

Learn new skills or brush up on old ones during these easy-to-attend half-day sessions. Associates of nonprofits can attend for as little as **\$25 per person** (unless otherwise noted). Visit our website below and sign up today!

Project Management Basics

Tuesday, Sept. 18, 9 a.m.-noon

Your boss assigns you a new complex project or asks you to plan the annual volunteer luncheon. Where do you start? What resources do you need? And how do you plan this while doing your other work? Learn how to plan and manage projects in this introductory, interactive program that does not require project management software. The workshop includes a review of the “people” side of projects and how to respond to conflicts. *Co-sponsored by SC Ministry Foundation*

Nonprofit Finance for Non-Finance People

Tuesday, Oct. 30, 9 a.m.-noon

It can be confusing to be thrown into the world of nonprofit finance, budgets, and reports when one has not been trained in business subjects. This workshop covers basic fiscal responsibilities for nonprofit organizations including tax filing, accounting terms, financial statements, budget preparation, internal control structure, and policies and procedures. *Co-sponsored by SC Ministry Foundation*

Conflict Management Skills for Productive Conversations

Tuesday, Nov. 6, 9 a.m.-noon

A degree of conflict in the workplace is necessary to create healthy dialogue, hear from all stakeholders and find the best way forward. Unfortunately, few people are skilled at navigating the rocky waters of conflict and instead will either avoid it altogether or power through it, leaving hurt feelings and misunderstandings. This class introduces strategies and tools to boost one’s ability to deal with challenging personalities and habits, manage sensitive issues and use difficult conversations for rich learning. *Co-sponsored by SC Ministry Foundation*

FREE classes co-sponsored by Foundation for a Healthy Kentucky

Location: Northern Kentucky Health Department, 8001 Veterans Memorial Drive, Florence, KY 41042

Smoke-free Campaigns: Making Your Community a Better Place to BREATHE

Thursday, Sept. 27, 9 a.m.-noon

100% smoke-free policies are a vaccine to protect your community from heart and lung diseases and cancer. Is your community ready for a smoke-free law? Discover policy change strategies that work.

Learning How to Measure Your Advocacy Efforts: An Interactive Workshop

Thursday, Oct. 25, 10 a.m.-3 p.m.

Are you working to make policy change in your city or state? How do you know if your efforts are working? How are you using data to tell your story? Innovation Network (www.innonet.org) will offer information and tools necessary for measuring and communicating the process and impact of your advocacy and policy-change efforts. The workshop is highly interactive and will provide ample opportunity to apply skills addressed in the workshop directly to your own work. *Introductory webinar 1-2 p.m. Thursday, Oct. 4.*

Business Plans That Stand Out

Tuesday, Dec. 4, 9 a.m.-4 p.m.

Business plans are becoming a must-have in the non-profit sector. A well-written business plan can make the difference in securing necessary funding and interest. This session will offer simple, easy-to-follow steps to right-size a business plan for your organization, program or social enterprise. It will include an in-depth discussion of the best process as well as how to stand out from the crowd. Past participants have called this session a "mini-MBA" because it covers a wide range of important business topics.
Co-sponsored by SC Ministry Foundation

Nonprofit Law 101: Foundational Basics

Tuesday, Dec. 11, 9-11 a.m.

To avoid diverting precious time and resources away from their mission, nonprofit organizations need to have a basic understanding of the complex web of overlapping state and federal regulations by which they are governed. This presentation will give nonprofit leaders a high-level overview of the most common legal pitfalls and questions nonprofits face, briefly covering the topics of governance, compliance, employment, and intellectual property.
Co-sponsored by SC Ministry Foundation

Plus: FREE BoardSource webinars

Equity, Diversity & Inclusion, Wednesday, Sept. 12, 1-2 p.m.

According to BoardSource's 2017 Leading with Intent Report (LWI), a biennial study of non-profit board governance practices, boards are no more diverse than they were two decades ago. Further, current recruitment priorities indicate this is unlikely to change, despite boards reporting high levels of dissatisfaction with current board demographics. This webinar will share data from LWI and spark a conversation on what it will take to change the current trajectory, including why we all need to care and what you can do to become part of the solution.

Succession Planning, Wednesday, Oct. 17, 1-2 p.m.

One of the fundamental duties of the board is to ensure that the organization is run effectively. The board is responsible for finding and retaining the person best suited to manage the organization. This is not an isolated task; it is an essential part of succession planning and a proactive process to keep the management constantly aligned with the strategic framework of the organization. This webinar is designed to encourage a greater appetite for engagement around the succession planning process



Questions?

Contact: **Maurice Stewart**, Conference Center & Education Manager

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We offer Ohio chemical dependency counselors and prevention specialists (RCH) and certified health education specialists (CECH) CEUs for most classes. Please see our website for more information.



Interact for Health Learning Center

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