

the center for nonprofit advancement's learning and leadership institute

NOVEMBER 2006 – FEBRUARY 2007 CATALOG



center for nonprofit
advancement

STRENGTHENING NONPROFITS IN GREATER WASHINGTON
EDUCATION • NETWORKING • ADVOCACY • BUYING POWER

classes by date

NOVEMBER	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			28 A Successful Capital Campaign: An Inside Look Featuring House of Mercy's Rosemount Center	29 How to Write a Development Plan Helping You Understand the Three Most Complex, Confusing Regulations Ever: ADA, HIPAA and FLMA	30 Internal Accounting Controls for Nonprofits

DECEMBER	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			05 The Nonprofit Chief Executives 10 Basic Responsibilities	06 Corporate Partnerships: Instruction, Ideas and Inspiration to Get Your Organization in the Big Money Game	
		12 Community Conversation Forum: Aging	13 Executive Transition Clinic		
		19 Center for Nonprofit Advancement 101			

classes by date



PLEASE REGISTER EARLY!

A class may be canceled if the minimum enrollment requirement is not met in time.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	JANUARY
	09 Community Conversation Forum: Homelessness				
	16 Preparing for an Audit		18 Evaluation 101 Chunk It! Writing Effectively for Your Website		
		24 Intro to Project Management	25 Understanding Nonprofit Financial Statements		
	30 Preparing Your Organization for Leadership Change	31 Foundation Fundraising Managing Up			

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	FEBRUARY
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	06 Running on Empty: Motivating and Re-Energizing Staff	07 How Planned Giving Works and Making It Work for You	08 Grant Writing Practicum		
	13 Community Conversation Forum: The Environment	14 Stress-Free Performance Appraisals Executive Transition Clinic	15 Leadership for Change, Diversity, and Organizational Culture		
	20 Teambuilding Strategies to Get More from Your Management Team	21 Financial Management for Nonprofits	22 Do You Need a Vacation, Sabbatical or a New Job?		

classes by subject

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THURSDAY, **January 25** Understanding Nonprofit Financial Statements [Pg. 5]
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Fundraising

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Human Resources

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Media & Public Relations/Marketing

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Organizational Management

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class descriptions

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FINANCIAL MANAGEMENT

Internal Accounting Controls for Nonprofits

Thursday, November 30, 2006

9:30 am – 12:30 pm

Faculty: Mike Gellman, CPA, Rubino and McGeehin, CPAs & Consultants

Basic | For Accounting Staff

It's all about the mission and passion—but you cannot afford to lose sight of the numbers. We will first take an in-depth look at internal accounting controls and why they are so very important to protecting the numbers and your assets. We will then explore internal controls from a real life perspective by looking at the “Top Ten Internal Control Problem Areas.” We will finish by examining the nonprofit financial statements and discuss the individual key components that make up these statements.

Preparing for an Audit

Tuesday, January 16, 2007

9:30 – 11:30 am

Faculty: Patty O'Malley, Senior Manager in the Exempt Organization Specialty Group, Rubino & McGeehin, CPAs

Basic to Intermediate | For Executive Directors, Financial Directors

The annual audit is a time-consuming challenge. With proper preparation, however, you can alleviate much of the stress involved. This session is a practical tutorial on and discussion of how to successfully prepare for the audit and reduce costs. Each part of the audit will be discussed in depth. Topics will include internal control procedures, account analysis by account type, the documentation needed to support the account analysis and other areas covered during an audit.

Understanding Nonprofit Financial Statements

Thursday, January 25, 2007

9:30 – 11:00 am

Faculty: Cynthia Taliano, Senior Manager, Assurance Services, Clifton Gunderson LLP

Basic to Intermediate | For Executive Directors, Financial Directors, Office Managers

Who reads a financial statement anyway? You would be surprised – potential donors, partners, and even volunteers may check out your statements more closely than you think. Whether you need to learn or need a refresher course in the basics of understanding financial statements, this program is for you. This discussion will cover the essential elements of a nonprofit financial statement. You will:

- become familiar with basic nonprofit accounting terminology;
- review a set of nonprofit financial statements; and
- learn how to use a financial statement for financial measurements.

This session is appropriate for nonprofits of all budget sizes.

Financial Management for Nonprofits

Thursday, February 21, 2007

9:30 – 4:00 pm

Faculty: Kim Robertson, Partner, RAFFA, P.C.

Basic | For Executive Directors, Financial Managers

Are you an executive director or a program person at a nonprofit organization who would like to obtain a better understanding of nonprofit financial management and accounting systems? If so, this workshop is for you. This workshop will update you on recent trends affecting the nonprofit community as well as address the impact of proposed regulations. It will also provide you with insight on internal controls that should be adopted by nonprofit organizations, tell you how to account for and allocate costs, and provide you with keys for effective cash flow management. You will also learn how to analyze and understand nonprofit financial statements and be provided with tools for preparing budgets and forecasts.

Special Cost: Nonprofit Rate: \$149; Center member rate \$109; all others \$169. Registration fee includes networking luncheon.

class descriptions

FUNDRAISING

A Successful Capital Campaign: An Inside Look Featuring House of Mercy's Rosemount Center

Tuesday, November 28, 2006

9:30 – 11:30 am

Faculty: Alex Berley, E&G Group and Barbara L. Ciconte, CFRE, Donor Strategies, Inc.

Basic to Intermediate | For Executive Directors, Development Staff and Board Members

Attend this session to learn how a local organization overcame serious challenges to conducting a successful capital campaign. Jacques Rondeau, Chief Operating Officer and President and Martha Westin, Director of Development at Rosemount Center will share an insider's perspective of what they had to do to achieve their goal of a new facility. Session faculty will analyze the realities of their experience and how they relate to the do's and don'ts of planning and implementing a capital campaign. This workshop focuses on the critical steps needed in exploring a possible campaign. Attendees will learn how to assess their own organization's realities in order to successfully proceed with a renovation or new building project for their organization. Attendees will also discuss strategies for mitigating risks during the planning and implementation of capital improvement projects.

How to Write a Development Plan

Wednesday, November 29, 2006

9:30 – 11:30 am

Faculty: Ray Foote, Vice President of Development, National Parks Conservation Association

Basic | For Development Staff

Your revenue goal seems impossible. Your board report is overdue. Your trusty assistant has found another job and leaves in five days. The database is acting up. And the executive director just does not understand why foundations will not just hand over the money. You go home frazzled from putting out fires all day long. What are you to do? Take a deep breath, step back and...write a plan. This interactive workshop will walk you through the basics of how to prepare a development plan that will help you bring some order and—most important—better results to your effort. We will discuss goal-setting, dealing with competing priorities, the respective roles of volunteers and staff, and how to keep all the balls in the air. Come with your questions and real-life stories!

Corporate Partnerships: Instruction, Ideas and Inspiration to Get Your Organization in the Big Money Game

Wednesday, December 6, 2006

10:30 am – 12:30 pm

Faculty: Amy Leigh Campbell, CEO, Bloom Consulting LLC

Basic | For Development Staff

Corporate partnerships range from basic philanthropic support to coordinated vision and planning between two entities. Join the energetic CEO of Bloom Consulting + Publishing, Amy Campbell, in this session and you will understand the three types of corporate partnerships, how to progress from the basic to the complex, and receive detailed take home materials that flesh out your case for support.

Foundation Fundraising

Wednesday, January 31, 2007

9:30 – 11:30 am

Faculty: Susan Schaefer, CFRE, Principal, Resource Partners

Basic | For Development Officers, Executive Directors, Prospect Researchers

Foundation fundraising encompasses a broadening spectrum of entities. You may end up working with an established bureaucracy, a diverse group of community activists or a lone philanthropist sitting at his kitchen table. This session will explore the range of foundation types and how to successfully approach each. We will discuss how to create internal systems for soliciting all types, from the most institutionalized national foundations to the technology start-ups to those administered by financial institutions. We will also touch upon the increasingly blended fields of foundation fundraising and major gifts and what that shift means for the everyday workings of development offices.

class descriptions



PLEASE REGISTER EARLY!

A class may be canceled if the minimum enrollment requirement is not met in time.

How Planned Giving Works and Making It Work for You

Wednesday, February 7, 2007

9:30 am – 12:30 pm

Faculty: Dick Barrett, Principle, Barrett Planned Giving, Inc.
Intermediate | For Development Staff

Over the next few decades, an estimated eight to ten trillion dollars will pass from one generation to another. If an organization is prepared to place its pipeline into this huge conduit of money, its future can be more assured. Planned giving involves the use of a variety of gift instruments to make this happen. This workshop will help you become more comfortable with the terminology and methods of this unique win-win method of attracting major gifts. You will leave this interactive session knowing how to start or invigorate your planned giving program, saying: "Yes! I can do that!"

Grant Writing Practicum

Thursday, February 8, 2007

9:30 am – 12:30 pm

Faculty: Nora Palmatier, Principal, Palmatier Proposal Writing
Basic | For those who have written at least 2 proposals (whether funded or disapproved) to private foundations

Ever despair over how to describe your organization's history, mission, and goals in just one paragraph? Struggle with making the tricky budget narrative reflect the narrative? Spend a morning with your peers and learn with them. Participants as a group will review a proposal provided by instructor and compare it to the Washington Grantmakers' Common Grant Application guidelines. You will then edit the proposal based upon the discussion and share your improvements in small groups. We will then share feedback on proposals brought in by participants. If you wish to receive feedback, bring five copies of a recent Summary or Letter Proposal (4 pages maximum).

HUMAN RESOURCES

Helping You Understand the Three Most Complex, Confusing Regulations Ever: ADA, HIPAA and FLMA

Wednesday, November 29, 2006

1:30 – 3:30 pm

Faculty: Steven Reade, Esq., Arnold & Porter
Basic | For Executive Directors, HR Directors, and staff with HR responsibilities

Nonprofits must comply with what some consider "regulatory challenges." But, failing to understand and adhere to these regulations can cause great problems for any nonprofit organization. This workshop will address basic compliance with three federal-level regulations: Americans with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPAA) and the Family Medical Leave Act (FMLA).

Baby Boomers to Generation Y: Supervising Skills for All Ages

Thursday, February 1, 2007

9:30 – 11:30 am

Faculty: Naomi Stanford, Principal, SRA Touchstone Consulting Group
Intermediate | For Supervisors

No matter what your age, you may find yourself in a position where you are managing people older and/or younger than yourself. What kinds of intergenerational challenges do these situations put you in? Participants in this workshop will get some insights into meeting the challenges and some ideas on how to get the most out of your entire staff at every age.

class descriptions

Running on Empty: Motivating and Re-Energizing Staff

Tuesday February 6, 2007

9:30 – 11:30 am

Faculty: Lynne Sport, SPHR, Director of Human Resources & Administration, Carnegie Endowment for International Peace
Intermediate | For Executive Directors, HR Directors,
Senior Staff

With many organizations asking staff to do more with less, there is an ever-present risk of zapping the energy out of the organization. Through case studies and discussion, this session will explore why good employees become less motivated, reasons why employees leave, the role of managers and Human Resources in creating a positive work environment, and low- and no-cost ways to boost morale and reward staff.

Stress-Free Performance Appraisals

Wednesday, February 14, 2007

9:30 – 11:30 am

Faculty: Sharon Armstrong, Trainer and HR Consultant, Human Resources 911
Basic | For Executive Directors, HR Staff

The ability to effectively supervise others requires a myriad of skills. One of the most critical is the ability to conduct meaningful performance appraisals that benefit the organization, the supervisor, and the employee. This session will help participants understand the process and value of conducting effective performance appraisals. Learn how to hold a performance appraisal discussion that is sensitive, yet effective and legal. Learn how to encourage continuous performance feedback. Course content will focus on good communication skills that enhance supervisory effectiveness to get better results.

Teambuilding Strategies to Get More from Your Management Team

Tuesday, February 20, 2007

9:30 – 11:30 am

Faculty: Hilary W. Joel, WJ Consulting
Intermediate to Advanced | For Executive Directors, HR Directors

Do you feel that your management team could work together more effectively, accomplish more as a group, benefit from members' differences, and enjoy collaborating more than they do? If you have a team of dedicated, talented individuals but don't feel you reap the benefits of strong teamwork, then you may want to attend this session. The workshop will review common interpersonal and communications habits that keep teams from reaching their full performance potential, offering team management tactics for leaders to employ to address those challenges. We will also walk through the structural considerations that position a management team to be successful. Participants will leave with both a checklist for designing teams that are positioned to succeed, and tips for maintaining the effective communications that make strong teams thrive. Leaders are encouraged to bring members of their management team to join them during this important session.

LEADERSHIP

The Nonprofit Chief Executive's 10 Basic Responsibilities

Tuesday, December 5, 2006

12:00 – 3:00 pm

Faculty: Richard Moyers, Program Officer, Meyer Foundation
Basic | For Executive Directors, Board Chairs
and Board Members

Most nonprofit management and leadership experts agree that the board and executive director share responsibility for governing the organization—but almost all of the available literature and tools focus on the board. Based on the recently published *Nonprofit Chief Executive's Ten Basic Responsibilities* from BoardSource and taught by the author, this workshop will examine the nonprofit executive director's responsibilities in the context of the partnership with the board. In addition to a broad discussion of all major aspects of the executive director's job, this interactive session will help executive directors understand the fluid boundary between their job and that of the board and explore strategies for making the partnership between board and executive more successful. Registration Fee includes the publication *Nonprofit Chief Executive's Ten Basic Responsibilities*.

class descriptions

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Executive Transition Clinic

Wednesday December 13, 2007

12:00 – 1:30 pm

Faculty: Don Tebbe, Principal, Transition Guides

Basic to Intermediate | For Executive Directors and Board Members

Where can you turn during times of leadership change? Are you an executive director who is thinking it might be time for retirement or a job change? Are you a leader of a board whose executive director has announced his or her intention to resign? Or is your organization ready to just begin succession planning? The answers to these questions and more can be found at this free Leadership Succession and Executive Transition Clinic. We designed this 90-minute session to help nonprofit executive directors who are considering retirement or a career change and nonprofit board members who are facing a chief executive transition. Transition experts will provide planning guidance and answer your questions. All information is confidential and will not be shared with anyone.

Special Fairfax County Location:

Fairfax County Government Center

Special Cost: For more information and to register, please visit www.transitionguides.com/clinics.htm or call Melody Thomas-Scott at 301 439 6635.

Preparing Your Organization for Leadership Change

Tuesday, January 30, 2007

1:30 – 3:30 pm

Faculty: Susan Sanow, Deputy Executive Director for Programs, & Lisa Burford Hardmon, Executive Transition Manager, Center for Nonprofit Advancement

Intermediate | For Executive Directors, Board Members, Senior Staff

No matter the age, health or happiness of the current leader, all organizations—small, large, new, or established—should be prepared for a sudden, unplanned change of executive directors. Learn about the Center's Emergency Succession Plan Template that can help you prepare for short-term, long-term and permanent executive director changes. Introducing the concept, decision-making and establishing a process to keep the information fresh with your board and staff so this document will be a healthy step for your entire organization. The Center for Nonprofit Advancement strongly encourages all nonprofits to adopt an Emergency Succession Plan for their organization.

Managing Up

Wednesday, January 31, 2007

1:30 – 3:30 pm

Faculty: Valerie Graff, President, Graff

Basic | For All Staff

Your ability to get your job done depends on you understanding what your boss and others who are 'above you' in your organization need. Balancing the needs of your boss, the organization and others who might influence your work is critical. While there are no magic bullets, the better you are able to balance these factors and get your needs met, the more successful you are likely to be. Attend this session if you are willing to explore some common dynamics in managing upwards and to become more aware of your choices in this process.

Running on Empty: Motivating and Re-Energizing Staff

Tuesday February 6, 2007

9:30 – 11:30 am

Faculty: Lynne Sport, SPHR, Director of Human Resources & Administration, Carnegie Endowment for International Peace
Intermediate | For Executive Directors, Human Resources Directors, Senior Staff

With many organizations asking staff to do more with less, there is an ever-present risk of zapping the energy out of the organization. Through case studies and discussion, this session will explore why good employees become less motivated, reasons why employees leave, the role of managers and Human Resources in creating a positive work environment, and low and no-cost ways to boost morale and reward staff.

class descriptions

Executive Transition Clinic

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Basic to Intermediate | For Executive Directors and Board Members

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Special Cost: For more information and to register, please visit www.transitionguides.com/clinics.htm or call Melody Thomas–Scott at 301 439 6635.

Leadership for Change, Diversity, and Organizational Culture

Thursday, February 15, 2007

9:30 am – Noon

Faculty: Robert Greene and Heather Berthoud of Berthoud/Greene Consultants LLC

Advanced | For Executive Directors, Senior Staff

This introductory workshop will help you think more strategically about leading change in today's diverse workplace. You will be introduced to the Diversity Diamond model, which provides a systematic framework for looking at diversity in organizations and the different elements that must be considered if a change initiative is to be successful. The critical—and often overlooked—role of organizational culture will be considered. The workshop will provide food for thought if you are interested in diversifying an organization or membership, effectively reaching new constituencies, or fostering a culture of inclusion and cooperation. We will consider common reasons some people resist change and ways to respond, as well as the role of leadership in a change effort.

Teambuilding Strategies to Get More from Your Management Team

Tuesday, February 20, 2007

9:30 – 11:30 am

Faculty: Hilary W. Joel, WJ Consulting

Basic to Intermediate | For Executive Directors, HR Directors, Senior Staff

Do you feel that your management team could work together more effectively, accomplish more as a group, benefit from members' differences, and enjoy collaborating more than they do? If you have a team of dedicated, talented individuals but don't feel you reap the benefits of strong teamwork, then you may want to attend this session. The workshop will review common interpersonal and communications habits that keep teams from reaching their full performance potential, offering team management tactics for leaders to employ to address those challenges. We will also walk through the structural considerations that position a management team to be successful. Participants will leave with both a checklist for designing teams that are positioned to succeed, and tips for maintaining the effective communications that make strong teams thrive. Leaders are encouraged to bring members of their management team to join them during this important session.

Do You Need a Vacation, Sabbatical or a New Job?

Thursday, February 22, 2007

9:30 – 11:30 am

Faculty: Don Tebbe, Principal, Transition Guides

All Levels | For Executive Directors

Every executive director knows that the job is exhilarating, challenging and, at times, draining. Occasionally we need to step out of the action to assess the situation and map out what comes next. This interactive session will explore stress, renewal, and self-care for busy nonprofit executives; the role of sabbaticals in helping leaders gain fresh perspectives; and emerging thinking about leadership succession planning. Participants will receive a self-reflection questionnaire to help them think through their needs, next steps and action plan.

class descriptions

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MEDIA AND PUBLIC RELATIONS/MARKETING

Community Conversation Forum: Aging

Tuesday, December 12, 2006

12:00 – 1:30 pm

Faculty: Writer or editor from *The Washington Post*

Basic | For Communications and Web content Editorial Staff

In order to open a dialogue between the nonprofit community and the largest newspaper serving the Washington community, the Center for Nonprofit Advancement and *The Washington Post* present a cooperative initiative that provides nonprofits the opportunity to discuss the issues that face our community. Joining in the discussion will be a writer or editor from *The Washington Post*.

Special Cost: Center members \$25; all others \$30

Community Conversation Forum: Homelessness

Tuesday, January 9, 2007

Noon – 1:30 pm

Faculty: Writer or editor for *The Washington Post*

Basic | For All

In order to open a dialogue between the nonprofit community and the largest and the most influential newspaper serving the Washington community, the Center for Nonprofit Advancement and *The Washington Post* present a cooperative initiative that provides nonprofits the opportunity to discuss the issues that face our community. Joining in the discussion will be a writer or editor from *The Washington Post*.

Special Cost: \$30 (\$25 for Center members)

Chunk It! Writing Effectively for Your Website

Thursday, January 18, 2007

1:30 – 3:30 pm

Faculty: Sherri Alms, Principal, AlmsInk

Intermediate | For Communications, Marketing, Publications Staff, others responsible for website content

Many organizations assume that using the same communications methods and principles they use for their printed materials will work for their websites. But that's like using apples to make orange juice. In "Chunk It," participants will learn why website writing is different from writing for print (including why "chunking" is critical), the basic principles involved in organizing websites, and creating effective website content. This workshop is aimed at communications, marketing, and publications staff and others within the organization responsible for website content. Participants will take back to their organizations a rationale for creating content specifically for the website as well as the information they need to create that content.

Community Conversation Forum: The Environment

Tuesday, February 13, 2007

Noon – 1:30 pm

Faculty: Writer or editor for *The Washington Post*

Basic | For All

In order to open a dialogue between the nonprofit community and the largest and the most influential newspaper serving the Washington community, the Center for Nonprofit Advancement and *The Washington Post* present a cooperative initiative that provides nonprofits the opportunity to discuss the issues that face our community. Joining in the discussion will be a writer or editor from *The Washington Post*.

Special Cost: \$30 (\$25 for Center members)

class descriptions

ORGANIZATIONAL MANAGEMENT

Center for Nonprofit Advancement 101

Tuesday, December 19, 2006

9:00 – 11:00 am

Faculty: Center for Nonprofit Advancement Staff

Basic | For All

Here is your opportunity to learn about the many programs and services of the Center for Nonprofit Advancement. Come and network with other nonprofit leaders, meet the Center staff and our program associates who administer our group buying programs. Light refreshments will be served. **This event is free and open to all nonprofit organizations.**

This presentation is for new and potential members and current members who want a refresher on the Center's services.

Special Cost: Free!

Evaluation 101

Thursday, January 18, 2007

9:30 – 11:30 am

Faculty: Veena Pankaj, Senior Associate, Innovation Network

Basic | For Executive Directors, Program Directors

This interactive two-hour session is designed to provide an overview of program evaluation with a focus on planning. We will highlight tools and techniques used in planning and developing evaluation strategies. We recommend that participants come to the session with a specific program in mind. The main objectives of this session will be to:

- Provide an overview and introduce the components of a logic model
- Provide time for participants to practice developing outcomes for a logic model
- Discuss outcome and implementation evaluation
- Introduce the components of an evaluation plan using a sample program

Intro to Project Management

Wednesday, January 24, 2007

9:30 – 11:30 am

Faculty: Emily Silberstein, Program Manager, National Commission on Teaching and America's Future

Basic | Who Should Attend: Project Managers and Assistants

Program and project management can be a time-consuming task. In this workshop, participants will learn the basics of how to organize a program and manage the details without becoming overwhelmed. Participants will leave with a number of resources they can apply to their own work. Topics covered will include:

- Life of a Project (planning to follow-through)
- Timelines and Budgets
- Communication and Project Teams
- Juggling Multiple Projects
- Working with Vendors
- Working with Volunteers
- Trouble-Shooting/ Lessons Learned

CEO Leadership Series: A Self-Knowledge Journey

REGISTRATION FOR THE 2007 LEADERSHIP SERIES IS NOW OPEN! BELOW ARE DETAILS ABOUT THIS UNIQUE COURSE!

Understanding one's self is *key* to understanding one's competencies, motivations and challenges as a leader. This special, four-part series starts nonprofit CEOs on a journey of self-discovery to:

- Gain insights into the underpinnings of one's leadership *style and potential* and how they translate into competence as a leader;
- Discuss with a group of peers the implications of self-discovery for professional and personal effectiveness;
- Learn how to use self-knowledge to improve the effectiveness of relationships with Boards, staff and external constituencies;
- Reflect in a journal at every session and develop a personal action plan to maximize and fulfill leadership potential; and
- Learn from, and share insights with speakers during interactive luncheons.

CEO LEADERSHIP SERIES, SESSION I: LEADERSHIP & ME

February 27, 2007

Review the personality and leadership inventories (Myers Briggs Type Indicator and Hermann Brain Dominance Inventory) and reflect on how our personal preferences and aptitudes influence our leadership skills and the ways we address the inevitable challenges.

CEO LEADERSHIP SERIES, SESSION II: LEADERSHIP WITH MY BOARD

March 15, 2007

Share insights with, and ask questions of a Board Chair who joins us for lunch. Review and discuss the dynamics of the relationship between the executive director, the board chair and the Board. Emphasis will be placed on how we can use our leadership style to increase the effectiveness of our relationship with the Board, and enhance the Board's involvement and value to our organization.

CEO LEADERSHIP SERIES, SESSION III: LEADERSHIP WITH MY STAFF

April 3, 2007

Share insights and ask questions of the Executive Director of the Center for Nonprofit Advancement who joins us for lunch. Review and reflect on the challenges inherent in creating and nurturing an effective team with and among our staff. Discuss common problems, effective supervisory techniques and how generational culture influences our management effectiveness.

CEO LEADERSHIP SERIES, SESSION IV: LEADERSHIP WITH BOARD, STAFF, AND COMMUNITY

April 25, 2007

Share insights and ask questions of the Executive Director of the Nonprofit Roundtable. Review and share successful approaches in dealing with funders, peers, the general public and diverse constituencies. Focus on the leadership aptitude and skills required to represent our organization to the public, to deal with nonprofit colleagues and to advocate for our cause. Determine how our personality preferences support or stymie these essential leadership activities.

Pre-Work & Homework

The Myers Briggs Type Indicator, the Kilman Instrument, the Hermann Brain Dominance Inventory must be completed at least two (2) weeks prior to the first session. They take approximately 30 minutes each to complete. In all cases, you will receive a comprehensive personalized and confidential packet describing your preferences in interacting with people and ideas, gathering information and making decisions, dealing with conflict and organizing your life. You will also learn whether you are a right brain or left brain thinker, and how you can use your thinking style to enhance your leadership abilities.

Trainer

Michela M. Perrone, Ph.D., President, MMP Associates
Professor, Georgetown University Center for Public and Nonprofit Leadership

Dates/Times

(All sessions begin with a networking lunch hosted by the Center.)

12 noon - 5:00 pm

Session I: Tuesday, February 27, 2007

Session II: Thursday, March 15, 2007

Session III: Tuesday, April 3, 2007

Session IV: Wednesday, April 25, 2007

Special Registration Fee

\$525 per person

Limited Space Available

Due to the intense work required of this kind of learning experience, *only 20 places are available on a first-come, first-serve basis.* Additional registrants will be placed on a waiting list.

REGISTRATION FOR THIS PROGRAM WILL CLOSE AS OF FEBRUARY 15TH SO THAT PARTICIPANTS CAN COMPLETE THE PROPER INSTRUMENTS IN TIME FOR THE FIRST CLASS. WE HIGHLY ENCOURAGE EARLY REGISTRATION.

class registration form and directions

*** PLEASE REGISTER EARLY!**
 A class may be canceled if the minimum enrollment requirement is not met in time.

Please Complete One Registration Form Per Workshop

Online Registration at www.nonprofitlearning.org

Workshop/Forum		Date
Name	Title	
Organization		
Address		
City, State and Zip		
Telephone	Fax	Email
Center Member? <input type="checkbox"/> Yes <input type="checkbox"/> No		Member # (optional)

For membership information go to www.nonprofitadvancement.org or call Stephanie Dodge Smith at 202.457.0540.

Regularly Priced Workshops

I wish to attend the workshop indicated above.

Nonprofit Rate <input type="checkbox"/> \$69	Member Rate <input type="checkbox"/> \$49	All Others <input type="checkbox"/> \$79	Onsite registration <input type="checkbox"/> \$99	Other \$ _____
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Specially Priced Workshops

Method of Payment

Payment must accompany registration form

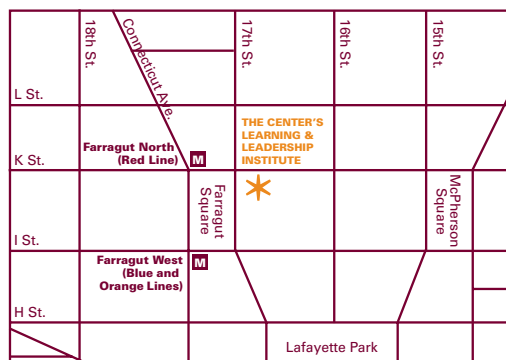
<input type="checkbox"/> Check enclosed for \$ _____ payable to "Center for Nonprofit Advancement"				
<input type="checkbox"/> Charge \$	<input type="checkbox"/> MC	<input type="checkbox"/> VISA	<input type="checkbox"/> AmEx	<input type="checkbox"/> Disc. Card# _____
Expiration _____	Signature _____			

Mail forms to: Center for Nonprofit Advancement
 P.O. Box 630481
 Baltimore, MD 21263-0481

Use our secure online registration process at www.nonprofitadvancement.org, and save time and postage.

Location

Workshops are held in the conference rooms of the Center for Nonprofit Advancement, 1666 K Street, NW, Suite 440, Washington, D.C. The Center is on K Street between 16th and 17th Streets, overlooking Farragut Square. It is convenient to two Metro stations: Farragut North (Red Line, K Street exit) and Farragut West (Orange & Blue Lines, 17th Street exit). Garage parking is available in the building at standard commercial rates. (The Colonial Parking garage entrance is on 17th Street, between K and I Streets.)



Payment & Cancellation Policies

The Center reserves the right to cancel, reschedule or limit the attendance of any workshop. If a program is canceled or rescheduled, registrants will receive at least 24-hours notice, if possible, and may elect to transfer a credit or receive a full refund. If you cannot attend a program, written notice must be received at least two (2) business days prior to the workshop. A full refund, minus a \$15 administrative fee, will be given. Allow 2-4 weeks for refunds. If your cancellation is received less than two (2) business days prior to the workshop, no refund will be given. Alternatively, you may send a representative in your place.

Inclement Weather & Emergencies

The Center follows the announced policy for Federal employees as to office closure, and reserves the right to close its offices in any perceived emergency.

Special Requests

The Center can arrange for sign language interpreters or other special services. Please let us know at least two weeks in advance of the workshop so that we can make every effort to meet your request.

Faculty bios can be found on our web site at www.nonprofitlearning.org.

NOVEMBER 2006 — FEBRUARY 2007 CATALOG



center for nonprofit
advancement