



BUILDING STRONG COMMUNITIES TOGETHER.

Portable Workshop Topics



**Training for directors, committees and co-op members
in key areas of co-op management and governance**

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Portable Workshop Topics

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If you do not see the workshop that you are looking for on this list, please contact the federation office. The COCHF office can also provide details on what can be included in each workshop. Workshops are customized to meet the needs of the co-op and are either 3 hours or 6 hours depending on the topics requested.

Governance and Legal

- Board Training (see separate brochure for Board Basics and Experienced Board portable workshops)
- 2020 Vision – charting our future
- Annual Planning and Calendars
- Better Board Meetings
- Boards and Management Working Together
- Co-op as Employer
- Doing Evictions Correctly
- End of the Operating Agreement
- Ethical Conduct Agreements
- Evaluating Staff
- Making Good Decisions

Management and Property

- Co-op Maintenance Introduction
- Hiring Staff and Management
- Maintenance Planning
- Management Standards
- Unit Inspections

Finances

- Arrears Collection
- Arrears Management
- Basics of Co-op Financial Management
- Capital Reserves
- Preparing and Presenting Budgets
- Understanding Financial Reports

Membership

- Getting and Keeping Good Members
- Information Meetings
- Interviewing Applicants
- Marketing Your Co-op

Co-op Community and Values

- 2020 Compass
- Better Meetings
- Co-operative Movement and Values
- Dealing with Member Grievances
- Member Involvement
- Member Satisfaction - Serving our Members
- Successful Committees