

## Organizational Capacity Skills

### Capacity Building Basics

**ELEARNING:** [Partnership and Collaboration](#)

Deepen your knowledge and skills of partnership and collaboration. This course guides you through the collaborative process, from self-assessment to evaluation.

**ELEARNING:** [Project Management](#)

Learn the practical skills necessary to successfully lead any project. Includes a bonus module focused on project management for facilities.

**VIDEO:** [On Time, On Budget: Project Management For Creative Business](#)

A web series for creative entrepreneurs in any discipline who want to start or grow a business doing what they love. Presented in partnership with Enterprise Toronto.

### Capital Projects:

**Learning Series** – [Capital Projects Success: Stories from Ottawa Art Gallery and First Ontario Performing Arts Centre](#)

Webinar by ArtsBuild Ontario with Alexandra Badzak, Ottawa Art Gallery & Steve Solski, FirstOntario Performing Arts Centre.

**Learning Series** -- [Capital Project Success: Stories from The Theatre Centre and Daniels Spectrum with Theatre Centre and Daniels Spectrum](#)

ArtsBuild Ontario and WorkInCulture are excited to host a webinar highlighting exciting facilities projects from two leaders in our arts community. Franco Boni (Artistic Director, The Theatre Centre) and Seema Jethalal (Managing Director, Daniels Spectrum) will be sharing their insights and experiences from their respective transformative capital projects.

### Contracts & Agreements:

**Learning Series** - [Contracts & Agreements: Landlords and Tenants](#)

Webinar by ArtsBuild Ontario with Shelina Ali

**Biz Smarts Webinar** – [Before You Sign: Contracts and Agreements for Artist](#)

Do you recall a time when you thought, "I wish I never signed that"? At "Before you Sign..." Three dynamic presenters will give you the confidence to make the right decisions when presented with your next contract or agreement. Learn about the standards already in place for paying artists across Canada, and how to protect yourself and your product through copyright. Join Executive Director of CARFAC Ontario- Kristian Clarke, WorkInCulture senior staff and representatives from Music & Film in Motion for this very informative webinar for all disciplines.

### Financial Planning Basics

**QUICK TIPS:** [What Are My Services Worth - Setting Prices](#)

**QUICK TIPS:** [Make Your Money Work Better](#)

**ELEARNING:** [Financial Management](#)

Gain a solid understanding of the basics of financial management. This course covers everything from setting up accounts to budgeting and managing cash flow.

**VIDEO:** [Finance for Creative Enterprises](#)

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## Organizational Capacity Skills

**BIZ SMARTS WEBINAR:** [Make Your Money Work for You \(Managing Finances\)](#)

with Patrick Tomlinson

This webinar will cover a number of easy to learn and easy to apply concepts and methods to help you manage your money better. The first section will provide a short review of some of the fundamentals of financial management. The second section will apply these basic teachings to the lived reality of the self-employed, freelancers or solopreneurs. The final section will present an easy to make excel spreadsheet to help artists keep track of and manage their financial resources.

**BIZ SMARTS WEBINAR:** [Preparing for Your Taxes](#)

with Ellen Schraa

The Preparing for Your Taxes webinar will explore the various sources of income for artists and creative professionals.

**BIZ SMARTS WEBINAR:** [Finance to the Fore!](#)

with Heather Young

Your creative enterprise needs a strong financial foundation in order to survive – and thrive! Colleagues, funders, lenders and others need to evaluate your financial capacity. This webinar will give you the concepts and language you need to create and communicate financial opportunities.

**BIZ SMARTS WEBINAR:** [CrowdFUNd: Making Crowdfunding Work For You](#)

with Kim McBrien

Crowdfunding: everyone is doing it. Should you? Be strategic in how your arts project or business is funded. Find out how to strategically use crowdfunding for your project, learn lessons learned through success and failure, and tips and tricks for successful crowdfunding campaigns.

**BIZ SMARTS WEBINAR:** [Finance to the Fore!](#)

with Heather Young

Your creative enterprise needs a strong financial foundation in order to survive – and thrive! This webinar will give you the concepts and language to create and communicate financial opportunities.

**BIZ SMARTS WEBINAR:** [Getting Started: Finding Funding for your Business](#)

with Jim Blake

You have a great idea, product, or service but now you need some cash to make it happen! In "Getting Started", Jim Blake will focus on how to find the funding in specific regions, or elsewhere, to support a business, and provide the banking know-how and advice to keep you!

### Human Resources

HR TOOLS: [Human Resources Management: An Overview](#)

HR TOOLS: [Human Resource Planning Tool](#)

HR TOOLS: [Best Practices in the Cultural Sector](#)

HR TOOLS: [Benefits and Retirement Plans](#)

ELEARNING: [Managing People](#)

PROGRAM: [Inclusion and Diversity](#)

## Organizational Capacity Skills

### Dealing with Conflict:

HR TOOLS: [Dealing with Challenge and Conflict](#)

QUICK TIPS: [Conflict Styles](#)

QUICK TIPS: [Handling Difficult People](#)

### Volunteers & Interns:

QUICK TIPS: [Rewarding Volunteers](#)

QUICK TIPS: [Hot Docs Volunteer Resources](#)

### Recruitment:

HR TOOLS: [Job Descriptions](#)

HR TOOLS: [Recruiting the Right People](#)

QUICK TIPS: [Top Tips Interviewing for Fit](#)

QUICK TIPS: [Telephone Pre Interview Screening Questions](#)

QUICK TIPS: [Reference Checks](#)

QUICK TIPS: [Succession Planning Mistakes](#)

### Terminations:

HR TOOLS: [Termination of Employment](#)

QUICK TIPS: [Exit Interviews](#)

QUICK TIPS: [Preparing for Termination](#)

QUICK TIPS: [Reasons for Termination](#)

### Leadership Basics:

HR TOOLS: [Tips on Leading and Contributing to Meetings](#)

HR TOOLS: [Delegation of Tasks and Projects](#)

HR TOOLS: [Leadership and Building Your Team](#)

HR TOOLS: [Motivating People](#)

HR TOOLS: [Coaching, Mentoring and Succession Planning](#)

HR TOOLS: [Managing Employee Performance](#)

QUICK TIPS: [Top Ten Tips Transitioning to Leadership](#)

QUICK TIPS: [Top 10 Tips Moneyless Motivating](#)

QUICK TIPS: [Action Plans Activity List](#)

ELEARNING: [Managing People](#)