

ETCN Trainings and Workshops

Board Member Bootcamp

What it means to serve on a Board of Directors

Objectives

- Understand the roles and responsibilities of a member of a board of directors.
- How the board works with the staff of the nonprofit
- Planning for the nonprofit's current and future needs
- Comprehend the legal and ethical integrity of a board

Description

This bootcamp is designed to present the basics of being a board member, what is expected and how to accomplish the work of the board. Participants will be introduced to several concepts to prepare them for board service, such as the **Ten Basic Responsibilities** of board members, what resources the board is responsible for, the four duties of each member, and how to be an advocating ambassador for the organization. The bootcamp combines materials with interactive engaging activities. Participants will leave with resources to help them on their board service journey.

Get a GRIP- Intro to Grants

A 2-hour overview of Grant Readiness & Introduction to the Process (GRIP). Focus areas will be:

Types of Grants – definitions, ways to use them
Basic Components of Grants – glossary, example, and discussion
Agency Readiness
Intro into Grant Research

H2O: How 2 Organize

This 2-hour seminar offers guidance on organizing one's work to the most benefit. Topics include:

- [Why Organize](#)
- [The Basics – Arranging your office, desk, files, computer](#)
- [Planners – Technology vs Paper](#)
- [Time on your Hands](#)
- [Etiquette Matters – social, verbal and written](#)

Finding Grants

This 3-hour workshop offers tips on streamlining grant research utilizing an agency's information and programs. Focus areas include:

Sources of Grants – understanding different funding entities

Grant databases – researching private, state and federal entities

Identifying & Using Keywords

Hands-on Research

Preparing for Federal Grants

A hands-on 3-hour walk-through of the systems required to access and apply for Federal grants. Focus areas include:

Registering in Sam.gov & Grants.gov

Understanding various User Roles

Setting up Workspaces

Searching, applying and submitting grants

So You Want to Write Grants

in-depth training on how to write a grant proposal. The topics covered during this 2-day intensive include:

- Grant Readiness
- Grant Types & Components
- Logic Models
- Budgets
- Application Practice
- Tips & Tricks
- Researching Grants
- Post-Grant Follow-up

Positive Leadership

A 2-hour seminar covering many leadership skills/characteristics towards leading positively.

Topics covered:

- [What is Leadership](#)
- [Leadership vs Management](#)
- [Three Styles of Leadership](#)
- [Motivation vs Inspiration](#)
- [Coaching](#)
- [Leading Through Change](#)
- [Leadership Goals worksheet](#)

Certificate in Nonprofit Management

Course Description

Nonprofits and those who work within them often face a myriad of challenges from incorporation to strategic planning. This seven-session course will guide through many of those challenges and bolster skills, competency, confidence and credibility. Each session will include class and small group work to aid participants in implementing tactical knowledge into their nonprofits.

Student Learning Objectives/Outcomes

During this course, attendees will:

- develop a foundation of knowledge in nonprofit management,
- develop leadership and teamwork skills,
- apply learned principals in a guided setting, and
- be able to apply learned principals in the workplace.

Sessions include:

Session 1 – Starting a Nonprofit: The why and how of incorporating

Session 2 – Board Governance: The ins and outs of nonprofit Boards

Session 3 – Program Planning & Evaluation: How to offer services and prove they work

Session 4 – Branding, Marketing & PR: Getting the word out

Session 5 – Finances & Fundraising: Fiscal health and sustainability

Session 6 – Strategic Planning: Preparing for the future

Session 7 – Human Resources & Volunteer Management: It's all about the people

All classes must be attended to attain the Certificate in Nonprofit Management.

Certificate in Advanced Nonprofit Management

Course Description

Nonprofit executives face a myriad of challenges as they oversee all operations and act as a liaison to the Board of Directors. This seven-session course will offer the opportunity to grow leadership skills necessary in successful nonprofits. Each session will include reading assignments and class discussion/application to aid participants in practicing new and/or increased skillsets.

Student Learning Objectives/Outcomes

During this course, attendees will:

- increase their knowledge in nonprofit management,
- develop stronger leadership skills,
- apply learned principals in a guided setting, and
- be able to apply learned principals in the workplace.

Sessions include:

Session 1 – Chapters 1-3: Introduction, History of Nonprofits, and Characteristics of Successful Nonprofits

Session 2 – Chapters 4-5: Mission and Nonprofit Transparency

Session 3 – Chapter 6-8: Businesslike Board of Directors, Leading Your People, Technology

Session 4 – Chapter 9-11: Social Entrepreneur, Marketing, Financial Empowerment

Session 5 – Chapters 12-15: Vision, Policies, Empowering Our Nonprofits, and Final Words

All classes must be attended to attain the Certificate in Advanced Nonprofit Management.