



**Institute for Nonprofit
Leadership & Management**

Spring 2008 Certificate Course Schedule

Effective Leadership for Nonprofit Organizations

Learn principles of effective leadership required in today's nonprofit sector, as well as learn about the importance of having an organizational mission. You will also explore short- and long-term planning techniques.

SP N2432 OA Wed 4/2 \$50
MDTN 3-6pm LRC 221 Grady, D.

Roles and Legal Responsibilities of Nonprofit Boards

This workshop examines the reporting requirements, laws and regulations that govern nonprofit boards as well as highlighting the Sarbanes-Oxley legislation. The functions and contributions of successful boards are examined including the distinction between the role of the executive and the role of the board. This four-hour program counts as two courses.

SP N2430 OA Wed 4/9 \$50
MDTN 5-9pm SSC alumni D'Ambrosio, J.
Heller, G.

NEW!

Accreditation: Establishing a Professional Work Environment

This course examines the impact of having clear expectations regarding practice standards in the work environment. Nonprofit executives will benefit from adherence to ethical guidelines regarding Human Resource practices, including an emphasis on a diverse workforce representative of the client population.

SP N2448 OA Wed 4/16 \$50
MDTN 9am-12pm SSC Alumni Jacobsen, D.

NEW!

Professional Development Planning

Learn how to work with your staff to identify necessary skills and resources to support their career goals as well as the needs of your organization. Learn the steps to develop a professional development plan including assessing both the staff and the organization, developing opportunities for growth, as well as recording and interviewing progress.

SP N2446 OA Wed 4/23 \$50
MDTN 9am-12pm LRC 221 Work, C.

Gearing Up For Strategic Planning

You will examine what you need to know to successfully engage in strategic planning. Learn how to assess your organization's readiness to plan, as well as the key elements of a strategic plan, including the role of vision, mission, goals, objectives, and action steps.

SP N2438 OA Wed 4/30 \$50
MDTN 9am-12pm LRC 221 Checklick, J.

Nonprofit Accounting Basics

This course addresses current issues posed by the IRS that impact exempt organizations. It covers the accounting responsibilities and requirements that tax-exempt groups must abide by as well as the necessary information your organization is required to disclose.

SP N2442 OA Wed 5/7 \$50
MDTN 9am-12pm LRC 221 Weddell, T.

NEW!

The Performing Nonprofit

Learn how to identify personal constraints that affect productivity and effectiveness and how to overcome them for the good of your agency. In addition, learn how to facilitate a culture in which your staff can do the same. You will find out how to take this Theory of Constraints model, often used for corporate performance, and apply it to the nonprofit service world.

SP N2447 OA Thu 5/8 \$50
MDTN 9am-12pm LRC 221 Kays-Burden, A.

The Board Building Cycle

This workshop will guide you through identifying, cultivating, and recruiting members; orienting new board members; encouraging active participation and commitment; educating the board; and engaging in self-assessment.

SP N2433 OA Wed 5/14 \$50
MDTN 3-6pm SSC Alumni Lieberstein, S.

Endowment Building and Planned Giving

Learn about endowments, their benefits to organizations and donors, and how endowment building and planned giving work together. You will also learn about assessing an organization's readiness for endowment building and developing a case for support.

SP N2473 OA Wed 5/21 \$50
MDTN 9am-12pm SSC Alum VanHouten, K.
Smith, R.J.

To register or for more information:

Phone:
845-341-4890

Online:
www.sunyorange.edu/nonprofit



Dan Grady,
President and
CEO, Hospice of
Orange and
Sullivan Counties

“The Institute for Nonprofit Leadership and Management offers local nonprofit organizations the opportunity to participate in events that are equal to State and National conferences without having to leave the area.”

Continuing and Professional Education

Orange County Community College
State University of New York

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