

Arts, Culture & Status of Women (ACSW) Winter 2025 Non-Profit Learning Centre (NPLC) Catalogue

Overview

The Learning and Development team of the Community Development Unit (CDU) offers a variety of professional development resources to support capacity building in the non-profit and voluntary sectors in Alberta. All our resources are accessible through the Non-Profit Learning Centre (NPLC). <https://www.alberta.ca/non-profit-learning-centre>

Recognizing the diverse learning needs of the sector we provide different types of learning resources to support your development, which includes:

- [Live Webinars](#)
- [Recorded Webinars](#)
- [Self-Directed Online Courses](#)
- [Documents, Guides and Learning Resources](#)
- [Learning Events](#)

This catalogue of resources is updated quarterly, the next updated issue will be available in April 2025. There are resources in English and French.



Live Webinars (Winter 2025)

All webinars are FREE to attend, are hosted on Zoom, and require advance registration. Visit [Eventbrite.ca](https://eventbrite.ca) and search for “**Government of Alberta, Community Engagement Branch**” to access our webinars. You can also click on any of the “**Links**” under each listing (webinar, online course, resource, etc.) to be directed to each resource.

Grant Writing 101

Grant Writing 101 is an introductory webinar on the topic of grant writing. It includes guidelines, tips, and resources to get started or improve your grant applications.

Grant Writing 101

Date: Thursday, January 16, 2025

Time: 1:30pm – 3:30pm

[Registration Link](#)

Basic Facilitation Skills

Basic Facilitation Skills is set of 4 webinar sessions for people in volunteer and community positions, seeking to make their board, staff, volunteer, and public engagement sessions more meaningful. Included in the sessions you will learn the role of the facilitator, designing and preparing for facilitated sessions as well as become familiar with several tools and techniques for leading groups in a more of a “facilitative way”.

Basic Facilitation Skills – Part 1

Date: Friday, January 17, 2025

Time: 10:00am – 11:30am

[Registration Link](#)

Basic Facilitation Skills – Part 2

Date: Monday, January 20, 2025

Time: 10:00am – 11:30am

[Registration Link](#)

Basic Facilitation Skills – Part 3

Date: Tuesday, January 21, 2025

Time: 10:00am – 12:00pm

[Registration Link](#)

Basic Facilitation Skills – Part 4

Date: Wednesday, January 22, 2025

Time: 10:00am – 12:00pm

[Registration Link](#)

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The Executive Roles Series

The Executive Roles is a series of webinars that provide an overview of the key roles and responsibilities of the 3 core roles on a board, the Chair, Secretary and Treasurer.

The Role of the Board Chair

Date: Tuesday, January 28, 2025

Time: 1:30pm – 3:30pm

[Registration Link](#)

The Role of the Board Treasurer

Date: Tuesday, February 4, 2025

Time: 1:30pm – 3:30pm

[Registration Link](#)

Board Development Series

The Board Development Program (BDP) is a series of 8 webinars on a variety of topics related to being an effective board member. Each webinar is independent, and you can attend one webinar or the full series to build or enhance your skills. (While these webinars are designed for boards, there are many relevant topics for people who also work in non-profit organizations.)

Understanding your Legal Landscape

Date: Wednesday, January 29, 2025

Time: 1:30pm – 3:00pm

[Registration Link](#)

Roles & Responsibilities

Date: Wednesday, February 5, 2025

Time: 1:30pm – 3:00pm

[Registration Link](#)

Legal Responsibilities & Conflict of Interest

Date: Wednesday, February 12, 2025

Time: 1:30pm – 3:00pm

[Registration Link](#)

Organizational Purpose & Planning

Date: Wednesday, February 19, 2025

Time: 1:30pm – 3:00pm

[Registration Link](#)

Financial Responsibilities

Date: Wednesday, February 26, 2025

Time: 1:30pm – 3:00pm

[Registration Link](#)

Risk Management

Date: Wednesday, March 5, 2025

Time: 1:30pm – 3:00pm

[Registration Link](#)

Committees & Meetings

Date: Wednesday, March 12, 2025

Time: 1:30pm – 3:00pm

[Registration Link](#)

Building a Strong Team & Effective Relationships

Date: Wednesday, March 19, 2025

Time: 1:30pm – 3:00pm

[Registration Link](#)

Strategic Thinking

Strategic Thinking, then Strategic Planning is an introductory webinar to help you prepare and create a strategic plan for your non-profit organization.

Strategic Thinking, then Strategic Planning

Date: Tuesday, March 4, 2025

Time: 1:30pm – 3:30pm

[Registration Link](#)

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Facilitation Tools – Lunch & Learns

These short 45-minute lunch hour sessions are designed to introduce a facilitation method and provide tips and resources to facilitate these activities in-person or online.

“NEW” SWOT Analysis

Date: Thursday, February 27, 2025

Time: 12:00pm – 1:00pm

[Registration Link](#)

“NEW” Asset Mapping

Date: Monday, March 31, 2025

Time: 12:00pm – 1:00pm

[Registration Link](#)

We hope to see you at one of our webinars!



Recorded Webinars

Our webinars are also recorded and hosted on YouTube so that you can review any of our webinar content on your own time. We have organized all our recordings into playlists by topic. You can view our complete collection of recorded webinars at <https://www.youtube.com/@AlbertaCDU>.

Recorded Webinar Series

- [Board Development Program Series](#) (15 videos)
- [Crowdfunding Alberta Series](#) (7 videos)
- [Cybersecurity for Non-Techie Board Members Series](#) (3 videos)
- [Grant Writing 101 Series](#) (4 videos)
- [Non-Profit Bistro Series](#) (9 videos)
- [Pivot Online Series](#) (3 videos)
- [Programme de développement du conseil d'administration](#) (15 videos)

- [Rédaction de demandes de subvention 101 Série de Vidéos](#) (4)
- [The Role...of Series](#) (3 videos)

Board Development Series (15 Videos)

The Board Development Program (BDP) is a series of 15 recorded sessions on different topics related to of being an effective board member. These videos are recordings of our live webinars. Many of the webinars are broken into 2 parts for a shorter review time.

Understanding Your Legal Landscape

Length: ~31 minutes

[Link to View](#)

Board Roles and Responsibilities – Part 1

Length: ~14 minutes

[Link to View](#)

Board Roles & Responsibilities – Part 2

Length: ~25 minutes

[Link to View](#)

Legal Responsibilities & Conflict of Interest – Part 1

Length: ~19 minutes

[Link to View](#)

Legal Responsibilities & Conflict of Interest – Part 2

Length: ~24 minutes

[Link to View](#)

Organizational Purpose & Planning – Part 1

Length: ~15 minutes

[Link to View](#)

Organizational Purpose & Planning – Part 2

Length: ~21 minutes

[Link to View](#)

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Financial Responsibilities

Length: ~ 19 minutes

[Link to View](#)

Financial Management

Length: ~28 minutes

[Link to View](#)

Types of Risk

Length: ~27 minutes

[Link to View](#)

Risk Management

Length: ~18 minutes

[Link to View](#)

Committees

Length: ~ 22 minutes

[Link to View](#)

Meetings

Length: ~17 minutes

[Link to View](#)

Building Strong Teams

Length: ~24 minutes

[Link to View](#)

Building Effective Relationships

Length: ~20 minutes

[Link to View](#)

Crowdfunding Alberta Series

Crowdfunding Alberta is a series of 7 videos design to provide you with information on how to set-up and run a crowdfunding campaign on the Crowdfunding Alberta platform. For more information visit <https://crowdfunding.alberta.ca/>.

A New Way of Fundraising for Non-Profits in Alberta

Length: 1 hour 22 minutes

[Link to View](#)

Building a Crowd

Length: 59 minutes

[Link to View](#)

Peer-to-Peer Campaigns, The Recipe for Success

Length: 59 minutes

[Link to View](#)

Online Marketing for Non-Profit Sustainability

Length: ~ 52 minutes

[Link to View](#)

An Update on Trends in Fundraising 2022

Length: ~59 minutes

[Link to View](#)

Fundraising During Economic Headwinds

Length: ~ 1 hour 2 minutes

[Link to View](#)

Connect with Donors This Giving Season

Length: ~49 minutes

[Link to View](#)

Cyber Security for Non-Techie Board Members (3 Videos)

Cyber Security for Non-Techie Board Members is a series of 3 videos. This was a live webinar that has been split into 3 sections. The videos explain the foundation of cyber security and basic steps your organization can take to be secure.

Cybersecurity for Non-techie Board Members – Part 1

Length: ~14 minutes

[Link to View](#)

Cybersecurity for Non-techie Board Members – Part 2

Length: ~24 minutes

[Link to View](#)

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Cybersecurity for Non-techie Board Members – Part 3

Length: ~32 minutes

[Link to View](#)

Grant Writing 101 Series (4 Videos)

Grant Writing 101 is a series of 4 videos. They are a previously recorded live webinar split into 4 videos. These videos provide guidelines, tips, and resources to get started or improve your grant applications. This series is available in both English and French.

Grant Writing 101 – Part 1

Length: ~22 minutes

[Link to View](#)

Grant Writing 101 – Part 2

Length: ~21 minutes

[Link to View](#)

Grant Writing 101 – Part 3

Length: ~20 minutes

[Link to View](#)

Grant Writing 101 – Part 4

Length: ~19 minutes

[Link to View](#)

La série vidéo du Board Development Program en français (15 videos)

Comprendre votre paysage juridique

Durée: ~34 minutes

[Lien](#)

Rôles et responsabilités d'un conseil d'administration – première partie

Durée: ~17 minutes

[Lien](#)

Rôles et responsabilités d'un conseil d'administration – deuxième partie

Durée: ~35 minutes

[Lien](#)

Obligations légales et conflits d'intérêts – première partie

Durée: ~21 minutes

[Lien](#)

Obligations légales et conflits d'intérêts – deuxième partie

Durée: ~26 minutes

[Lien](#)

La raison d'être et la planification organisationnelle - première partie

Durée: ~19 minutes

[Lien](#)

La raison d'être et la planification organisationnelle – deuxième partie

Durée: ~23 minutes

[Lien](#)

Les responsabilités financières

Durée: ~23 minutes

[Lien](#)

La gestion financière

Durée: ~36 minutes

[Lien](#)

Les types de risques

Durée: ~31 minutes

[Lien](#)

Les comités

Durée: ~28 minutes

[Lien](#)

Réunions

Durée: ~25 minutes

[Lien](#)

Bâtir une équipe solide

Durée: ~32 minutes

[Lien](#)

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Établir des relations efficaces

Durée: ~23 minutes

[Lien](#)

Non-Profit Bistro Series (9 Videos)

The Non-Profit Bistro Series is a collection of 9 videos on a variety of topics related to the non-profit sector including facilitation, foundational statements, IT, relationships, consensus building, and restructuring designed to bridge theory into practice.

Basic Facilitation Tools

Length: ~48 minutes

[Link To View](#)

Create Your Own Vision Statement!

Length: ~52 minutes

[Link to View](#)

Responding to Ransomware Attacks

Length: ~55 minutes

[Link to View](#)

Create Your Own Mission Statement!

Length: ~53 minutes

[Link to View](#)

Create Your Own Value Statements!

Length: ~53 minutes

[Link to View](#)

Dynamic Board-Staff Relationship: Staff Perspective

Length: ~1 hour 41 minutes

[Link to View](#)

Building Consensus Online – Lessons Learned 1

Length: ~1 hour 53 minutes

[Link to View](#)

Building Consensus Online – Lessons Learned 2

Length: ~1 hour 53 minutes

[Link to View](#)

Restructuring a Non-Profit Board/Organization: A Panel Discussion

Length: ~1 hour 44 minutes

[Link to View](#)

Pivot Online Series (3 Videos)

The Pivot Online Series is a collection of 3 videos on how to support your organization into transitioning into online work.

Success in a Digital World – Social Media

Length: ~1 hour 14 minutes

[Link to View](#)

Virtual Organizations – Remote Operations

Length: ~1 hour 15 minutes

[Link to View](#)

Virtual Organizations – Moving Programs & Services Online

Length: ~1 hour 23 minutes

[Link to View](#)

Rédaction de demandes de subvention 101 Série de Vidéos (4)

Rédaction de demandes de subvention 101 – Partie 1

Durée: ~25 minutes

[Lien](#)

Rédaction de demandes de subvention 101 – Partie 2

Durée: ~24 minutes

[Lien](#)

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Rédaction de demandes de subvention 101 – Partie 3

Durée: ~21 minutes

[Lien](#)

Rédaction de demandes de subvention 101 – Partie 4

Durée: ~21 minutes

[Lien](#)

The Role of... Series (3 Videos)

The Role of Series is a collection videos on the responsibilities of key roles on a board. This is a recorded live webinar split into multiple shorter videos.

“New” The Role of the Board Chair – Part 1

Length: ~23 minutes

[Link to View](#)

“New” The Role of the Board Chair – Part 2

Length: ~37 minutes

[Link to View](#)

The Role of the Board Treasurer – Part 1

Length: ~32 minutes

[Link to View](#)

The Role of the Board Treasurer – Part 2

Length: ~21 minutes

[Link to View](#)

The Role of the Board Treasurer – Part 3

Length: ~28 minutes

[Link to View](#)

Coming Soon

- *The Role of the Board Secretary*



Self-Directed Online Courses

All our online courses are free to access and require you to create an account and password on our online learning platform called Coassemble. To review our full list of online courses, visit <https://www.alberta.ca/lookup/non-profit-online-courses.aspx>.

Board Development Program Series

The Board Development Program is adapted content from our webinar series and provides additional tools and resources on the topics of board development. When completed there will be 40 courses in this series.

A Collaborative Approach to the Board-ED Relationship

Length: ~20 minutes

[Link to Course](#)

Agendas for Meetings (What, why, and how)

Length: ~20 minutes

[Link to Course](#)

Board Committees in Non-profit Organizations

Length: ~20 minutes

[Link to Course](#)

Board Meeting Minutes

Length: ~20 minutes

[Link to Course](#)

Board Roles & Responsibilities

Length: ~20 minutes

[Link to Course](#)

Budget

Length: ~20 minutes

[Link to Course](#)

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Budget Variance

Length: ~25 minutes

[Link to Course](#)

Building a Strong Team Part 1: Characteristics of a Strong Team

Length: ~20 minutes

[Link to Course](#)

Building a Strong Team Part 2: Supporting Structures for Teams

Length: ~20 minutes

[Link to Course](#)

Building a Strong Team Part 3: Principles for Working Together

Length: ~20 minutes

[Link to Course](#)

Fiduciary Duty

Length: ~20 minutes

[Link to Course](#)

Financial Committees and Audit

Length: ~20 minutes

[Link to Course](#)

Financial Management

Length: ~20 minutes

[Link to Course](#)

Financial Responsibilities of the Board

Length: ~20 minutes

[Link to Course](#)

“NEW” Financial Strategy and a Plan for Generating Income

Length: ~20 minutes

[Link to Course](#)

Follow-up and Evaluation of Meetings

Length: ~20 minutes

[Link to Course](#)

“New” Identifying and Assessing Risks

Length: ~ 20 minutes

[Link to Course](#)

In-Camera Sessions

Length: ~15 minutes

[Link to Course](#)

Ingredients of Effective Meetings

Length: ~20 minutes

[Link to Course](#)

Internal Financial Controls

Length: ~20 minutes

[Link to Course](#)

Ladder of Authority

Length: ~15 minutes

[Link to Course](#)

Liability of Non-profit Board Members

Length: ~20 minutes

[Link to Course](#)

Logistical Considerations for Meetings

Length: ~ 30 minutes

[Link to Course](#)

Managing Conflict of Interest

Length: ~20 minutes

[Link to Course](#)

“New” Qualities and Skills of a Good Board Member

Length: ~20 minutes

[Link to Course](#)

Risk Management – Managing Risks

Length: ~20 minutes

[Link to Course](#)

Sources of Duties & Responsibilities

Length: ~20 minutes

[Link to Course](#)

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Strategic Planning

Length: ~20 minutes

[Link to Course](#)

Types of Non-profit Organization and Incorporation

Length: ~20 minutes

[Link to Course](#)

Types of Risk

Length: ~20 minutes

[Link to Course](#)

Vision, Mission & Values

Length: ~ 20 minutes

[Link to Course](#)

What is Conflict of Interest?

Length: ~20 minutes

[Link to Course](#)

What is Risk Management?

Length: ~20 minutes

[Link to Course](#)

Why Meetings are Needed – Purpose

Length: ~10 minutes

[Link to Course](#)

(New courses are published regularly, check back for new courses.)

Coming Soon

- *Building a Strong Team – Part 4: Dealing with a Dysfunctional Team*
- *Financial Statements*
- *Incorporation vs. CRA Registration*
- *Insurance*
- *Making Decisions Together as a Board*
- *9 Principles of Good Governance*

Succession Planning

“New” Succession Planning in a Non-profit Organization – What, Why & How

Length: ~10 minutes

[Link to Course](#)

“New” Three Approaches to Succession Planning in a Non-Profit Organization

Length: ~20 minutes

[Link to Course](#)



Documents,
Guides and
Learning
Resources

We have a collection of learning resources on a variety of topics. Many of our resources are available in both English and in French. To access our full list of our learning resources, visit <https://www.alberta.ca/lookup/non-profit-documents-and-guides.aspx>

English Resources

Advocacy

[Link to Resource](#)

Board Building: Recruiting and Developing

[Link to Resource](#)

Budgeting for Non-profit Boards

[Link to Resource](#)

Building Better Boards

[Link to Resource](#)

Building Board Diversity

[Link to Resource](#)

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**Building Corporate Relationships: A Toolkit
for Non-profits**

[Link to Resource](#)

Committees

[Link to Resource](#)

Developing Policy

[Link to Resource](#)

Drafting and Revising Bylaws

[Link to Resource](#)

**Effective Organizations Call for Effective
Chairs**

[Link to Resource](#)

**Evaluating your Executive Director's
Performance**

[Link to Resource](#)

**Financial Responsibilities of Non-profit
Boards**

[Link to Resource](#)

**Hiring and Performance Appraisal of the
Executive Director**

[Link to Resource](#)

**Hiring the Right Executive Director for Your
Organization**

[Link to Resource](#)

**Maximize your Time and Efforts –
Collaborate!**

[Link to Resource](#)

Meetings that Work

[Link to Resource](#)

**Roles and Responsibilities of Non-profit
Boards**

[Link to Resource](#)

So, You Want to be a Board Member

[Link to Resource](#)

Strategic Planning and Governance

[Link to Resource](#)

Sustaining Healthy Boards

[Link to Resource](#)

The Board's Role in Fund Development

[Link to Resource](#)

Understanding Financial Statements

[Link to Resource](#)

Where, oh Where, did our Membership go?

[Link to Resource](#)

Writing a Grant Proposal

[Link to Resource](#)

Bulletins d'Information en Français

Action sociale

[Lien](#)

Comités

[Lien](#)

Comprendre les états financiers

[Lien](#)

**Des conseils efficaces pour des organismes
efficaces**

[Lien](#)

Des réunions qui fonctionnent

[Lien](#)

Élaboration de politiques

[Lien](#)

**Embauche du directeur général idéal pour
votre organisme : tous n'entrent pas dans le
même moule**

[Lien](#)

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**Établissement de budget pour les
organismes sans but lucratif**

[Lien](#)

**Évaluation du rendement de votre directeur
général**

[Lien](#)

**Favoriser la diversité au sein des conseils
d'administration**

[Lien](#)

La rédaction d'une demande de financement

[Lien](#)

**Mettre en place de meilleurs conseils
d'administration**

[Lien](#)

Où sont passés les membres?

[Lien](#)

Planification stratégique et gérance

[Lien](#)

**Responsabilités financières du conseil
d'administration d'un organisme sans but
lucratif**

[Lien](#)

**Rôle du conseil dans le domaine du
développement de fond**

[Lien](#)

**Rôles et responsabilités du conseil
d'administration d'un organisme sans but
lucratif**

[Lien](#)

Un conseil sain

[Lien](#)

**Utiliser au maximum son temps et ses efforts
– Collaborer!**

[Lien](#)

Vous voulez être member d'un conseil

[Lien](#)

Toolkits

**Pivot Online: A Toolkit for Artists and Non-
profit Organizations**

[Link to English Resource](#)

**Transition numérique: une boîte à outils pour
les artistes et les organismes sans but
lucratif**

[Lien](#)

Workbooks

**Financial Responsibilities of Non-profit
Boards – Workbook (English Only)**

[Link to English Resource](#)

Please visit our learning centre for updates!

Learning Events

2025 Conferences

Board Leadership Calgary

1-day conference for board members and staff in the non-profit sector to build and expand their skills. In 2024 there were over 30 workshops and 250 attendees.

Next Conference – Saturday, May 24, 2025

[Board Leadership Calgary.](#)

Board Leadership Lethbridge

2-day conference for board members and staff in the non-profit sector to build and expand their skills.

Next Conference – Fall 2025

[Board Leadership Lethbridge.](#)