Workshops in the Nonprofit Certification Program

Classes by Core Competency	Date	Times	Hours Credited	Overview
Fundraising				
Attracting New Donors	1/30/18	9:00 - 12:00	3.0	In this interactive session, you will learn how to attract new donors in a multi-sensory society where donors are being pulled in every direction.
Basic Grant Writing	2/15/18	9:00 - 3:00	6.0	In this session, you will learn the basics of writing successful proposals, what funders expect to see in a well thought-out proposal and tips for organizing the information needed to begin the writing process.
Fundraising: Whose Responsibility is it?	4/17/18	9:00 - 12:00	3.0	Fundraising is a critical component to the health of a nonprofit, but it is often difficult to integrate fundraising throughout an organization. Fundraising is treated as a means to an end rather than an integral part of an organization's mission. Spend the morning with us discovering how to create a culture of philanthropy across your organization and involve and engage everyone.
Advanced Grant Writing	5/1/18	9:00 - 3:00	6.0	This workshop covers the advanced components of grant writing: interpreting application guidelines, preparing logic models, identifying data resources, developing case statements, writing project narratives and creating budgets.
Grants Management Technique	5/2/18	9:00 - 12:00	3.0	This seminar will help you to understand the entire grant cycle - from concept to closeout. You will receive tips to help you satisfy your funders as you accomplish your objectives. We will review sample grant monitoring systems.
Basic Grant Writing	6/7/18	9:00 - 3:00	6.0	In this session, you will learn the basics of writing successful proposals, what funders expect to see in a well thought-out proposal and tips for organizing the information needed to begin the writing process.
Event Fundraising 101	7/26/18	9:00 - 12:00	3.0	In this class presented by Bridget Brandt, we will discuss the important aspects of executing successful fundraising events. All fundraisers agree that, by and large, the goal of a fundraising event is to raise money. The question is, how do you raise money at events, especially when only about 30 percent of fundraising event participants raise any money, according to the study.

Workshops in the Nonprofit Certification Program

Classes by Core Competency	Date	Times	Hours Credited	Overview
Fundraising				
Creating Successful Year End Fundraising Campaigns	9/6/18	9:00 - 12:00	3.0	Successful year-end fundraising campaigns require planning and high quality execution. In this session, you will learn how to launch and manage a year-end campaign or how to improve your existing campaign.
Basic Grant Writing	10/16/18	9:00 - 3:00	6.0	In this session, you will learn the basics of writing successful proposals, what funders expect to see in a well thought-out proposal and tips for organizing the information needed to begin the writing process.
Board Principles IV - Responsible Fundraising	12/12/18	9:00 - 12:00	3.0	This session will cover seven principles related to building donor support and confidence in the soliciting of funds.
Advanced Grant Writing	11/27/18	9:00 - 3:00	6.0	This workshop covers the advanced components of grant writing: interpreting application guidelines, preparing logic models, identifying data resources, developing case statements, writing project narratives and creating budgets.
Grants Management Technique	11/28/18	9:00 - 12:00	3.0	This seminar will help you to understand the entire grant cycle - from concept to closeout. You will receive tips to help you satisfy your funders as you accomplish your objectives. We will review sample grant monitoring systems.

*Dates and times are subject to change. Workshops will be added on an ongoing basis throughout the year.
Please visit our website www.saafdn.org for up to date workshops/classes.

Workshops in the Nonprofit Certification Program

San Antonio Area Foundation — Where Giving and Community Connect

OLLU — OUR LADY OF THE LAKE UNIVERSITY

Classes by Core Competency	Date	Times	Hours Credited	Overview
MANAGING STAFF & VOLUNTEERS				
Strategic Planning for Volunteer Program	2/22/18	9:00 - 12:00	3.0	This workshop will focus on how to tie the volunteer program to the nonprofit's goals in order to help accomplish the mission of the nonprofit. Participants will learn to develop the basic outline of a strategic plan for your volunteer program by determining how the volunteer program fits into the overall strategic plan of the nonprofit
Managing Up	4/25/18	9:00 - 12:00	3.0	This course is focused on simple and clear techniques that you can use when working with supervisors, senior management and boards of directors to help bring clarity to the problem(s) at hand, expedite resolution and get the show back on the road. Leaders who master the art of Managing UP are not only able to get what they need from their superiors, they are also highly valued as self-starters who solve problems and advance the action while others get stuck in the mud.
Strategic Planning for Volunteer Program	5/9/18	9:00 - 12:00	3.0	This workshop will focus on how to tie the volunteer program to the nonprofit's goals in order to help accomplish the mission of the nonprofit. Participants will learn to develop the basic outline of a strategic plan for your volunteer program by determining how the volunteer program fits into the overall strategic plan of the nonprofit
Supervision and Developing Employee Performance	8/1/18	9:00 - 12:00	3.0	TBD
Recruiting, Managing, and Retaining Volunteers	10/4/18	9:00 - 12:00	3.0	Obtaining and retaining volunteers requires a strategic process for a nonprofit to recruit the people and skills it needs to serve its clients. When a volunteer program is well-managed, it aids in volunteer retention. These three areas - recruiting, managing, and retaining volunteers - will be woven together to help determine the components of a well-run volunteer program.
Mastering Supervisory Skills	11/7/18	9:00 - 12:00	3.0	This class is designed to introduce new and existing managers/leaders to theory, tools, and tips to establish and retain open communications with employees, peers, and executives that will build high performance work teams. The discussion includes having the necessary conversations and plans needed to develop employees

Workshops in the Nonprofit Certification Program

Classes by Core Competency	Date	Times	Hours Credited	Overview
MARKETING & COMMUNICATIONS				
Crisis Communication: When Things Go Wrong	1/24/18	9:00 - 12:00	3.0	Even in the best organizations, sometimes things go wrong. A program or project fails. We do something that offends a key constituency. We hit rocky financial waters. An important donor pulls their support. A disgruntled Board member goes public with complaints. An angry employee sends an organization-wide email. How do we communicate effectively, both internally and externally, in times of crisis?
Social Media Audit for Nonprofits	5/22/18	9:00 - 12:00	3.0	In this session, attendees will learn how to go through a social media audit, competitor audit, mapping, and calendaring.
Data Speaks: Telling your Organization's Story by Making Those Numbers Less Boring	8/16/18	9:00 - 12:00	3.0	In this workshop we will learn how to take some of the data your organization is collecting and lay it out in a way that is coherent to your supporters! We will dive into the way people process content, and the kinds of information they are seeking.
Stand Out! Compelling Communication through Storytelling	10/10/18	9:00 - 12:00	3.0	Even great organizations sometimes struggle to communicate externally in ways that are powerful and compelling. Nonprofits often rely on numbers, percentages, and statistics to tell their story, and spend lots of time describing the programs and services they provide, and how they provide them. In an information-packed world filled with important causes and good organizations, how can we communicate in ways that help us stand out?

Workshops in the Nonprofit Certification Program

Classes by Core Competency	Date	Times	Hours Credited	Overview
LEADERSHIP				
Employee Engagement	2/6/18	9:00 - 12:00	3.0	This class describes employee engagement and motivation. Employees are engaged with an employer to different degrees based on motivation and satisfaction.
Conflict Management	5/31/18	9:00 – 12:00	3.0	This course is based on the last twenty years' of psychological research on conflict management. We have incorporated this evidence-based research on effective conflict management behaviors into role-plays that challenge participants to identify and apply effective behaviors so that they can manage both types (e.g. approach-approach, avoidance-avoidance, and approach-avoidance) and sources (e.g. task, relationship, and process) of the eight most common conflicts at work (Hart, 2002). These are: conflicting resources, conflicting styles, conflicting perceptions, conflicting goals, conflicting pressures, conflicting roles, different personal values, and unpredictable policies.
The Adaptive Leader – Keeping Up with the Pace of Change	6/26/18	9:00- 12:00	3.0	In order to stay ahead of the power curve, today's adaptive leader must have a toolbox full of practices that help them monitor their key constituents, including clients, funders and partners to name a few, for shifting expectations. This session will provide participants with a toolkit of critical practices for maintaining situational awareness of emerging trends in the nonprofit sector that funders, donors and clients will be expecting you to keep up with.
Emotional Intelligence	8/29/18	9:00 – 12:00	3.0	This class describes employee engagement and motivation. Employees are engaged with an employer to different degrees based on motivation and satisfaction. Employee engagement leads to retention of employees, stronger teams, and a culture of collaboration. When leadership understands what motivates and satisfies employees, they can work toward stronger engagement to meet business and customer goals.
A Secret to Effective Leadership: Communication	10/23/18	9:00 - 12:00	3.0	Having the confidence to be a positive communicator and carrying out the intentionality of effective communication is a critical step to effective leadership! When asked what people value most in a leader, 9 times out of 10 the top answer is an effective communicator. Join us as we explore the forces of communication, the components of communication and how you might implement a few strategies for effective communication in the workplace.

*Dates and times are subject to change. Workshops will be added on an ongoing basis throughout the year.
Please visit our website www.saafdn.org for up to date workshops/classes.

Workshops in the Nonprofit Certification Program

Classes by Core Competency	Date	Times	Hours Credited	Overview
ORGANIZATIONAL MANAGEMENT				
Strategic Planning: A Critical Tool for Nonprofit Organizations	1/23/18	9:00 - 3:00	6.0	This workshop will cover the purpose, steps, and benefits and limitations of the strategic planning process as well as techniques to follow-up on strategic planning goals and objectives.
Change Management	2/20/18	9:00 - 12:00	3.0	Everyone understands that when change occurs we have two choices - adapt or die. Then why is it that when an organization is undertaking a major change, the staff seems bound and determined to choose the latter? This workshop will unlock the neuroscience of change management.
Strategic Speed and Organizational Success - Mobilizing People and Accelerating Execution	3/6/18	9:00 - 12:00	3.0	It's a fact: success in business goes to the swift. It's about how we can create value smarter and faster than the competition. This course will attempt to answer that question and examine what successful leaders do to achieve "strategic speed" in the face of rapid change.
Building Winning Teams	5/8/18	9:00 - 12:00	3.0	Jack Welch, Former CEO of GE said, *"The whole game of business revolves around one thing. You build the best team, you win."* Under his leadership (1981-2000), GE's value increased 4000 percent. Teams are shaping the future of work and organizations. In response, companies invest upward of $160 billion each year on leader training and development; yet, most of those programs fail to turn ideas into habits that lead to more effective, higher-performing teams. What distinguishes exceptional teams and team leaders from the rest? This course will examine how exceptional team leaders consistently close experience-expectation gaps across key relationships.
Organizational Ethics & Values	9/26/18	9:00 - 12:00	3.0	This course incorporates the latest research on ethical or value-based organizational culture to understand its importance and positive impact on employees and organizational performance. We review the conceptual underpinnings of ethical and value-based organizations and identify how leaders within non-profit organizations can lead more ethically, benefiting their employees and their organizations. We discuss the importance of open systems, explore the ethical dimensions that shape the culture of an organization, and delineate the unethical and illegal behaviors that people sometimes exhibit in organizations. The remainder of this workshop involves introducing strategies to develop a more ethical and value-based organizational culture utilizing relevant case studies so that participants can practically apply concepts learned during the course.

*Dates and times are subject to change. Workshops will be added on an ongoing basis throughout the year.
Please visit our website www.saafdn.org for up to date workshops/classes.

Workshops in the Nonprofit Certification Program

San Antonio Area Foundation
Where Giving and Community Connect

OLLU
OUR LADY OF THE LAKE UNIVERSITY

Classes by Core Competency	Date	Times	Hours Credited	Overview
NONPROFIT GOVERNANCE				
Structuring a High Performance Board	1/31/18	9:00 - 12:00	3.0	One of the most important responsibilities of a board is to ensure that it continually adds qualified new members to its roster and keeps them engaged. Board building and best practices in governance is an ongoing process that requires deliberate and thoughtful attention. This workshop guides participants through a process that focuses on the different steps needed to build an effective board and presents background information on committees and board structures and answers common questions about governance models and board engagement.
Board Principles I - Effective Governance	3/20/18	9:00 - 12:00	3.0	This session will cover 13 principles related to the policies and procedures a board of directors should implement to fulfill its oversight and governance responsibilities effectively.
Board Principles II- Legal Compliance	6/5/18	9:00 - 12:00	3.0	This session will cover seven principles related to the board's responsibilities and practices in terms of implementing conflict of interest and whistleblower policies, assisting charitable organizations in complying with their legal obligations and providing information to the public.
Board Principles III- Financial Oversight	9/20/18	9:00 - 12:00	3.0	This session covers six principles related to the board's responsibilities in setting policies and procedures to ensure wise stewardship of charitable resources.
Board Principles IV - Responsible Fundraising	12/12/18	9:00 - 12:00	3.0	This session will cover seven principles related to building donor support and confidence in the soliciting of funds.

*Dates and times are subject to change. Workshops will be added on an ongoing basis throughout the year.
Please visit our website www.saafdn.org for up to date workshops/classes.

Workshops in the Nonprofit Certification Program
as of March 8, 2018

Classes by Core Competency	Date	Times	Hours Credited	Overview
FINANCIAL MANAGEMENT				
Understanding Internal Controls	3/28/18	9:00 – 12:00	3.0	This course will build your understanding of the ways in which policies, procedures and internal controls reduce the risk of a loss of funds and information by both employees and outsiders, and will help you identify when a loss may have taken place. Such losses can tarnish the reputation of an organization, affecting potential funding and staff and board recruitment.
Nonprofit Budget Basics	6/14/18	9:00-12:00	3.0	This workshop provides a review of basic budgeting practices to help you plan, monitor and provide strategic leadership that connects mission and money. Learn techniques for developing a budget that can be adapted to your agency.
Board Principles III- Financial Oversight	9/20/18	9:00 - 12:00	3.0	This session covers six principles related to the board's responsibilities in setting policies and procedures to ensure wise stewardship of charitable resources.
Understanding Internal Controls	11/6/18	9:00-12:00	3.0	This course will build your understanding of the ways in which internal controls reduce the risk of a loss of funds and information by both employees and outsiders, and will help you identify when a loss may have taken place. Such losses can tarnish the reputation of an organization, affecting potential funding and staff and board recruitment.

*Dates and times are subject to change. Workshops will be added on an ongoing basis throughout the year.
Please visit our website www.saafdn.org for up to date workshops/classes.