

Professional Certificate in Nonprofit Management

**~ Participant Program Calendar ~
 January - June, 2012**

2012		January	February	March	April	May	June
I. Mini Certificate	Nonprofit Human Resource Development						
• Effective Employee Management for Nonprofit Orgs						15	
• Valuable Volunteer Management Tools for NPOs							13
• Creative Nonprofit Leadership							27
II. Mini Certificate	Nonprofit Oversight and Ethics						
• Ethics and Values in the Nonprofit Sector							
• Inclusion Strategies for Nonprofit Organizations							
• Legal Concepts Essential for Nonprofit Organizations	18						
• Nonprofit Boards and Governance							
III. Mini Certificate	Nonprofit Planning and Programming						
• Developing a Strategic Plan for Your Nonprofit Org							
• Organization Development and Analysis		1					
• Program Planning & Delivery		15					
• Program Performance Measurement and Evaluation		29					
IV. Mini Certificate	Nonprofit Economics and Finances						
• Financial Management: Part 1			14				
• Financial Management: Part 2			15				
• Basic Fundraising & Revenue Development: Part 1			28				
• Fundraising & Revenue Development: Part 2			29				

V. Mini Certificate		Nonprofit External Relations					
• Information Management & Technology					11		
• Nonprofit Marketing & Communications Strategies					25		
• Legislative Relations for Nonprofit Leaders						22	
Final Workshop		Nonprofit Capstone					
• Capstone (½ day)			17				
Free Workshops		½ Day topics					
• The Language of Nonprofits		Fall 2012					
Online		Introductory Nonprofit Certificate Series (All online topics are offered throughout the year)					
• Entire Online Certificate	Encompasses all 7 individual topics						
• Budgeting in a Nonprofit Organization	Budgeting online						
• Fundraising for Nonprofit Organization	Fundraising online						
• How to Read a Nonprofit Financial Statement	Financial online						
• Leadership in a Nonprofit Organization	Leadership online						
• Nonprofit Board & Volunteer Development	Board online						
• Principles of Marketing for Nonprofit Organizations	Marketing online						
• Strategy for Nonprofit Organizations	Strategy online						

Updated November 23, 2011