

| Most nonprofits are a work in progress.

The ever-changing internal and external landscape demands ongoing re-evaluation of the organization's structure, its scale, its personnel, its programs, etc. Without the skills to manage complex issues, agencies become stagnant or develop only through crisis management. Courses in this section provide a better alternative to a crisis management style.

How to Start a Nonprofit

McArthur Davis

mcarthr48@yahoo.com

How to Start a Nonprofit will explore the following topics: What is a nonprofit and why should you want to create one, the ups and downs of nonprofits; how to organize a Board of Directors, the responsibilities of the Board and why the Board should be across section of the community; how to incorporate your nonprofit, how to apply for an Employer ID Number (EIN), and the importance of the organization's by-laws, mission statement and vision statement. An introduction to Form 1023 the 501(c)(3) application and a general understanding of the application.

\$114 | 7 hours

Materials fee: \$5, due at start of course (exact amount please)

GREENSBORO | ID: 12526

Friday, September 4

9 AM to 5 PM

(1 hour networking lunch)

Greensboro Public Library at

Central Library, Tannenbaum Room

The New IRS 990: Transparency in Governance and Management

Marty Martin

marty_martin@bellsouth.net

The new IRS 990 tax form now focuses public attention on a nonprofit's board governance and management through increased disclosures and transparency. This course reviews the new form and discusses key board governance and management issues. Class is certified for CAE course credit.

\$50 | 2 hours

Materials fee: \$15, due at start of course (exact amount please)

DURHAM | ID: 12540

Tuesday, September 8

6 to 8 PM

Duke University, Erwin Mill Building,
Bay C, Room 103C

DURHAM | ID: 12588

Thursday, November 12

6 to 8 PM

Duke University, Erwin Mill Building,
Bay C, Room 103C

Starting a Nonprofit?

Marty Martin

marty_martin@bellsouth.net

Starting a Nonprofit combines acts of passion and faith with IRS filings. This class will cover what is required to start

your nonprofit and secure its tax exempt status. Topics covered will include incorporation, differences between nonprofit and business corporations, and the IRS 1023 form. Class is certified for CAE course credit.

\$50 | 2 hours

Materials fee: \$15, due at start of course (exact amount please)

DURHAM | ID: 12541

Thursday, September 10

6 to 8 PM

Duke University, Erwin Mill Building,
Bay C, Room 103C

Fundamentals— Organizational Planning

Judy Futch

judy@judyfutch.com

What if your organization gathered the right people together including board and staff and started discussing the following questions: What does our organization do now and why? What do we want to do in the future and why? and How can we get there together? While the issues that organizations face vary—from developing an annual plan to creating a strategic direction to planning for leadership succession—the principles of planning are the same. During this interactive session, we'll review: Developing a mission statement, principles and realistic vision; Tools to help people participate and create practical solutions; How an annual plan and fund development plan aid successful

strategic planning; and Different approaches to planning.

This is a practical workshop, you'll walk out with a "plan to plan"—your next step will be to implement it!

\$98 6 hours

Materials fee: \$5, due at start of course (exact amount please)

ASHEVILLE | ID: 12549

Thursday, September 17

10 AM to 4 PM

(Working lunch; bring a bag lunch or order box lunch)

AB Technical Community College, Enka Campus, Haynes Center, Room 128

Writing a Nonprofit Business Plan

Kathy Elliott

kelliott@greensboro.org

A business plan is a critical component to operating efficiently and successfully. Nonprofit organizations have found it is necessary to perform in a more businesslike fashion to remain in existence. You will learn the basics of how to prepare a document, which will help you in tracking the performance of your organization and be a tool for taking your organization into the future.

\$82 | 5 hours

GREENSBORO | ID: 12455

Friday, September 18

9:30 AM to 2:30 PM

(Working lunch; bring a bag lunch)
Greensboro Public Library at Central Library, Tannenbaum Room

Facilities Management for Nonprofit Organizations

Jim Thompson

jim@forestduke.org

This course is designed to educate mid and upper level management on the basic fundamentals of facility management. A lack of practical experience in operational facilities support often requires management to rely heavily on the judgment and recommendations of the Facility Manager. While dependence upon the capability of the facility staff is critical to effective operation, management should be aware of the basic concepts and principles involved. Topics include but are not limited to: maintenance, housekeeping, security, safety, disaster preparedness, construction planning and sustainable resource management.

\$82 | 5 hours

Materials fee: \$20, due at start of course (exact amount please)

DURHAM | ID: 12594

Monday, September 21

9 AM to 3 PM (1 hr networking lunch)

Duke University, Erwin Mill Building, Bay C, Room 103C

DURHAM | ID: 12595

Thursday, October 8

9 AM to 3 PM (1 hr networking lunch)

Duke University, Erwin Mill Building, Bay C, Room 103C

DURHAM | ID: 12596

Thursday, November 19

9 AM to 3 PM (1 hr networking lunch)

Duke University, Erwin Mill Building, Bay C, Room 103C

DURHAM | ID: 12597

Thursday, December 17

9 AM to 3 PM (1 hr networking lunch)

Duke University, Erwin Mill Building, Bay C, Room 103C

Nonprofit Botox: Keeping Your Agency Pretty Long-Term

Sabrina Jones Niggel

jonesniggel@yahoo.com

Do you want your agency to be around in the future? What can you do today to ensure that your organization will be viable and wrinkle-free tomorrow? Today's nonprofits need more than just money to keep them alive. Learn about the multiple, interrelated components of strengthening your agency, to include increasing board engagement, diversifying your funding base, developing relationships, and operating with transparency. Students will leave the class with ideas they can implement as soon as they return to work.

\$50 | 3 hours

SPARTANBURG, SC | ID: 12520

Thursday, October 1

1 to 4 PM

Spartanburg Community College, Central Campus, Health Sciences Bldg, HSB 115

COLUMBIA, SC | ID: 12476

Thursday, October 15

1 to 4 PM

Still Hopes Retirement Center, Club Room - Building 5

CHARLOTTE | ID: 12470

Thursday, November 19

1 to 4 PM

Montreat College, Charlotte Campus, TBD

Public Speaking—Speak Up for Your Nonprofit

Janet Bauer

bauerjab@earthlink.net

This innovative course allows you to discover and use your natural strengths while engaging one person, a mid-sized audience or a large group. Especially

designed for those working with non-profit organizations, this course will also cover the unique challenges and opportunities you face to get your messages heard. You'll get techniques for learning about audiences in advance in order to tailor a speech; learn how to develop customized openings and closings for different presentations; create and use audiovisuals in a successful way; reduce preparation time; plus create effective presentations using a proven outline format.

\$130 | 8 hours

Materials fee: \$3, due at start of course
(exact amount please)

DURHAM | ID: 12593

Friday, October 9

9 AM to 5 PM

(Working lunch; bring a bag lunch)

Duke University, Erwin Mill Building,
Bay C, Room 103C

Charting Your Organization's Future

Kathi Ballard

kathiballard@hotmail.com

Kim McGuire

kimjmcguire@bellsouth.net

These new economic times call on community organizations to adapt. You must define your value and become valued in order to get the support you need. This interactive workshop will give you tools to assess where you are and plan for the future.

- Begin with a mission check-up to see how your purpose fits with today's environment.
- Next, learn how to do a financial review, calculate program costs, and identify alternate budget scenarios.
- Finally, consider organization options—internally and externally—that

may be applicable. Will you change to survive and thrive in 2009 or has your organization outlived its need or effectiveness?

Bring a team to this workshop to jump-start your new year planning (representatives of board and staff with finance and program knowledge are encouraged to participate together).

\$66 | 4 hours

Materials fee: \$5, due at start of course
(exact amount please)

BURNSVILLE | ID: 12553

Tuesday, October 13

10 AM to 3 PM

(1 hour networking lunch)

Burnsville Town Center, Room B

Building Organizational Culture: From Roots to Fruit!

Tony Fountain

tonegf@comporium.net

How are you promoting your organization's culture? How can we effectively understand and release the power of culture? What kind of culture are your employees building when you're not around? Your organization's culture is a critical factor in your overall success! This session will assist you in defining and discovering your organization's culture, how to create and pro-mote effective culture and leave with an action plan for positive change.

\$82 | 5 hours

Materials fee: \$5, due at start of course
(exact amount please)

CHARLESTON, SC | ID: 12501

Friday, October 23

9 AM to 3 PM

(1 hour networking lunch)

St. Francis Hospital, Mall Classroom 2

Strategic Planning Tools

Naomi Takeuchi

naomi@1000cranes.com

In this course, participants will examine the strategic plan and vision statement as important tools for your organization. This course will focus on the basic components of the strategic plan, vision statement and the planning process and utilize a variety of tools to evaluate the nonprofit organization. Tools include the SWOT Analysis, BCG Matrix, Strategy Canvas and the Performance vs. Importance Matrix and the Balanced Scorecard. This course will provide an opportunity for students to use the tools to begin constructing the framework and initial writing of the strategic plan.

\$98 | 6 hours

Materials fee: \$7, due at start of course
(exact amount please)

DURHAM | ID: 12590

Tuesday, October 27

9 AM to 4 PM

(1 hour networking lunch)

Duke University, Erwin Mill Building,
Bay C, Room 103C

Organizational Development for the New Nonprofit

Naomi Randolph

rinsight@bellsouth.net

New nonprofits have so many aspects to consider in order to effectively operate a new organization. This course will introduce participants to the basic principles of organizational development, the process of conducting an organizational assessment, an external organizational analysis, as well as basic principles of strategic thinking and planning.

\$114 | 7 hours
Materials fee: \$5, due at start of course
(exact amount please)

SPARTANBURG, SC | ID: 12519

Tuesday, October 27

9 AM to 5 PM

(1 hour networking lunch)

Spartanburg Community College,
Central Campus, Health Sciences Bldg,
HSB 115

GREENSBORO | ID: 12460

Friday, December 4

9:30 AM to 5:30 PM

(1 hour networking lunch)

Greensboro Public Library at
Central Library, Tannenbaum Room

Neighborhood Planning: Helping Communities Define Their Future

Sue Schwartz

sue.schwartz@ci.greensboro.nc.us

If your organization is involved in neighborhood organizing or in building partnerships with neighborhood leaders, then this course is for you. You will learn techniques for identifying and supporting neighborhood leaders. Because neighborhoods and neighborhood based issues have gained renewed popularity over the past several years, organizations across the country are revisiting how they plan for and work with neighborhoods. This session will look at why neighborhood-based projects have become so popular. The discussion will also include the basic elements of neighborhood planning and the potential for collaboration among neighborhood groups, government agencies, the nonprofit community and other stakeholders.

\$82 | 5 hours

Materials fee: \$5, due at start of course
(exact amount please)

GREENSBORO | ID: 12458

Wednesday, October 28

10 AM to 3 PM

(Working lunch; bring a bag lunch)

Greensboro Public Library at
Hemphill Library, Meeting Room

Building Your Membership

Sally Steele

sallys@nccoast.org

How can technology be used to recruit and engage new members? Does direct mail still work? What special events are best for membership recruitment? How can I get my board excited about recruiting new members? This course will address these and other key questions. The course is designed to help professionals and volunteers create a step-by-step program to build their organization's membership. We'll discuss renewal, upgrade and acquisition methods, as well as materials needed to implement or expand a membership program.

\$82 | 5 hours

HIGH POINT | ID: 12504

Friday, October 30

10 AM to 3 PM

(Working lunch; bring a bag lunch)

High Point Museum, Education Classroom

Elements of a Business Plan

Naomi Takeuchi

naomi@1000cranes.com

A business plan is an instrumental blueprint for an organization. Not only is it used as a strategic tool to guide the organization, it is also useful as a fundraising tool. Participants will look at the major components of a business plan including the Executive Summary,

Introduction, Business Description, Operations Plan, Sales and Marketing Plan, Management/Organizational Structure and the Financial Plan.

\$98 | 6 hours

Materials fee: \$7, due at start of course
(exact amount please)

DURHAM | ID: 12591

Tuesday, November 3

9 AM to 4 PM

(1 hour networking lunch)

Duke University, Erwin Mill Building,
Bay C, Room 103C

Facilitation for Nonprofit Leaders

Laura Jeffords

laurahj@mediatebuncombe.org

Sara Guciardo

sarag@mediatebuncombe.org

Well-facilitated meetings help organizations improve planning, encourage collaboration, and manage conflict. In this interactive course, we will cover effective meetings start to finish, including clarifying roles and responsibilities of group members, developing clear objectives, setting practical agendas, and establishing outcomes. In addition, we will: Take a broad look at group dynamics, meeting planning and facilitation skills; Explore the importance of facilitator neutrality, and practice creating space for productive brainstorming; Discuss the importance of setting boundaries, asking facilitative questions, and establishing agreement around the meeting process; Learn alternatives to majority voting, and improve your toolkit for tapping into group wisdom and building consensus. You will leave with adaptable tools to maintain focus, encourage buy-in, build consensus and accomplish group goals

in common situations that nonprofit leaders encounter.

\$82 | 5 hours

Materials fee: \$5, due at start of course (exact amount please)

CLYDE | ID: 12557

Thursday, November 12

10 AM to 4 PM

(1 hour networking lunch)

Haywood Community College,
High Tech Auditorium

Finding Your Niche in Nonprofits

Amy Lytle

amy@stevebird.com

More and more young people are leaving school wanting a career in the nonprofit sector. Often, their searches are frustrating or fruitless. Are you one of these people, young or old, who wants to learn strategies that can help you find your calling in the nonprofit sector? Perfect for recent graduates, those transitioning from Americorps or other national service programs, and those who are wanting to escape from the corporate world, this workshop will give you tools and tips that will lessen your frustration and help you succeed!

\$66 | 4 hours

GREENSBORO | ID: 12461

Friday, November 13

9 AM to 2 PM

(1 hour networking lunch)

Greensboro Public Library at
Hemphill Library, Meeting Room

Working in Diverse Communities

Naomi Randolph

rinsight@bellsouth.net

Building a stronger neighborhood requires the strength of each of its residents. Embracing diversity allows us to reach our greatest potential as a society. This course will help you clarify your personal views about diversity. It will offer strategies for embracing diversity and for transforming your organization and your neighborhood so that they reflect the strengths of all their residents. We will explore fundamental cultural differences as a way to build bridges toward a better neighborhood for all.

\$82 | 5 hours

Materials fee: \$5, due at start of course (exact amount please)

SPARTANBURG, SC | ID: 12524

Tuesday, November 17

10 AM to 4 PM

(1 hour networking lunch)

Spartanburg Community College,
Central Campus, Health Sciences Bldg,
HSB 115

Creating High Performance Nonprofit Teams through Diversity, Inclusion and Cultural Competence

Naomi Takeuchi

naomi@1000cranes.com

As more nonprofits work with multiple cultures within the US and around the world—understanding Cultural and Linguistic Competence is crucial to develop high performance and high functioning teams. Students will understand why these concepts are important for their nonprofit organization, their team and themselves. Learn different ways in which people communicate whether through email, phone or face-to-face communication. Students will work to develop an action plan for use within their organization.

\$98 | 6 hours

Materials fee: \$7, due at start of course (exact amount please)

DURHAM | ID: 12592

Tuesday, December 15

9 AM to 4 PM

(1 hour networking lunch)

Duke University, Erwin Mill Building,
Bay C, Room 103C

Who are the instructors?

Nonprofit instructors are established practitioners and scholars from a variety of disciplines within the nonprofit sector.

Many instructors are also Certificate in Nonprofit Management and Advanced Certificate in Nonprofit Leadership holders.

Instructors are accessible and email addresses are provided with course descriptions.

See pages 43–45 for instructor bios.