

Ulead Workshops

Ulead workshops include these categories:

- Organizational Development and Membership Engagement (ODME)
- Equity, Diversity and Inclusion (EDI)
- Executive Role Development (ERD)

ODME – Organizational Development and Membership Engagement

Budgeting and Financial Management

Participants learn how to budget for the year, how to organize financial information and understand the importance of financial accountability and transparency within their organization. The session will begin with bookkeeping basics and lead to a hands-on workshop on maintaining organization finances. Participants are encouraged to bring their laptops or notebooks along with any financial management tools they are using (spreadsheets, binders, etc.). This workshop is open to all levels of financial literacy.

Event Planning

This workshop will explore effective event planning from the planning stages, through execution, to reflection and assessment. Participants will gain a thorough understanding of how to plan for events and the important steps needed for effective marketing, budgeting, risk management and preparation. We will also talk about making events and marketing accessible to community members. We explore delegating roles and tasks and how to manage people through an event process. The session will also cover the evaluation and reflection process that is often neglected in event planning.

Measuring Your Organization's Success

How do you know if your group is successful? This workshop will help you to develop and implement tools for assessment and evaluation that measure your goals and the success of your group. We also introduce the use of the U of T Student Group Rubric. This tool can identify

areas of your group's functionality and practice as well as isolate areas of success and areas for improvement. You will learn qualitative and quantitative methods that can tell the story of your group's success!

Recruitment and Retention

Is your club ready to recruit and expand membership? The Ulead program is hosting a workshop to help recruit and retain members for your organization. We will discuss the necessary steps to successfully manage your membership, from promoting your organization to prospective members to increasing membership engagement throughout the year.

Fundraising

This session explores effective ways to fundraise for your organization. We will discuss the purpose of fundraising, different types of opportunities to raise awareness and finances, and appropriate ways to plan and budget. This workshop will be focused on planning fundraising initiatives and events of various scales from bake sales, to charity auctions, to dinners. Check out our other workshops on Sponsorship and Applying for Funding on Campus!

Sponsorship

This session explores effective ways to enhance and obtain financial sponsorships for your club. We will look at why your organization's network and relationships are important when seeking financial assistance. We will discuss strategies for approaching businesses and individuals for varying types of sponsorship and how to take great care to enhance your current/ future relationships. Check out our other workshops on Fundraising and Applying for Funding on Campus!

Writing Funding Applications

Does your group have a great idea and the only thing holding you back is MONEY? Well you're in luck! There are many funding opportunities available for campus organizations' ideas and initiatives. This session provides an overview of funding opportunities available on campus, share best practices for writing applications and will explore your ideas in-depth. Learn from peers who have successfully received funding and brainstorm the best funding idea to act on! This workshop will have a panel with representatives from various funding opportunities on campus, so be sure to bring your questions and ideas for projects that need funding.

Group Dynamics and Team Building

Understanding what makes your group tick is crucial to group productivity and success. In this session, you will gain a solid understanding of group development theories and how they relate to your organization and team. Participants will be able to engage in discussions around

effective team development and team building. Participants will also have the chance to share in fun, dynamic and developmental team-builders and ideas for building their organization's community. After attending this session, participants will walk away feeling confident and energized to build their team and motivate others in their organization.

Facilitating Meetings

Have your meetings been dry, not well-attended or unorganized? This session will teach participants how to facilitate effective, meaningful and exciting meetings for their campus organization. The session will explore setting and writing effective agendas, planning and organizing meetings, facilitating dialogue, responding to questions and issues, and writing minutes. Once the "basics" of effective meetings are covered, we will look at transforming meetings into engaging and dynamic opportunities to build team.

Engaging and Motivating Team

Motivating and keeping teammates invested and accountable requires considerable effort and planning. Join us for this workshop to discuss pitfalls around why some people lose interest and commitment in groups. You will learn about different leadership styles when it comes to managing your group and explore different methods and activities to keeping members interested and committed throughout the year. This session will encourage leaders to participate and share their own insights and tips for keeping peers engaged in their groups.

EDI – Equity, Diversity and Inclusion

Equity 101

We talk a lot about "equity," but what does it really mean? How does it relate to our everyday lives? This workshop explores these questions while also creating a space for us to think about what commitments we can make around continuing to learn while putting what we have learned into action.

Creating Positive and Inclusive Space

Are you unsure what LGBTQ means? Join this workshop to learn about the diversity of sexual and gender identities as well as to understand key issues and concerns for LGBTQ students on campus. We will come together to develop strategies for creating an inclusive student group and for confronting homophobia and transphobia when it emerges.

Understanding Micro-Aggressions

This session will explore what microaggressions are and how understanding them can help us to create more inclusive environments. We will also explore ways to address them in everyday situations.

Difficult Conversations about Racism

How can student leaders promote a culture of anti-racism through clubs and events? Participants in this session will build on basic understandings of race and racism and discuss key strategies for creating safer and more inclusive spaces for dialogue. How do we work through and across differences? How can we challenge each other in constructive ways that support a common goal? How do we anticipate and recognize the signs of exclusion? Join us as we explore these questions and more.

Inclusive and Accessible Events

Description TBA.

ERD – Executive Role Development

Goal Setting and Values

Why are you involved in your club or organization? What motivates you? What is your group's vision for the year? Often, we don't ask ourselves these questions. This workshop will help you to develop and articulate your vision and values, and learn how to engage your membership in this conversation. By having a clear vision, goals and values for your group, your membership will feel more engaged and connected to the bigger picture. Participants will learn about the SMART goals framework and how to implement it for individual and organizational goal-setting. We will also discuss goal accountability, prioritizing and communicating progress.

Prioritization: Tools & Techniques

Stephen Covey, author of *The Seven Habits of Highly Effective People*, states: "The key is not to prioritize what's on your schedule, but to schedule your priorities". This workshop will identify strategies to improve prioritization through discussion of effective tools and techniques. You will begin to understand the importance of managing your energy (not your time) while

working as a leader in your campus organization. We will engage in conversations and activities that allow you to identify behaviours and attitudes that encourage prioritizing what's "important" in your organization.

Self-Care for Student Leaders

Student leaders build communities, organize activities and inspire change. It's exhausting! Investing in being happy, healthy and well provides a foundation for achieving balance and sustaining success in any leadership role. This session on self-care explores what it means to feel good and function well as a student leader. Drawing on recent evidence from the study of well-being, you'll be introduced to a cluster of activities that promote resiliency and prevent burnout so you can be at your best.

Appreciation

This workshop addresses the important role that appreciation and recognition plays when it comes to membership retention and fulfilment. Participants learn different ways that people like to be appreciated and learn how to give meaningful, personalized appreciation. Appreciation is an important aspect of closing the year for both the recipient and giver of the appreciation. We will talk about the logistics, budgeting and planning for recognition, and also reflect and discuss as a group, different ways to acknowledge members within an organization.

Integrity and Leadership

As a member of a U of T organization, you may find yourself in a position of leadership. Integrity, professionalism and accountability are keys to successful leadership and crucial to the effective function of an organization. How do we practice these in our day-to-day work with campus organizations, and what does all of this actually mean? This workshop will explore different angles and perspectives that of professionalism and accountability. We will explore what it means for us as individuals within an organization, what it means for our organization and how to coach other team members in our organization on professionalism and accountability. This session will include thought-provoking discussion, a chance to explore questions, and includes time to reflect.

Effective Feedback

Participants in this session learn how to deliver effective, positive and constructive feedback. Feedback is a crucial element in group progress and success and helpful in working through conflict. Participants discover important theories and tips behind delivering and receiving feedback. Hands-on opportunities to practice giving feedback in a safe and inclusive learning environment will be included. Case studies and real world examples are used to help members develop strategies to deliver feedback. Lastly, participants will have the opportunity to reflect

on past feedback given and received, and the outcomes of that feedback, as well as time to develop goals towards giving feedback within their organization.

Communication and Conflict

Understanding communication and conflict is essential to having mutually beneficial experiences and engagement. Since leadership involves engaging collaboratively with others towards a shared purpose, conflict and disagreement are inevitable. This workshop will explore how conflict arises and how to transform conflict effectively by moving from fixed positions to understanding people's interests through various communication techniques.

SafeTalk

SafeTALK is a 3-hour training designed to ensure that people with thoughts of suicide are connected to helpers who are prepared to provide first aid interventions. As part of the University of Toronto's commitment to creating a suicide-safer community on campus, the Student and Campus Community Development Office offers safeTALK workshops to students, staff and faculty throughout the year.

This training is offered by Student Life and is strongly endorsed as a valuable skill for Student Group Leaders. This training will count for 2 Green ULead Points.

Because this training is offered in addition to the Ulead program, you will be taken to another page to register and you will need to provide proof of attendance to Kristen Wallace (k.wallace@utoronto.ca) to receive points.

Reflection

Explore your legacy as a student leader and reflect on the experiences you've had through the ULead program and in your executive role.

Reflection is a key part of any leadership or group experience. It provides an opportunity to consider your actions and results and determine ways of moving forward. This session allows you to participate in a guided reflection as you think about your leadership role as well as your participation in the ULead program. The capstone session will encourage you to think about your legacy within your group and the UofT community. You will have a chance to create a transitional document for future leaders following in your footsteps.

These sessions are offered both as general (open to any and all executive roles) as well as three specialized cohorts: 1) Presidents and Vice Presidents 2) Event and Social Planners 3) Secretaries and Finance. The cohorts are limited and exclusive to executives within those leadership roles.

Clubs Café

The Clubs Café was designed to gather club leaders from specific executive roles for casual conversation, networking, brainstorming and troubleshooting.

Each café is designed for leaders to engage around specific topics or particular executive roles. Join us for coffee, tea, light snacks and great conversations about managing the finances for your club. Come ready to share ideas, brainstorm, and work together to develop solutions and best practices with other club leaders. The topics of the café will be determined by the participants in the room but a facilitator will ensure that conversations stay on track and that important questions and details are covered.

Clubs Café topics for 2019-2020:

- Presidents
- Finances
- Admin Hacks: Best Tips and Tools for Managing your Club
- Event Planning
- Motivating Team