

# Leadership Training Opportunities for Rural Women in Saskatchewan

February 2009

## Agricultural Council of Saskatchewan - Board Basics

Offered through Agricultural Council of Saskatchewan Inc. (formerly Saskatchewan Council for Community Development) <http://www.sccd.sk.ca/leadership/>

The Board Basics workshops are designed for non-profit, community and small business organizations to give them the foundation to establish a board, how to conduct good board governance, and what the responsibilities and liabilities of board members are.

## Agricultural Council of Saskatchewan - Excellence in Leadership - Developing a Community of Leaders Online

Offered through Agricultural Council of Saskatchewan Inc. (formerly Saskatchewan Council for Community Development) <http://www.sccd.sk.ca/leadership/>

This is a training course on the Internet. It is an interactive leadership development program for anyone who wants to develop leadership skills. "Leadership is not about learning theory. It is about finding out how you are going to bring yourself into your work, your life and your community to make a contribution. Through this program you will have the opportunity to participate in a virtual community dialogue on leadership issues of interest to you, which you can apply to the module you are currently working on. ...Each of us has special talent, expertise and enthusiasm that makes us leaders in our fields. Every one of us has the capacity to lead. We just need the tools. Excellence in Leadership provides you with those tools. " Participants can take all of the modules or take the ones of primary interest to them. Excellence in Leadership examines eleven different subject areas related to community leadership:

- **Embracing Diversity:** Every community is a collection of diverse individuals. In this module you will explore the diversity within your own community. You will evaluate your own biases and preconceived ideas and you will be challenged to address the barriers that exist within your community that serve to shut out some members of the community. Community leaders must value differences rather than classify them as a nuisance or a problem.
- **Creating Healthy Communities:** A healthy community will function to the best of its ability within the environment. Health is a dynamic process of physical, mental, emotional, social and spiritual well-being. This module will provide you with information about the various determinants of health, which will help you understand the health of individuals in your community and the health of the community as a whole.

- **Visioning:** A vision is a destination always striven for but never fully achieved, a place always on the horizon, but never quite reached. This module will help you create, build, manage and support a community vision.
- **Communication:** Good communication is the foundation on which all other leadership skills are built. This module is designed to help you understand the basic components of communication; develop and expand your communication skills; understand how attempts to communicate may break down at any stage of the communication process; unscramble and defuse those situations where communication is not taking place effectively and will provide you with helpful resources for handling specific communication challenges.
- **Managing Conflict:** Conflict is completely natural and is not something to be avoided. It is one of the basic dynamics of human relationships. This module will help you become skilled in managing conflict so it becomes a positive rather than a destructive force in your community.
- **Decision Making:** Understanding the process of making decisions and learning how to make effective decisions is an important leadership tool. This module will help you sort through the complexity of decision-making. It will help you identify the nature or type of issue you are facing, the appropriate decision-making techniques and tools for the situation and the people who need to be involved in making the decision.
- **Gaining Consensus:** Consensus, for the purpose of this program, is a decision-making technique designed to develop common understanding and commitment to a particular course of action or statement of belief. This module is designed to help you decide whether or not consensus is appropriate for the decision you and your community are facing. It will also provide you with a process to follow to achieve consensus and will highlight the skills that will help you during the process of achieving consensus.
- **Involving Others:** The increasing number and complexity of tasks facing rural communities places a strain on traditional leadership structures. Hierarchical models of organization, allowing for a limited number of decision-makers and organizers, fail to take advantage of the full strength and diversity of the community. The solution to this problem is to invite more community members to play an active role in the life of their community. Inviting people in is both a skill and an art. This module will help you develop this skill.
- **Building Strategic Alliances:** Working together provides an opportunity for groups to pool their resources and talents in order to achieve mutually beneficial goals. As a community leader, you will be involved in strategic alliances ranging from small to large. In this module, we will discuss the key components to building a successful strategic alliance. We will identify when alliances are valid and what factors need to be in place in order to make them sustainable.

- **Organizing Effectively:** Getting a group of community members organized to accomplish a task is different than organizing ourselves. What works for us may not work for other members of the team. Organizing effectively in a community draws on the traditional management tasks of planning, organizing and controlling. This module outlines the basic activities that need to take place to effectively organize a community project, and provides some hints and suggestions on how to do it well.
- **Obtaining Financial Support:** One of the biggest challenges community leaders have to overcome when they are working on projects designed to enhance their community is having the financial resources to make things happen. This module is designed to help you, as a community leader, learn about accessing external financial resources through effective proposal writing. Effective proposals are an important tool you will use to influence decision-makers as you access financial support for your community endeavours.

Materials are written specifically for rural residents. Include practical exercises to practice skills in day-to-day activities. Some case studies are included. There are opportunities to discuss with others in a chat room and to contact instructors. Cost is \$500 for all eleven modules or \$50 for each module.

## **Agricultural Council of Saskatchewan - Leadership Saskatchewan**

Offered through Agricultural Council of Saskatchewan Inc. (formerly Saskatchewan Council for Community Development) <http://www.sccd.sk.ca/leadership/>

Leadership Saskatchewan examines eleven different areas related to community leadership. The program starts with a two-day leadership retreat, followed by seven sessions of training in the participants' community. As well, participants are expected to apply their knowledge and skills to a community project. The Retreat is an opportunity for participants to:

- Examine their ideas about leadership.
- Explore the forms that leadership can take.
- Gain an understanding of their individual leadership style
- Develop an understanding of how the diversity of leaders within a community can be used to the community's benefit.

The sessions cover the following topic areas:

- Communication
- Consensus Building
- Decision Making
- Conflict Resolution
- Involving Others
- Strategic Alliances
- Creating Healthy Communities
- Visioning
- Diversity
- Managing Effectively
- Obtaining Financial Support

The tuition fee is \$525.00; which covers all program and material costs, (includes all meals throughout the retreat and course), a Leadership Saskatchewan Alumni membership (renewed annually) and a 10% discount on all further SCCD training programs. Accommodation at the Retreat is not included however participants receive a discounted rate at the hosting hotel.

It is preferred that a regional community, which includes participants from the surrounding towns in the region, has 25 participants for the community-delivered program.

## **BC RURAL Women's Network - Online Safety Toolkit**

<http://www.onlinesafetytoolkit.com/>

“The Online Safety Toolkit: Staying Safe and Informed when Going Online, is meant to assist rural women, and Internet users generally, to be smart, be safe, but not be left behind. The Internet can be an amazing tool to network with other women, to learn about resources available to us through out the world, to share our knowledge with others. These pages attempt to begin the process of acquiring knowledge to be safe in the online community.”

## **Business and Professional Women's Organization – Career Skills Achievement Program**

<http://www.reginabpw.org/workshops.html>

Career Skills Achievement is a series of six workshops that address issues that limit women in their career, business and volunteer lives. This program, developed by Canadian Federation of Business and Professional Women, is available to BPW members and guests.

(Note that BPW membership is open to rural and urban women, and the workshops are designed to be readily delivered by BPW members.)

## **Making Mentoring Work for You**

(Learning and Teaching on the Road to Success)

In this module you will learn:

- what is mentoring
- who is a mentor
- what are the different types of mentors
- how to take control of your mentoring program
- when you should have multiple mentors
- how to identify your mentoring goals
- how to select a strategy to achieve your mentoring goals
- what mentoring is to you
- how to identify your mentors
- the challenges of both male and female mentors
- the benefits of being a mentor
- how to prepare yourself to be mentored

## **Creating a Level Playing Field at Work**

(How Employees, Managers and Organizations Can Prevent and Deal with Sexual Harassment)

In this module you will learn:

- the effects of sexual harassment on victims of sexual harassment, on organizations and on other employees within that organization
- the definition of sexual harassment
- how to identify sexual harassment when you see or experience it
- what you can do if sexually harassed
- how to prevent sexual harassment in your organization
- the important elements in a harassment policy

## **First Impressions and Lasting Success**

(Business Etiquette for the 21st Century)

In this module you will learn:

- to recognize the importance of business etiquette for career success
- how to meet and introduce people in business/social functions
- how to be comfortable as a host or guest at a business meal
- how to recognize and deal with gender stereotyping and sexism in business/social situations
- how to apply the principles of courtesy to the use of modern telecommunications, specifically email, voicemail and cellphones.

## **Making Time for What Matters Most** (Time Management for Business Women)

In this module you will learn:

- how to reduce stress and achieve more balance in your life
- how to eliminate time wasters every day
- the tools and techniques to be more efficient
- how to allocate your time more appropriately to reach your goals
- how to respond to your important and urgent issues, instead of the urgent, important issues of others

## **Straight to the Point !!** (Getting Your Message Across in 30 seconds or Less)

In this module you will learn:

- why it is important to get straight to the point
- how to recognize when it is appropriate or necessary to get straight to the point
- how to confidently introduce yourself in a business meeting
- how to determine the most important single point for the audience to understand
- how to identify the audience, context and situation
- how to choose effective supporting arguments to promote your main point
- how to formulate an effective or persuasive message, both verbally and in writing
- how to package your main point and make it relative to the audience
- how to construct a sound message with a hook, body and closing

## **We Have Got to Start Meeting Like This !!** (Meetings: Leading and Participating)

In this module you will learn:

- how to set a goal or purpose for a meeting and explain why it is necessary to do so
- how to explain why an agenda is always necessary
- how and when to distribute an agenda
- how to use a checklist to develop a meeting agenda
- the key roles that must be filled to ensure a successful collaborative meeting
- how to outline the responsibilities of all participants in a collaborative meeting
- the common barriers to successful meetings and strategies to overcome them

## **Centre of Agribusiness Training and Education**

<http://www.agtraining.ca/who>

CATE connects those seeking training in agriculture and agribusiness to available training programs. CATE consists of a website and a toll-free CATE Line for those who may not have access to the Internet or need assistance in finding specific training information.

## **Centres of Excellence for Women's Health - Rural, Remote and Northern Women's Health: Policy and Research Directions: Community Kit**

<http://www.pwhce.ca/rrKit.htm>

This kit was developed from a national project that included consultations with women who live in many different rural or remote places throughout Canada. The final report, Rural, Remote and Northern Women's Health: Policy and Research Directions, was released in June 2004. The kit provides women the information they need to make helpful changes in their communities to improve the health of rural, remote and northern women across Canada. This kit supports women to find ways to express their concerns to the right people and provides links to resources and people, to ensure women have a say in how health programs, plans and policies are developed.

## **Federation of Canadian Municipalities - Committee for Increasing Women's Participation in Municipal Government**

<http://www.fcm.ca/english/policy/wmission.html>

The Committee for Increasing Women's Participation in Municipal Government promotes and supports the participation of women in government. Goals are:

- To analyze the obstacles to women's participation
- To take specific action to reduce these obstacles
- To encourage women to participate

Objectives:

- encourage a positive working relationship between all people working in a political environment
- provide a network for participation and membership for women elected to office in municipalities across Canada
- mentor newly elected officials & mentor those facing difficult issues
- exchange information, ideas and learning at an annual forum at the FCM Annual Conference
- encourage women to consider involvement in municipal government through an annual scholarship award

<http://www.fcm.ca/English/View.asp?mp=580&x=667> Retrieved February 6, 2009

Standing Committee on Increasing Women's Participation in Municipal Government

Chair: Pam McConnell, Councillor, City of Toronto, ON

Vice-Chairs: Suzanne Anton, Councillor, City of Vancouver, BC

Pauline Quinlan, Mairesse, Ville de Bromont, QC

Saskatchewan Members: Bev Dubois, Councillor, City of Saskatoon, SK

Sandy Larson, Mayor, City of Swift Current, SK

Tiffany Paulsen, Councillor, City of Saskatoon, SK

# Federation of Canadian Municipalities - Increasing Women's Participation in Municipal Decision-making Processes: Strategies for More Inclusive Canadian Communities: A Resource Kit

The FCM developed this resource kit available at <http://www.fcm.ca/english/policy/women.html>

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## Leadership

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# Saskatchewan Association of Rural Municipalities - Municipal Leaders' Development Program

<http://www.sarm.ca/events/module1>

The Saskatchewan Association of Rural Municipalities offers training for elected municipal leaders.

- Module 1 Municipal Leaders' Roles and Responsibilities
- Module 2 - Planning for Success: An Introduction to Strategic Planning and Financial Planning for Municipalities
- Module 3 - Municipal Economic Development Fundamentals
- Module 4 - Human Resources in the Municipal Workplace
- Module 5 - Public Relations and Communications for Municipalities

MLDP Module 1: The Municipal Leaders' Roles and Responsibilities seminar is held by SARM in November (after municipal elections) in Regina and Saskatoon. This seminar provides essential, current information to assist councilors in council procedures as well as their role as

policy decision-makers, employers and community leaders. The agenda changes each year, reflecting current issues in rural Saskatchewan. Each seminar includes a mock "council meeting," performed by various municipal leaders and Government Relations staff, an address by SARM's President and Executive Director, and an address by a RMAA Board Member.

## **Saskatchewan Ministry of Municipal Affairs**

The Saskatchewan Ministry of Municipal Affairs has guides and manuals available for download in word or PDF formats on the SMMA website, including council meeting guides, election guides, and voluntary municipal restructuring guides.

This includes the publication "Council Member's Handbook for Municipalities" to assist local government elected officials in carrying out their role in public office. It presents an overview of the duties and responsibilities of municipal council members.

[http://www.sarm.ca/publications/guides\\_manuals](http://www.sarm.ca/publications/guides_manuals)

“The Municipal Capacity Development Program (MCDP) was created with the primary objective of building sustainable communities in Saskatchewan. The role of the MCDP in sustainable community development is to encourage and assist municipalities in developing long-term municipal capacity on an inter-jurisdictional basis. The benefits of such an approach to capacity building range from achieving more effective, accessible and cost efficient services to managing growth and attracting economic opportunities on a regional basis.”

<http://www.municipalcapacity.ca/index.html> Development officers assist municipalities by facilitating meetings between stakeholders, assisting inter-municipal project development, conducting area-wide regional workshops on inter-municipal co-operation and capacity development and providing planning templates and various other online resources.

Municipal Capacity Development Program module presentations are available on their website at <http://www.municipalcapacity.ca/modules.html> .

- Asset Mapping: Identifying Community and Asset Resources (Brief)
- Asset Mapping Identifying Community and Asset Resources (Full Length)
- Building Trust in Partnerships
- Governance and Working Together
- Effective Grant and Proposal Writing
- Sustainable Strategic Planning Session
- Sustainable Municipal Development in Saskatchewan

## Saskatchewan Regional Colleges

The seven Saskatchewan Regional Colleges have facilities in communities throughout the province, to meet local and regional education and training needs. In addition to the main college locations, a number of programs are offered in surrounding communities in each region. This provides enhanced opportunities for people in communities large and small to gain access to high quality educational programs while remaining close to home. Students of all ages can complete basic education requirements or upgrade existing skills, enroll in university and technical programs, and access counselling and resources about careers and employment paths.

<http://www.saskregionalcolleges.ca/benefit.htm>

Colleges will provide a venue and assist with the administration of courses requested by community members. The Colleges charge a small administration fee and courses are offered on a cost-recovery basis, so a minimum enrollment is required.. However, the costs for a course are not necessarily high – they will depend on factors such as the fees and other expenses paid to an instructor, fees paid for the use of a course and materials needed. The Colleges often partner with other organizations to bring in courses.

## Status of Women Council NWT - Tools to Build Women's Leadership at the Grassroots

(Information from the FCM toolkit, page 33)

”The Status of Women Council NWT has developed a practical toolkit to support women’s leadership development at the grassroots. The toolkit is in plain language and includes illustrations, discussion points, activities and handouts. It supports women’s leadership in community development and in elected government. The toolkit is organized into four sections:

- Naming our Skills – This section explores why women are needed in leadership positions and supports the identification of personal skills. It includes activities and handouts dealing with why we need women in leadership, people skills, coalition building, networking, goal setting, funding and resources, communication skills.
- Practical Skills for Leadership – This section provides resources, activities and handouts on technical skills, project planning, strengths and needs assessments, proposal writing, meetings, training and mentoring, public relations, lobby and advocating, fundraising and volunteers.
- Election Skills – This section discusses the different orders of government, political processes and how to participate in an election campaign. It includes activities and handouts on government policy making and decision making, Aboriginal Band councils, campaign teams, election planning, canvassing, candidate presentations and election day.
- Self Care and Trouble Shooting – This section includes surviving as a leader, self-care strategies, as well as a series of handouts that detail typical conflicts and issues for leaders and how to problem solve.

The toolkit is in its final draft. Some sections are available at the Status of Women Council NWT website: [www.statusofwomen.nt.ca/leadership/womeninleadership.html](http://www.statusofwomen.nt.ca/leadership/womeninleadership.html) “

## **Women Entrepreneurs of Saskatchewan – Business Development Workshops**

Designed to educate women on various components of business and provide them with the tools to apply this information. Workshops are three to seven hours in length (Business Planning consists of eight, three hour sessions), and are either offered as a full day or as an evening workshop. Non-refundable registration fees are required in advance.

Workshops are offered on a regular basis from September to May in both Saskatoon and Regina. However, in keeping with their goal to make training more accessible, they will offer these sessions in any area of the province if a minimum of eight pre-paid participants are registered.

Courses offered through W.E.:

- Self Assessment for Entrepreneurs
- Marketing Trio
- Basic Bookkeeping
- Understanding Financial Statements
- Preparing Cash Flow Projections
- Business Planning
- Recruitment
- Retention and Compensation
- Coaching, Discipline and Termination

## **Women Entrepreneurs of Saskatchewan – Rural Entrepreneurship Correspondence Course**

<http://www.womenentrepreneurs.sk.ca/programs/training/correspondence.php>

A personal coach guides women through the course, providing feedback and answering questions. Cost is \$95.40. Includes

- entrepreneurial self-assessment;
- identifying a business opportunity,
- assessing the market,
- finances and budgeting,
- assessing profitability,
- planning for the future.

## **Womenspace**

<http://www.womenspace.ca/>

“Womenspace is a Canadian non-profit organization which promotes women’s participation in information and communication technology. Our activities include the development of online resources and learning, research, education and initiatives which support the use of Internet for women’s equality. We work for the inclusion of women and women’s organizations in all areas of ICT policy development and implementation.”