

# Certificate in Advanced Non-Profit Board Excellence



Welcome to

# Advanced Non-Profit Board Excellence

Earn 18 PD Hours

Non-profit boards of directors are indispensable in guiding organizations to success, delivering on their missions, and achieving positive outcomes for communities. The skills and expertise of a board's directors are crucial to its collective impact. This certificate program aims to train non-profit directors in a comprehensive and efficient way to ensure improved processes, enhanced community impact and increased trust and commitment from funders.

The program experience will include live instructor-led classes, reading materials and journaling opportunities to reflect on your personal experience with board roles and responsibilities.

**This course is delivered in collaboration with Capacity Canada.**

**Delivery Methods:**

Virtual Instructor Led Learning

# Key Takeaways

## During this course, participants will cover:

- The Board and Fundraising.
- Generating Thinking as the Board's Culture.
- Preparing for a Strategic Planning Process.
- Thinking about Social Enterprise.
- Safety at the Board Table.
- Scanning the Future External Environment.
- The Board as a Critical Source of Leadership.
- Initiating Whole System Thinking.
- The Landscape of Non-Profits.
- Impact Investing.

## Who Will Benefit

This program is designed for CPAs and finance professionals who are aspiring or existing members of Not-for-Profit Boards.

## Earn a Digital Badge



Our new collection of digital badges can be earned through the completion of any of our certificate programs offered in our professional development catalogue. Collect these digital badges to add to your website, social profiles, email signature and more. These badges are an easy way to visually communicate your skills and accomplishments to your peers and network. Digital badges will be awarded based on course completion requirements.

# Certificate Outline

Please note session topic distribution may change depending on course delivery method.

## Day 1

### Unit 1

#### An Overview of Critical Board Processes

1. Board Orientation as a Critical Equalizer
2. A Healthy Role for the Governing Board in Fundraising
3. Policy Development: A Critical Board Function
4. Board Dialogue: Thinking Together to Get to Generative Leadership
5. CEO Evaluation
6. CEO Search

## Day 2

### Unit 2

#### An Overview of a Modern Strategic Management Process

1. Preparing for Strategic Planning
2. How the Organization's Stage of Development Impacts Strategic Planning
3. How do your Assumptions about the Current and Future States Impact the Plan Formulation?
4. Environmental Scanning: Why Focus on Emerging Future Trends?
5. Creating a Solid Plan for Action (Strategic Direction vs Tactical Moves)
6. Executing the Plan
7. Measuring What Matters

## Day 3

### Unit 3

#### The Bigger Picture-Creating a Collaborative System

1. The Board as a Critical Source of Leadership
2. The Bigger Picture: Who Else is In Your Organization's System?
3. Readiness for Entering into Strategic Alliances
4. Initiating Whole System Thinking

Day 4

#### Unit 4

### The Skills and Process of an Effective Board Chair

1. Preparing for Your First Meeting as Board Chair
2. Building Your Meeting Agenda
3. Beyond Presiding...Facilitating the Process is Key
4. Creating Momentum as a Governing Board

Day 5

#### Unit 5

### Creating a Safe Environment in Board Dialogue

1. What is Inclusion?
2. How Implicit Bias Impacts Our Interpersonal Communication
3. Creating Emotional, Social, Moral and Vocational Safety at the Board Table
4. Creating the Culture Appropriate to Achieve Inclusive Governance

Day 6

#### Unit 6

### The Future of Non-Profits in Canada

1. 21st Trends in the Sector
2. Considering Social Enterprise as a Strategic Initiative
3. Impact Investing Opportunity

## Attendance Requirements

To earn your CPD hours and Digital Badge you must attend **4 of 6 live sessions**. We understand that sometimes unplanned absences happen. Please reach out to our [Operations Team](#) if you're unable to attend a session as scheduled.



## ABOUT YOUR INSTRUCTOR

# Susan Radwan

**Susan Radwan**, Lead Creator and Author of Modern Board, is an expert in Non-Profit Governance. Her background includes significant experience not only in the non-profit sector but also in insurance, risk management, and education. Radwan holds a B.A. in Communication Arts, and a M.E.d. in Individualized Instruction, which she has attributed to her success in governance education. Radwan has over two decades of experience, running Leading Edge Mentoring, a non-profit leadership and governance consulting firm, since 1996. She is a Certified Association Executive (CAE) and Associate in Risk Management. In addition, Susan's long list of accomplishments include holding certifications in Spiral Dynamics and Gold Mastery Certifications in Strategic Management and Systems, and Strategic Thinking. Capacity Canada is beyond pleased to work with Susan in the creation of Modern Board.

## Testimonial

This program was outstanding. Having a facilitator who is an experienced subject matter expert and excellent facilitator took it from an academic exercise to a truly deep learning experience. Susan Radwan is a wise and credible presenter who takes the time to know her students and relate principles to their circumstances. I recommend this for anyone who is planning to join a board, existing board members and even experienced chairs.

The format of having six 3-hour modules is perfect. The content is deep and in a virtual setting my experience as a facilitator is that 3 hours is the maximum amount of time for good learning, reflection and application. Bravo.

**Brenda**  
CPA

## Have Questions? Speak to an Advisor.

To speak to one of our advisors, please fill out this [form](#).

## Need Approval to Attend?

If you need approval to attend the session, please fill out the [Employer Request Letter](#).