Module Ordering
Board Development Program

COMMUNITY FUTURES
LEADERSHIP
INSTITUTE

it begins with you.

Welcome to the CFLI Board Development Program

Welcome to the **Community Futures Leadership Institute (CFLI) Board Development Program**, an innovative and comprehensive program designed to enhance your skills and knowledge in board governance. Whether you are a seasoned board member or new to the world of governance, this program offers you a unique opportunity to grow and excel in your role.

The CFLI Board Development Program consists of 15 modules that cover a diverse range of topics relevant to effective board leadership. These modules are carefully crafted to provide you with the essential tools, strategies, and insights necessary to navigate the complex challenges and responsibilities of serving on a board. From governance principles and best practices to strategic planning and financial management, our program covers all the essential areas of board development.

Our user-friendly online platform enables you to select the specific modules you wish to host, choose your preferred delivery method, and schedule the sessions at your convenience.

Placing a Board Development Order

To begin booking your order and tailor your learning experience, please follow the easy steps:

1. Through the CFLI Board Development website (https://cfleadershipinstitute.ca/bd/index.php)
   Select your category:
   - Community Futures in Western Canada
   - Community Futures/CBDC organization outside of Western Canada
   - Community Organization or Non-Profit

Community Futures in Western Canada

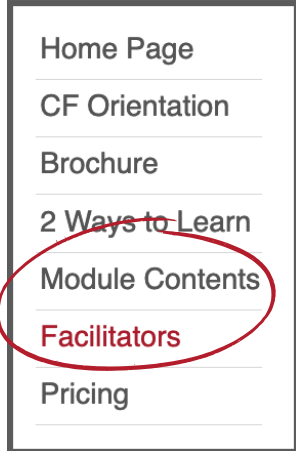Alberta, British Columbia, Saskatchewan and Manitoba

CommunityFutures/CBDC organizations outside of Western Canada.

Ontario, Newfoundland and Labrador, Nova Scotia, New Brunswick, PEI and the North

Community Organization or Non-Profit

We are either a private, public or non-profit organization

Placing a Board Development Order Continued...

2. Review the **Module Contents** and **Certified CFLI Facilitators** which is shown on the top left-hand side of the web-page.

Once you have decided what module(s) your organization is interested in hosting, contact your preferred facilitator(s) indicating your interest in the delivery of the session(s). Please indicate your preferred date(s)/time(s) of the session(s).

3. Once the facilitator has confirmed their availability, you can now login to the platform to formerly place the board development order.

Home Page
CF Orientation
Brochure
2 Ways to Learn
Module Contents
Facilitators
Pricing

4. **Select your preferred delivery method.**

These modules can be delivered face-to-face or virtually via webinar. Choose the modules that are most relevant to you and the delivery model that works best for you.

Face-to-Face
Facilitated Sessions
More Information & Ordering

Webinar
Facilitated Sessions
More Information & Ordering

5. Once you've selected your preferred delivery method, ensure you have your Username and Password to login to your account to place the order.

Face-to-face facilitated sessions are delivered by our facilitators in your location.

Costs: $500 for the facilitator (this includes admin fees, but does NOT include travel costs)
Price per manual: $15 for delivered manuals or free if you print them (each participant must have a manual)
Time: 3 hours

CLICK HERE TO ORDER FACE-TO-FACE

GET YOUR USERNAME AND PASSWORD

You will need a username and password to order facilitated sessions on this website. If you don't have these yet, click on the button above. This will send an email requesting a username and password to the Pan West coordinator. Once you have received your information you can come back to this page and start ordering. If you already have a username and password, you can skip this step.

If you requested your password, please note it may take up to 24 hours to receive a response.

Placing a Board Development Order Continued...

6. **Login** to place the Board Development order.
- CF: Select your Organization name
- Input the Password provided
- Select **Login.**

Once logged in, select **Module Ordering** to begin.

Community Futures Pan West

Contacts

Contact Name:

Contact Telephone:

Contact Email:

Signing Authority:

Signing Authority Title:

Signing Authority Email:

Mailing Address

If your mailing address is a PO Box number, fill out the Module Delivery Address section below and include your street address for courier delivery.

Mailing Address:

City:

Province: AB

Postal Code:

Module Delivery Address

LEAVE BLANK unless you want the modules delivered to another address or if your mailing address is a PO Box number. Couriers will not deliver your modules to a PO Box.

Name of Location:

Address:

City:

Province:

Postal Code:

Save and Go to Next Step →

First, you will update your contact information as necessary. This information is required to send you the contract, invoice, and manuals.

Once completed, select **Save and Go to Next Step** at the bottom of the page.

Placing a Board Development Order Continued...

Next, you will **select the module(s) you wish to take** along with the **delivery method.**

Each module takes 3 hours to present with the exception of modules 1, 11, and 15 which are 1-1.5 hour in length.

Once completed, select **Save and Go to Next Step** at the bottom of the page.

Select and order your training modules. You will be able to add additional modules after all the information for this module has been completed.

Module Selection

Module: Select module...

Type of Delivery

Choose type: Face-to-Face

User Manual Type

Choose option: We will print our own manuals (No charge)

Save and Go to Next Step →

Please complete the details for this module here. All information is required. The facilitators shown are ones who are qualified to present the module you have chosen. If there is only one facilitator, you do not need to select an alternative facilitator.

To review the facilitators available, please click here.

Facilitator Selection

NOTE: This listing shows only the facilitators who are qualified to present the module you selected.

* Preferred Facilitator: choose preferred facilitator...

* Alternate Facilitator: choose alternate facilitator...

Other Details

Number of Participants:

Date of Training:

Training Time: choose time block...

Location of Session:

Questions/Comments:

Save and Go to Next Step →

Next, you will **select the facilitator** which whom you should have confirmed their availability to deliver the session, and you will select the other details such as:
- Number of Participants
- Date of Training
- Training Time
- Location of Session
- Any other Questions/Comments.

Once completed, select **Save and Go to Next Step** at the bottom of the page.

Placing a Board Development Order Continued...

Next you will be brought to a summary page showing the module in which you've ordered. If the information is not correct, you can select **Remove This Module** and resubmit.

If you would like to add additional modules, click the **Add Another Module** button.

Once you have ordered all modules you'd like delivered, select **Go To Next Step.**

Please review your order information to make sure it is correct. If it is not correct, please click on REMOVE THIS MODULE and resubmit. If you want to add additional modules, click the ADD ANOTHER MODULE button. If you are finished, click on GO TO NEXT STEP.

← ADD ANOTHER MODULE

GO TO NEXT STEP →

Your order has now been submitted.

The Community Futures Pan West Coordinator will contact you to confirm the session details with you. You will then receive an email with the contract to sign and return, along with the invoice for the session.

If you requested to have printed modules shipped to you, expect them to arrive within 10 days of the training session.

On the Day of the Session

Face-to-Face Session
On the day of the session, it is the responsibility of the Community Futures Office to ensure that the training room is organized and the refreshments are available. It is the responsibility of the Community Futures Office to provide the Power Point projector, screen, flip chart, and markers.It also the responsibility of the host CF to collect the evaluation forms at the end of the session to input into the database.

Virtual Webinar Session
The host CF is responsible for coordinating with the facilitator(s), sending the facilitator(s) the webinar URL, sending the participants the webinar URL, sending the materials to participants, opening the meeting and taking attendance, and collecting the evaluation forms to input into the database.
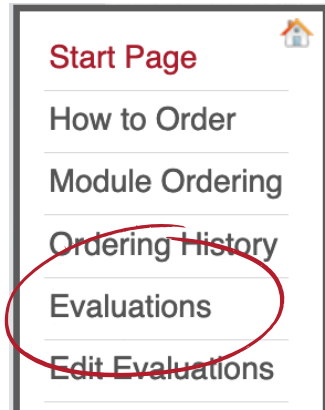
Inputting Session Evaluations

1) Login to the Board Development Website:
https://cfleadershipinstitute.ca/bd/bd-dev/index.php

- CF: Select your Organization name
- Input the Password provided
- Select Login.

2) Once Logged in, select **Evaluations** on the navigation bar at the top left hand side of the webpage

Log in here to order

- Face-to-Face Facilitated Sessions
- Video Conference Facilitated Sessions

Use the username (CF name) and password you obtained by email.

CF:

Password:

Remember Me: ☐

LOG IN

Can't remember your password? CLICK HERE TO RETRIEVE IT.

Start Page

How to Order

Module Ordering

Ordering History

Evaluations

Edit Evaluations

3) Select the module from the **Choose Module** drop-down.

4) Fill out the evaluation form in its entirety.
- All fields are mandatory.
- **Do Not** add in the CF name in the participants name field.
- Consistency in entering names is very important.
- Participant names are used to generate achievement certificates. Any misspelling or alternate spellings, adding initials inconsistently, capitalization differences, etc. will affect the results of the certification process. Do not add in any special accented characters.

5) Repeat Step 2 for each participant.

6) When you have entered **all** evaluations for a module, click the **All Evaluations For This Module Are Entered** button within the middle of the page.

7) Repeat this entire process for each module.

If a board member has not filled out an evaluation, please fill in their name and position and leave the evaluation dropdowns unselected to ensure that the board member is recorded in our system and receives a certificate.

Once the evaluations are inputted, the CF Pan West Coordinator will email you the certificates to you via email in digital PDF format.