and resilience training. She has a Master's Degree in Conflict Analysis and Management; has owned her business for 20 years; and, has presented to more than 200,000 people around the globe. She is a bestselling author, and was just awarded the Ontario Premier's Award in Community Service. She has a passion for making the world a kinder place... and just completed a North American Kindness tour, travelling 14,000 km in the Kindness Mobile with her husband and their iconic dog Toby.





# Academic Calendar

## Partner Offerings with Keyano College

30% Discount on selected Keyano College computer course offerings for social profit sector employees!

\*Applicant must prove that they are employed in the Social Profit Sector to apply.

\*\*These courses qualify for the Canada Alberta Job Grant.

### How to Register

Please follow the steps below to register for the following courses.

1. Contact Bernie Lalor-Morton [bernie.lalor-morton@fusesocial.ca](mailto:bernie.lalor-morton@fusesocial.ca) to receive the application form via email. Complete the registration form and scan back to FuseSocial
2. Print off the registration form and drop it off at the FuseSocial office
3. Registration forms can also be collected at the FuseSocial office

PLEASE DO NOT SEND THE REGISTRATION FORM BACK TO KEYANO COLLEGE

#### 4. Payment Options:

- a. Include credit card info on the registration form. The Office of the Registrar will send out a receipt. The Office of the Registrar will keep no records of Credit Card information.
- b. Or pay with debit or cash at Keyano College.

### Qualify for the Canada Alberta Job Grant!

All Keyano computer courses can qualify if bundled together to exceed 21 hours in total training. So, if you select two courses from the list you can apply for the Canada Alberta Job Grant. This means you will be reimbursed for 2/3 of the course costs! To view the grant application, click here: <http://www.albertacanada.com/opportunity/employers/jobgrant.aspx>

#### Details to Consider:

- The employer of the applicant has to apply for the grant and sign.



- The training has to be a minimum of 21 hours for the same employee and completed within one year.
- **The employer must apply for the grant more than 30 days in advance** (all of the Keyano computer courses have already been preapproved, so this should speed up the process).
- The employer must pay the full cost of the training upfront and is then reimbursed for 2/3rds of the price paid once training is completed and final documentation is submitted.

For example, if the participant took two courses and applied for the Alberta Job Grant:

Microsoft Excel Introductory	October 20-21	\$276.50
Microsoft Excel Intermediate	November 24-25	\$276.50
	Total Cost:	\$553.00
Government Contribution (Grant Reimbursement):		-\$368.67
	<b>Cost to Organization:</b>	<b>\$185.00</b>

### **Cost of Course Materials**

Please take into consideration the cost of the course supplies, before applying for the Canada Alberta Job Grant. All prices are subject to GST.

- MS Access 2013 - \$179.58
- Computer Fundamentals - \$90.23
- MS Excel – Introductory - \$99.58
- MS Excel – Intermediate - \$97.51
- MS Outlook 2013 – \$133.87
- MS Word – Introductory - \$99.56
- MS Word – Intermediate - \$97.34

### **Questions?**

Please contact Bernie Lalor-Morton at [bernie.lalor-morton@fusesocial.ca](mailto:bernie.lalor-morton@fusesocial.ca) or call 780-791-9333 EX. 8202





Course Code	Course Name	Date	Day	Time	Tuition	FuseSocial Price
CECOMP100-01	Computer Fundamentals	Jan 26-28, 2017	Th-Sa	8:00am-4:00pm	\$425	<b>\$297.50</b>
CEEXCEL001-01	MS Excel 2013 - Introductory	Feb 9-10, 2017	Th-F	8:00am-4:00pm	\$395*	<b>\$ 276.50</b>
CEWORD001-01	MS Word 2013 - Introductory	Feb 23-24, 2017	Th-F	8:00am-4:00pm	\$395	<b>\$ 276.50</b>
CEPP100-01	MS PowerPoint 2013	Mar 2-3, 2017	Th-F	8:00am-4:00pm	\$395	<b>\$ 276.50</b>
CEACCES100-01	MS Access 2013	Mar 16-17, 2017	Th-F	8:00am-4:00pm	\$395	<b>\$ 276.50</b>
CEMSPM100-01	MS Project 2013	Mar 30-April 1, 2017	Th-Sa	8:00am-4:00pm	\$725	<b>\$ 507.50</b>
CEAUTOC100-01	AutoCAD 2015	April 6-8, 2017	Th-Sa	8:00am-4:00pm	\$725	<b>\$ 507.50</b>
CEWORD002-01	MS Word 2013 - Intermediate	April 20-21, 2017	Th-F	8:00am-4:00pm	\$395	<b>\$ 276.50</b>
CEEXCEL001-01	MS Excel 2013 - Introductory	May 11-12, 2017	Th-F	8:00am-4:00pm	\$395*	<b>\$ 276.50</b>
CEEXCEL002-01	MS Excel 2013 - Intermediate	June 1-2, 2017	Th-F	8:00am-4:00pm	\$395*	<b>\$ 276.50</b>

*\*All courses are subject to GST, excluding the Microsoft Excel Courses*

