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

Topics are subject to change.