

January 2008

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8 9:30a Excel Beginning	9 9:30a Access Beginning	10 9:30a Publisher	11 9:30a Outlook
14	15	16 9:00a BWAG: Voice Over IP	17 9:00a Interviewing & Hiring 10:00a Marketing on a Shoestring Budget	18
21 Martin Luther King Jr. Day	22 9:00a 6 Secrets to Improving Employee Performance	23	24 9:00a Better Bylaws MARY CLASS	25 9:30a PowerPoint
28	29 9:00a Join the Followership	30 9:00a Team Building: Planning/Problem Solving 9:00a Getting to Know ETO	31	

February 2008

Mon	Tue	Wed	Thu	Fri
				1
4	5 9:00a Succeeding as a Supervisor 9:30a Excel Beginning	6 9:30a Excel Intermediate 12:00p Not on My Watch: Exempt vs. Nonexempt	7 9:00a Preventing Harassment 9:30a MS Project	8 9:30a Access Intermediate
11	12 9:00a Producing Peak Performance 9:00a Winning Grants Step by Step	13 9:00a Customer Service Skills 9:00a Cultural Competency Part 1	14	15
18 President's Day	19	20	21 9:00a QuickBooks Beginning	22 9:00a Coaching – Beginning 9:30a Word Beginning
25	26	27 9:00a Funders Forum 9:00a BWAG: Search Engine Optimization	28 9:00a QuickBooks Intermediate 9:00a Personnel Problems 5:30p Becoming Effective Board Members	29 9:00a Team Building – Effective Teams

***Please note that the workshops are subject to changes. Please refer to our registration page to verify ALL class information.

March 2008

Mon	Tue	Wed	Thu	Fri
3	4 5:30p Building Boards that Work	5 9:00a Financial Accountability 12:00p Not on My Watch: Volunteer Risk	6 9:00a QuickBooks Advanced	7
10	11 Certificate Program in Nonprofit Management Begins	12 9:00a Cultural Competency Part 2 9:00a BWAG: Technology Planning	13 9:00a Nuts & Bolts of Fundraising 9:00a Marketing Plan Made Easy	14
9:30a MS Office 17	18 9:00a Stress & Time Management 9:30a Outlook	19 9:00 What's Your Pitch: Making Your Case to Funders 9:30a Access Beginning	20 9:30a Excel Advanced	21 9:00a Dealing with Difficult People
24	25 9:00a Getting Results Using Your Personal Power	26 9:00a Cure to Death by PowerPoint 9:00a Nuts & Bolts of Budget Planning	27 9:00a Online Donation Tools	28 9:30a Excel Beginning
31 Caesar Chavez Day				

April 2008

Mon	Tue	Wed	Thu	Fri
	1 9:00a Nonprofits & the Law : A Check-Up 9:00a Speak Up & Shine	2 9:00a Team Building – Meetings 12:00p Not on My Watch: Risk Mgmt Plan	3	4 9:00a Integrated Communications Plan 9:00a Volunteer Fundraising
7	8 9:30a Access Intermediate	9 9:00a Cultural Competency Part 3 9:00a Accounting for Contributions 9:30a Excel Intermediate	10 9:30a Access Advanced	11
14	15	16 9:00a Training the Trainers	17 9:00a Developing Your Brand 9:00a Working in Zone	18 9:00a 360-Decree Leadership 9:30a PowerPoint
21	22 9:00a Organizational Culture 9:00a Greening Your Nonprofit: The Green Event	23 9:00a Presentation Skills 9:00a BWAG: Google AdWords – What's In It For Us?	24 9:00a All Hands on Deck – Involving Staff in Fundraising	25 9:00a A User Friendly Website – What's That?
28	29 9:00a Cross Generational Communication	30 8:30a Ambassadorship for Boards		

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May 2008

Mon	Tue	Wed	Thu	Fri
			1 9:00a Winning Grants Step by Step	2 9:00a Nuts & Bolts of Fundraising 9:00a Personnel Problems
5	6 9:00a Branding Through Websites 9:30a Excel Beginning	7 9:00a Understanding What Makes NP Accounting Different 9:00a Team Building: Decision Making 9:30a Access Beginning	8 9:00a Preventing Harassment 9:30a Access Intermediate	9 9:30a Access Advanced
12	13 9:00a Fundraising Success – Developing a Plan	14 9:00a Online Storytelling	15 9:00a Public Relations & the Nonprofit 5:30p Becoming Effective Board Members	16 9:00a Advanced Coaching for Managers 9:30a Word Beginning
19	20 9:00a Succeeding as a Supervisor	21 9:00a BWAG: Google Analytics 9:00a Introduction to Corporate Giving	22 9:00a Performance Management	23 9:00a Interviewing & Hiring by Example
26 Memorial Day	27	28	29	30

June 2008

Mon	Tue	Wed	Thu	Fri
2	3 9:30a Excel Beginning	4 9:00a Winning Grants Leap by Leap 9:30a Excel Intermediate	5 9:30a Outlook	6 9:30a Excel Advanced
9	10 9:00a Prospect Research	11 9:00a Tax Issues for Nonprofits	12 9:00a Dealing with Difficult People 5:30p Building Boards that Work	13
16	17	18 9:00a BWAG: Bulk Email	19 10:00a Marketing & Fundraising: Match Made in Heaven	20
23	24	25	26	27 9:30a Word Tips & Tools
30				

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