

Insurance & Liability RESOURCE CENTRE for Nonprofits

riskmanagement.imaginecanada.ca

OUR 5 WORKSHOPS

In our first 18 months of delivery, we have held 75 workshops in 35 Ontario towns and cities, training over 2,200 nonprofit leaders (staff, board members, and volunteers). We believe in managing risk with confidence; that most risk is necessary, but it can be approached smartly. We see risk management as organized common sense. Our workshops are practical, and we hear consistently...surprisingly fun!

1) Introduction to Risk Management for Nonprofits and Charities – “How to Motivate Your Leaders and Get Started” (HALF-DAY WORKSHOP)

This is a general workshop for all charities and nonprofits, regardless of mission. Each participant receives a resource package. This very popular workshop includes the following topics:

- Risk Is Normal – Losing Sleep is Not
- How to Motivate Your Board, Staff & Volunteers to Manage Risk
- Key Legal Concepts
- Boundary Form: A Powerful Tool
- Free Experts: Using Your People
- Creating a Culture of Candour
- 3 Risks Often Neglected
- 4 things I'd need before joining your board
- Creating a 90-Day Task Force
- How to Find & Map Your Key Risks
- 4 Filters to Put Each Risk Through

2) Risk Management for Nonprofits & Charities – “Protecting Your People: Key Risks & What to Do About Them” (1 or 2 DAY WORKSHOP)

This is also a general workshop for all charities and nonprofits, regardless of mission. This day begins with what is trained in the half-day (noted above). The second half of the day looks into handling specific key risks that nonprofits face. The resource binder (over 300 pages) has been extremely popular, and we are regularly updating this. This resource binder covers the topics listed in workshop #1 and the following:

- Managing the Board Effectively
- How to Minimize Leadership Liability
- Managing Volunteer Staff
- Managing Paid Staff
- Screening
- Transportation Risk
- Special Event Risk (incl. Alcohol)
- Partnering & Contracting
- Fundraising
- Insurance: What You Need to Know
- Crisis Management
- Online Help and Other Resources

3) Taking Control of Your Insurance, Partnering & Contracting; Creating Strong Participant Waivers/Agreements (HALF-DAY WORKSHOP)

This is a general workshop for all charities and nonprofits, regardless of mission. Each participant receives a resource package. Although the material sounds dry, we are passionate about these topics and want to help you in these critical areas:

- How to Take Charge of Your Insurance: Ensuring you have strong coverage at a competitive price
- The 6 questions you need to ask your insurance broker/agent each year
- Partnering & Contracting to Reduce Risk
- How to write a participant waiver vs. participant agreement
- Other tools to help transfer risk

4) Risk Management for Child- or Youth-Serving Nonprofits – Managing Risk with Confidence (1 or 2 DAY WORKSHOP)

This is a workshop created for nonprofits or charities which work with children in some capacity. A comprehensive resource binder (over 300 pages), provided to all participants, covers the topics listed in workshop #1 and the following (subject to change and updates):

- Screening
- Managing Volunteers
- Managing Employees
- Risk Management by Age
- Transportation Risks
- Preventing Child Maltreatment
- Child Protection Policies
- Health-Related Risks
- Violence & Bullying
- Scouts, BBBS & other best practices
- Understanding Police Checks
- Writing Strong Waivers
- Insurance: What You Need to Know
- Crisis Management

5) Risk Management for Sports Nonprofits (1 or 2 DAY WORKSHOP)

We created and delivered this material to Ontario's Ministry of Health Promotion (which oversees the provincial sport organizations) over 2 days in December 2008. A comprehensive (over 300 pages) resource binder is provided to all participants with the following topics (subject to change and updates):

- Sports & Recreation Organizations
- Legal Concepts in Sport
- Motivate your People to Manage Risk
- Managing the Board Effectively
- Reducing Board Liability
- Volunteer Management
- Young Volunteers
- Screening & Supervision
- Transportation
- Billeting
- Operations
- Venues, Field Trips & Equipment
- Handling Inappropriate Behaviour
- Dispute Resolution
- Crisis Management

HOW TO BOOK A WORKSHOP!

We are now booking hosts for fall/winter 2009 and spring 2010. Would you like to host a workshop in your town/city? Please email David Hartley, Manager of the Centre, for details at dhartley@imaginecanada.ca.

