

Curriculum:

The Nonprofit Difference

- State of Nonprofits
- Structure, Legal and Tax Overview
- Ethics and Accountability
- The Delicate Dance – Board and ED Relationship
- Public Policy and Advocacy

Leadership Styles

- Five Dysfunctions of a Team
- Strength-Based Leadership
- Good to Great Organizations

Leading versus Managing

- Your Personality Style
- Managing People and Teams
- Servant Leadership

Understanding Organizational Dynamics

- Organizational Life Cycles
- Managing Change
- Succession Planning

Managing People

- HR Basics
- Work-Life Balance
- Volunteer Management
- Creating a Team

Resource Development

- Creating a Development Plan
- The Case Statement
- Gift Acceptance Policy
- Motivating the Board to Raise Money

Planning for the Future

- Strategic Planning
- Strategic Thinking
- Vision and Values
- Evaluating Programs
- Measuring Outcomes and Community Impact

Marketing and Communications

- Personal Communication Styles
- Media Relations
- Being the Organization's Face
- Marketing and PR: Effective Organizational Positioning
- Business Etiquette

Nonprofit Finances

- Nonprofit Financials 101
- Budgeting
- Cash Flow Projections
- Risk Management
- Financial Policies and Procedures
- IRS Form 990
- Audits