Peel/Halton
Co-operative Housing Federation

WORKSHOPS on DEMAND | Your Portable Workshop Series

The following workshops are designed to help co-ops create a foundation for knowledge, leadership and vision. The content will guide your co-op in setting standards for consistent best-practices in both strategic and day-to-day operations. We hope that you find them both useful and enjoyable!

The Board of Directors of Peel/Halton Co-operative Housing Federation

Book a Workshop
To organize a workshop or for more information call the PH-CHF office at (905) 823-2667 or 1-800-731-2667.

Upon receipt of the request, PH-CHF will confirm the workshop details and arrange for an instructor for your workshop. PH-CHF will also provide your co-op with promotional materials to help ensure your workshop is a success.

Customized Workshops
This series of foundational workshops is highly customizable and can be easily tailored to meet the training requirements of your co-op. Just let us know the specific needs of your co-op by contacting PH-CHF with your request.

Cost-Sharing
Co-ops are encouraged to join together to hold a workshop. Cost-sharing is ideal for smaller co-ops and promotes cost savings while facilitating sharing of best practices.

Workshop Fees
While fees are a flat rate regardless of the number of participants, workshops are designed for an ideal volume of 12-20 participants. Larger groups may require 2 facilitators and/or other considerations for material and content. Please indicate if you have a larger group at the time of booking.

Fee Structure for Co-op Fundamentals Workshops

Half Day Workshop
(2 - 3 hour workshop)
$350 Member   **$550** Non-Member

Full Day Workshop
(6 hours - can also be held over 2 evenings)
$550 Member   **$850** Non-Member

TECHNOLOGY

Professional Business Correspondence: Making Email Work for You

Email is still the most prevalent form of business communication. Be sure you are practising proper email etiquette and getting the most out of using this tool in your day-to-day operations. This workshop is a great review for long time users and a necessary introduction for new email users.

Bring your laptop or mobile device and follow along with this workshop.

This workshop covers the following:
- composing a professional email
- sending and replying to emails
- forwarding an email
- saving and using attachments
- using CC vs. BCC
- utilizing the spell check function
- the importance of formatting your email
- using signatures
- modern email etiquette

Duration:
Half Day Workshop

Date: _____

Time: _____

Location: _____

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MICROSOFT OFFICE: THE ESSENTIALS

Word

Microsoft Word is the most utilized word processing program available today. In addition to word processing in Word, you can also incorporate pictures, databases, charts, and diagrams. Learn the essentials of Microsoft Word and improve your business communications immediately. This workshop is geared towards beginners and is also a great review for long time users.

Bring your laptop or mobile device and follow along with this workshop.

This workshop covers the following:
- create a document
- open a document
- save a document
- what is a template
- how to use a template
- how to use Grammar check and Spell Check
- how to change and alter fonts and text style
- how to format your document
- how to print preview and review

Duration:
Half Day Workshop

Date:

Time:

Location:

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TECHNOLOGY

MICROSOFT OFFICE: THE ESSENTIALS

Excel

This hands-on workshop will help you develop the skills needed to use Microsoft Excel. Turn one dimensional data into valuable information with Excel. Participants will learn about the short-cuts and tools to help you to analyze, communicate and share your results. This workshop is geared towards beginners and is also a great review for long time users.

Bring your laptop or mobile device and follow along with this workshop.

This workshop covers the following:
- what is a Spreadsheet
- teach you the basic glossary of terms
- how to enter data
- what a function is
- how to use a function
- how to format a spreadsheet

Duration:
Half Day Workshop

Date: _____

Time: _____

Location: _____

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TECHNOLOGY

MICROSOFT OFFICE: THE ESSENTIALS

Powerpoint

Making a good first impression is always important. PowerPoint is the most popular and easiest tool to create professional-looking presentations. Learn to create dynamic, informational slide shows through the use of text, graphics, and animation. This workshop is geared towards beginners and is also a great review for long time users.

Bring your laptop or mobile device and follow along with this workshop.

This workshop covers the following:

- what are the many uses for PowerPoint
- how to set up your presentation
- how to create a presentation from a blank template
- how to use an existing template
- how to add slides
- how to preview your presentations
- how to insert/art/video/images
- how to move/copy/delete slides
- what is transition
- how to properly utilize transition

Duration:
Half Day Workshop

Date: _____

Time: _____

Location: _____

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