

# Fall 2019 Core Courses

August - December 2019



## ABOUT OUR PROGRAMS

Through the investments of dozens of corporations, foundations and individuals, Oklahoma nonprofits receive the latest, state-of-the-art assistance with a special brand of personal touch. Recognized as a national leader among statewide service organizations, the Oklahoma Center for Nonprofits prides itself on providing cutting-edge services statewide.

OKCNP's programs provide professional training to nonprofits comprising:

- Board Governance and Executive Leadership
- Fundraising and Resource Development
- Financial Accountability
- Ethics and Legal Issues
- Communications and Marketing
- Management Best Practices
- Outcomes Measurement
- Community Improvement

And so much more.

## ABOUT THIS CATALOG

This catalog contains a listing of our core Fall courses. OKCNP offers a large variety of training throughout the year in addition to what is listed in this catalog. Since schedules sometimes change and we often add courses throughout the semester, be sure to check the full training calendar at [www.okcnp.org](http://www.okcnp.org) for the most up-to-date course schedule.

## HOW TO ENROLL

To enroll in any of OKCNP's courses, please visit our website at [www.okcnp.org](http://www.okcnp.org), then click **Training Calendar** under the **Training** drop-down menu. Click on the course title to learn more about each course or to register.

You can also sign up to receive updates on all of our upcoming training courses through email. Visit our website home page and click the envelope button to sign up for our weekly training updates.

## LOCATIONS

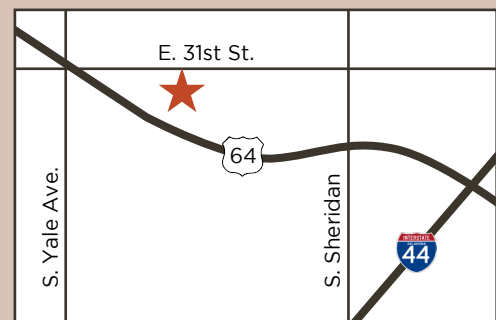
Most courses are taught at our Oklahoma City and Tulsa campuses, but we are working to increase the number of remote training opportunities. For the most accurate list of training locations, please see the online training calendar at [www.okcnp.org](http://www.okcnp.org).

### OKCNP @ Chesapeake Community Plaza



720 W. Wilshire Blvd. Suite 115  
Oklahoma City, OK 73116

### OKCNP @ Legacy Plaza



5330 East 31st Street, Suite 200  
Tulsa, OK 74135

For more information, email [training@okcnp.org](mailto:training@okcnp.org)  
or call (405) 463-6886 ext. 218.

Visit [www.okcnp.org](http://www.okcnp.org) to view training courses and enroll today!

# FALL CORE TRAINING COURSES (CHRONOLOGICAL)

For descriptions of each course, please visit the Course Description section on page 4. All courses are subject to change. Please check [www.okcnp.org](http://www.okcnp.org) for the most up-to-date schedule.

	Date	Course Name	Location
<b>AUGUST</b>	8/13/2019	Boot Camp for Boards	Oklahoma City
	8/15/2019	Grant Writing Summit	Tulsa
	8/21-22/2019	Standards for Excellence	Oklahoma City
	8/27/2019	Fundraising Summit I	Oklahoma City
	8/28/2019	Nonprofit Management Certification: Fundamental – Session I	Tulsa
	8/29/2019	*Nonprofit Management Certification: Fundamental – Session II	Tulsa
<b>SEPTEMBER</b>	9/10/2019	Compass Group – Session I	Oklahoma City
	9/10/2019	Fundraising Summit I	Tulsa
	9/11/2019	Nonprofit Management Certification: Fundamental – Session I	Oklahoma City
	9/12/2019	*Nonprofit Management Certification: Fundamental – Session II	Oklahoma City
	9/17/2019	Compass Group – Session I	Tulsa
	9/19/2019	Grant Writing Summit	Oklahoma City
	9/24/2019	Leaders' Circle Fall 2019 – Session I	Tulsa / OKC
	9/25/2019	*Nonprofit Management Certification: Fundamental – Session III	Tulsa
	9/25/2019	*Leaders' Circle Fall 2019 – Session II	Tulsa / OKC
9/26/2019	Fundraising Summit II	Oklahoma City	
<b>OCTOBER</b>	10/1/2019	Nonprofit Management Certification: Professional – Session I	Oklahoma City
	10/2/2019	*Nonprofit Management Certification: Professional – Session II	Oklahoma City
	10/3/2019	HR Summit	Tulsa
	10/8/2019	*Compass Group – Session II	Oklahoma City
	10/9-10/2019	Standards for Excellence	Tulsa
	10/9/2019	*Nonprofit Management Certification: Fundamental – Session III	Oklahoma City
	10/15/2019	Boot Camp for Boards	Enid
	10/15/2019	*Compass Group – Session II	Tulsa
	10/17/2019	Grant Writing Summit	Tulsa
	10/22/2019	*Leaders' Circle Fall 2019 – Session III	Tulsa / OKC
	10/23/2019	*Nonprofit Management Certification: Fundamental – Session IV	Tulsa
	10/24/2019	The Partnership	Oklahoma City
	10/24/2019	Boot Camp for Boards	Tulsa
	10/29/2019	*Compass Group – Session III	Oklahoma City
	10/30/2019	*Nonprofit Management Certification: Fundamental – Session IV	Oklahoma City
10/31/2019	*Nonprofit Management Certification: Professional – Session III	Oklahoma City	
<b>NOVEMBER</b>	11/12/2019	*Compass Group – Session III	Tulsa
	11/13/2019	The Partnership	Tulsa
	11/13-14/2019	Standards for Excellence	Oklahoma City
	11/14/2019	Parties With a Purpose	Tulsa
	11/19/2019	*Leaders' Circle Fall 2019 – Session IV	Tulsa / OKC
	11/20/2019	*Nonprofit Management Certification: Fundamental – Session V	Oklahoma City
	11/21/2019	*Nonprofit Management Certification: Professional – Session IV	Oklahoma City
	11/21/2019	*Nonprofit Management Certification: Fundamental – Session V	Tulsa
<b>DECEMBER</b>	12/3-4/2019	Cultural Consciousness	Oklahoma City
	12/4-5/2019	Standards for Excellence	Tulsa
	12/5/2019	HR Summit	Oklahoma City
	12/10/2019	Parties With a Purpose	Oklahoma City
	12/11/2019	*Nonprofit Management Certification: Fundamental – Session VI	Tulsa
	12/17/2019	*Leaders' Circle Fall 2019 – Session V	Tulsa / OKC
	12/18/2019	*Nonprofit Management Certification: Fundamental – Session VI	Oklahoma City
	12/19/2019	*Nonprofit Management Certification: Professional – Session V	Oklahoma City

\*These sessions are part of a complete series. To enroll in these sessions, you must be enrolled in the entire series, including Session 1. Individual sessions cannot be enrolled in separately.

# FALL CORE TRAINING COURSES (CATEGORICAL/ALPHABETICAL)

For descriptions of each course, please visit the Course Description section on page 4. All courses are subject to change. Please check [www.okcnp.org](http://www.okcnp.org) for the most up-to-date schedule.

	Date	Course Name	Location
BOARD GOV.	8/13/2019	Boot Camp for Boards	Oklahoma City
	10/15/2019	Boot Camp for Boards	Enid
	10/24/2019	Boot Camp for Boards	Tulsa
FUNDRAISING	8/27/2019	Fundraising Summit I	Oklahoma City
	9/10/2019	Fundraising Summit I	Tulsa
	9/26/2019	Fundraising Summit II	Oklahoma City
	8/15/2019	Grant Writing Summit	Tulsa
	9/19/2019	Grant Writing Summit	Oklahoma City
	10/17/2019	Grant Writing Summit	Tulsa
	11/14/2019	Parties With a Purpose	Tulsa
	12/10/2019	Parties With a Purpose	Oklahoma City
LEADERS' CIRCLE	9/24/2019	Leaders' Circle Fall 2019 – Session I	Tulsa / OKC
	9/25/2019	*Leaders' Circle Fall 2019 – Session II	Tulsa / OKC
	10/22/2019	*Leaders' Circle Fall 2019 – Session III	Tulsa / OKC
	11/19/2019	*Leaders' Circle Fall 2019 – Session IV	Tulsa / OKC
	12/17/2019	*Leaders' Circle Fall 2019 – Session V	Tulsa / OKC
LEADERSHIP DEVELOPMENT	9/10/2019	Compass Group – Session I	Oklahoma City
	9/17/2019	Compass Group – Session I	Tulsa
	10/8/2019	*Compass Group – Session II	Oklahoma City
	10/15/2019	*Compass Group – Session II	Tulsa
	10/29/2019	*Compass Group – Session III	Oklahoma City
	11/12/2019	*Compass Group – Session III	Tulsa
	12/3-4/2019	Cultural Consciousness	Oklahoma City
	10/24/2019	The Partnership	Oklahoma City
	11/13/2019	The Partnership	Tulsa
	10/3/2019	HR Summit	Tulsa
12/5/2019	HR Summit	Oklahoma City	
NONPROFIT MANAGEMENT CERTIFICATION PROGRAM	9/11/2019	Nonprofit Management Certification: Fundamental – Session I	Oklahoma City
	9/12/2019	*Nonprofit Management Certification: Fundamental – Session II	Oklahoma City
	10/9/2019	*Nonprofit Management Certification: Fundamental – Session III	Oklahoma City
	10/30/2019	*Nonprofit Management Certification: Fundamental – Session IV	Oklahoma City
	11/20/2019	*Nonprofit Management Certification: Fundamental – Session V	Oklahoma City
	12/18/2019	*Nonprofit Management Certification: Fundamental – Session VI	Oklahoma City
	8/28/2019	Nonprofit Management Certification: Fundamental – Session I	Tulsa
	8/29/2019	*Nonprofit Management Certification: Fundamental – Session II	Tulsa
	9/25/2019	*Nonprofit Management Certification: Fundamental – Session III	Tulsa
	10/23/2019	*Nonprofit Management Certification: Fundamental – Session IV	Tulsa
	11/21/2019	*Nonprofit Management Certification: Fundamental – Session V	Tulsa
	12/11/2019	*Nonprofit Management Certification: Fundamental – Session VI	Tulsa
	10/1/2019	Nonprofit Management Certification: Professional – Session I	Oklahoma City
	10/2/2019	*Nonprofit Management Certification: Professional – Session II	Oklahoma City
	10/31/2019	*Nonprofit Management Certification: Professional – Session III	Oklahoma City
11/21/2019	*Nonprofit Management Certification: Professional – Session IV	Oklahoma City	
12/19/2019	*Nonprofit Management Certification: Professional – Session V	Oklahoma City	
STANDARDS FOR EXCELLENCE	8/21-22/2019	Standards for Excellence	Oklahoma City
	10/9-10/2019	Standards for Excellence	Tulsa
	11/13-14/2019	Standards for Excellence	Oklahoma City
	12/4-5/2019	Standards for Excellence	Tulsa

\*These sessions are part of a complete series. To enroll in these sessions, you must be enrolled in the entire series, including Session 1. Individual sessions cannot be enrolled in separately.

# COURSE DESCRIPTIONS (ALPHABETICAL)

All courses, descriptions and prices are subject to change. Please check [www.okcnp.org](http://www.okcnp.org) for the most up-to-date schedule. Courses are color-coded based on their category (see page 3).

## BOOT CAMP FOR BOARDS

1 SESSION

This day-long board summit provides nonprofit boards a collaborative atmosphere to gain insight about board development, governance and fundraising. All boards will benefit from the “boot camp” atmosphere – it’s ideal for new and evolving boards alike, customized to meet your current needs. Participants will learn insider tips for board best practices, oversight and management, recruitment, fund raising and strategic planning. Boards can better serve the community with clear direction and leading by governing.

This summit provides access to nonprofit experts to ask questions and learn best practices on a variety of board topics, including why we have boards, their legal responsibilities, recruiting and succession planning, creating a high functioning board, and supporting a great mission with fundraising.

**SUGGESTED FOR:**  
**BOARD MEMBERS**  
**BOARD CHAIR**

**MEMBERS:**  
**\$139 (EARLY) | \$250**

**NON-MEMBERS:**  
**\$279**

**OKC:** AUG. 13    **ENID:** OCT. 15    **TULSA:** OCT. 24

## COMPASS GROUP

9 SESSIONS

The Compass Group is intended for seasoned nonprofit executives with 7+ years of experience or having graduated from Leader’s Circle and Nonprofit Management Certification. The course was built on the philosophy that leadership development is an ongoing and never-ending process of self-examination, reflection, feedback, learning and coaching. This network will encourage members to engage in authentic, transparent conversations with like-minded leaders, allowing for opportunities to:

- Share challenges and successes in a confidential and supportive setting
- Discuss advanced leadership topics to further build skills
- Fine tune personal leadership philosophy to build a legacy of leadership

The Compass Group is a peer learning group that fosters collaboration, mentorship and advice among members as they navigate the difficult landscape of nonprofit leadership. This course will be a confidential space to process ideas, think creatively, seek solutions, deepen your knowledge base and build relationships with colleagues.

**SUGGESTED FOR:**  
**EXECUTIVES**

**MEMBERS:**  
**\$1,980 (EARLY) | \$2,250**

**NON-MEMBERS:**  
**\$4,500**

**OKC:**  
SEPT. 9    JAN. 7    APR. 7  
OCT. 8    FEB. 4    MAY 5  
OCT. 29    MAR. 10    JUN. 9

**TULSA:**  
SEPT. 17    JAN. 14    APR. 14  
OCT. 15    FEB. 11    MAY 12  
NOV. 12    MAR. 17    JUN. 9

## CULTURAL CONSCIOUSNESS

2 SESSIONS

This two-day course provides nonprofit professionals with practical tools to advance their capacity, provide better services to their clients and build stronger, more diverse teams of board members, staff and volunteers.

Participants will come to understand the cycle of socialization and what contributes to society overvaluing some and undervaluing others, increase COMPASSION for those who are on the margins, enhance FAIRNESS within their organizations, and develop CIVILITY through appropriate discourse and communication styles with those who are different.

**SUGGESTED FOR:**  
**ALL STAFF**

**MEMBERS:**  
**FREE**

**NON-MEMBERS:**  
**\$600**

**OKC:** DEC. 3-4

## FUNDRAISING SUMMIT I & II

1 SESSION

Is your organization ready to move to the next level of soliciting large gifts from individuals, foundations and corporations? In our new and improved fundraising summits, we will help you understand the fundraising cycle and how it pertains to cultivating and soliciting large gifts from your donors.

Additionally, we will give you important tactics for building a strong program, such as creating a development plan, ensuring ethical policies and procedures are in place, and understanding your own nonprofit's life-cycle and how it applies to development. This is a perfect course for development professionals (both novice and experienced), along with executive directors and board members who have roles in fundraising.

Most importantly, you'll understand and be able to apply important tenets of donor psychology to guide donors to programs that ignite passion in your organization.

### SUGGESTED FOR:

**EXECUTIVES  
LEADERS  
DEVELOPMENT STAFF**

### MEMBERS:

**\$139 (EARLY) | \$250**

### NON-MEMBERS:

**\$390**

### OKC:

AUG. 27 (I)

SEPT. 26 (II)

### TULSA:

SEPT. 10 (I)

## GRANT WRITING SUMMIT

1 SESSION

Attend this intensive 6-hour session that covers all the bases on grant writing. This session also includes an opportunity to workshop a portion of your own grant narrative.

Topics covered include:

- Current trends in philanthropy
- Basic elements of grantsmanship
- How to research and build relationships with funders
- Writing your grant narrative
- Preparing a budget
- Having difficult conversations with funders
- Handling objections or denials for funding

### SUGGESTED FOR:

**EXECUTIVES  
LEADERS  
DEVELOPMENT STAFF**

### MEMBERS:

**\$139 (EARLY) | \$250**

### NON-MEMBERS:

**\$450**

### OKC:

SEPT. 19

### TULSA:

AUG. 15

OCT. 17

## HR SUMMIT

1 SESSION

HR operations in the nonprofit sector are regularly managed by professionals serving in multiple roles. Consistently applying human resources principles shapes up to be no easy task. At times, human resources management can be reduced to a process of enforcing policies and making sure employees get paid.

As nonprofit leaders look to the future, finding ways to increase employee engagement and organizational efficiency, as well as executing best practices, will be prominent in strategic plans. This summit will help you understand how to accomplish your mission through a talented and motivated workforce.

Topics covered include:

- Employee Engagement
- Diversity, Equity and Inclusion
- Staffing and Recruitment
- Performance Management
- Learning and Professional Development

### SUGGESTED FOR:

**EXECUTIVES  
LEADERS**

### MEMBERS:

**\$139 (EARLY) | \$250**

### NON-MEMBERS:

**\$450**

### OKC:

DEC. 5

### TULSA:

OCT. 3

## LEADERS' CIRCLE

6 SESSIONS

Leaders' Circle is designed for Executive Directors and CEOs of nonprofits in their first few years of leadership. Leaders' Circle is an advisory group that provides a confidential forum to support and develop nonprofit leaders. In monthly sessions, you will be immersed in a supportive community with other nonprofit executives for a time of learning, connecting and discovering. Sessions are specifically designed to address multiple facets of being a nonprofit leader.

Leaders' Circle provides opportunities to:

- Think creatively, share ideas and seek solutions for common nonprofit issues, while networking with some of Oklahoma's top executive directors
- Deepen your knowledge base of current nonprofit trends and best practices with support from industry experts
- Build lasting connections with colleagues facing similar leadership challenges
- Receive personalized, one-on-one coaching from an experienced executive coach

**SUGGESTED FOR:**  
**EXECUTIVES**

**MEMBERS:**  
**\$850 (EARLY) | \$950**

**NON-MEMBERS:**  
**\$1,900**

**OKC & TULSA:**

SEPT. 24	NOV. 19
SEPT. 25	DEC. 17
OCT. 22	JAN. 21

## NONPROFIT MANAGEMENT CERTIFICATION: FUNDAMENTAL

6 SESSIONS

This course is designed for leaders of nonprofits who want to receive practical knowledge on how to run a nonprofit and make a more significant impact in the community. Nonprofit Management Certification helps nonprofit managers develop leadership and supervisory skills to advance their career and be more effective in their current positions. Through training sessions taught by nonprofit experts, participants will have an opportunity to apply and practice new skills and gain confidence in decision making.

Each session focuses on a different topic pertinent to management in the nonprofit sector and covers practical knowledge, tools and best practices to help:

- Understand nonprofit finances
- Effectively work with a board
- Fine-tune HR practices through conflict and performance management
- Navigate the nonprofit life-cycle
- Build a team with coaching and motivation

This course is taught over multiple sessions. Individual sessions cannot be enrolled in separately and participants may not register mid-training. Participation in at least 5 of the 6 sessions is mandatory to receive certificate.

**SUGGESTED FOR:**  
**EXECUTIVES  
LEADERS**

**MEMBERS:**  
**\$850 (EARLY) | \$950**

**NON-MEMBERS:**  
**\$1,700**

<b>OKC:</b>	<b>TULSA:</b>
SEPT. 11	AUG. 28
SEPT. 12	AUG. 29
OCT. 9	SEPT. 25
OCT. 30	OCT. 23
NOV. 20	NOV. 21
DEC. 18	DEC. 11

## NONPROFIT MANAGEMENT CERTIFICATION: PROFESSIONAL

6 SESSIONS

### Course prerequisite: Nonprofit Management Certification: Fundamental

As nonprofit leaders build their careers, finding ways to increase organizational efficiency and execute best practices remains imperatives to drive success. This course is for professionals who want to continue to develop their skills around leadership and build an expanded nonprofit management toolkit.

Designed as the next step for those who have completed our Nonprofit Management Certification: Fundamental course, NMC: Professional runs for 6 sessions and covers next-level nonprofit management topics. This program will help you grow professionally, apply a broad skillset to advance the nonprofit mission and succeed as a talented leader in your own right.

This course is taught over multiple sessions. Individual sessions cannot be enrolled in separately and participants may not register mid-training. Participation in at least 5 of the 6 sessions is mandatory to receive certificate.

**SUGGESTED FOR:**  
**EXECUTIVES  
LEADERS**

**MEMBERS:**  
**\$850 (EARLY) | \$950**

**NON-MEMBERS:**  
**\$1,700**

<b>OKC:</b>	
OCT. 1	OCT. 31
OCT. 2	NOV. 20
OCT. 9	DEC. 19



## PARTIES WITH A PURPOSE

1 SESSION

Party planning seems to be a lot of fun until you change the words to "Fundraising Event Planning" or "Patron Appreciation Gala" or something even fancier. There is a ton of work that goes into planning special events to raise money and people.

Parties With a Purpose is a day-long deep dive into planning an event that will help you get more from your steering committee and chair, raise more money through sponsorships and event-related sales/donations, find purpose in your events and understand donor behaviors during these events. We'll also discuss different types of events, from stewardship or cultivation parties to galas, sports events, award events, performances and more.

Put some purpose back into your parties and raise more money in the process.

**SUGGESTED FOR:**  
**EXECUTIVES**  
**LEADERS**  
**DEVELOPMENT STAFF**

**MEMBERS:**  
**\$150**

**NON-MEMBERS:**  
**\$300**

**OKC:**  
DEC. 10

**TULSA:**  
NOV. 14

## THE PARTNERSHIP

1 SESSION

The "partnership" between the executive and board chair is nuanced and there are many things that can stand in the way of a good partnership forming - from differences in communication style to unnamed, or unmet, expectations. Whether you are just starting with your "partner," or are mid-way through, this seminar provides practical guidance for navigating your own unique "partnership."

Participants can expect to:

- Receive practical tools that will ensure their "partnership" is set up to best serve their organization.
- Understand industry trends of their unique role in "the partnership"
- Strategize solutions for challenges typical to the executive director|board chair relationship
- Identify communication gaps and build more effective channels to achieve success
- Micro-consulting opportunities with peers and instructors

**SUGGESTED FOR:**  
**EXECUTIVES**  
**BOARD CHAIRS**

**MEMBERS:**  
**FREE**

**NON-MEMBERS:**  
**\$350 PER TEAM**

**OKC:**  
OCT. 24

**TULSA:**  
NOV. 13

## STANDARDS FOR EXCELLENCE®

2 SESSIONS

Standards for Excellence®, taught over two days, is a nationally accredited curriculum that teaches best practices for nonprofit management, governance and legal compliance. The foundation of the Standards for Excellence® program is the published Standards for Excellence®: An Ethics and Accountability Code for the Nonprofit Sector. It identifies six major areas of nonprofit governance and management, which contain 27 different topic areas. Each topic area includes specific benchmarks and measures that provide a structured approach to building capacity, accountability and sustainability in your organization. The curriculum includes 80 benchmarks for best practices, as well as sample policies for social media and information technologies all nonprofits need to know.

Each organization taking Standards for the first time is encouraged to send two people to each of the four trainings, preferably the organization's Executive Director and Board Chair. While all organizations are encouraged to send two participants to the entire, four-part series, Standards for Excellence® scholarship recipients **must send two representatives** to each session in order to graduate.

**SUGGESTED FOR:**  
**EXECUTIVES**  
**BOARD CHAIR**

**MEMBERS:**  
**\$750 (EARLY) | \$850**

**NON-MEMBERS:**  
**\$1,700**

**OKC:**  
AUG. 21-22  
NOV. 13-14

**TULSA:**  
OCT. 9-10  
DEC. 4-5

## SUGGESTED TRACKS

Sorting through the list of training options and trying to decide which courses will be most beneficial for you and your organization can be overwhelming. We want to make it easier to navigate, so here is a list of typical roles within a nonprofit organization and the core courses we suggest for these roles.

### EXECUTIVE (less than 7 years experience)

Cultural Consciousness	Leaders' Circle
Fundraising Summit I & II	NMC: Fundamental
Grant Writing Summit	Parties With a Purpose
HR Summit	Standards for Excellence

### EXECUTIVE (7 or more years experience)

Compass Group	NMC: Fundamental
Cultural Consciousness	NMC: Professional
Fundraising Summit I & II	Parties With a Purpose
Grant Writing Summit	Standards for Excellence
HR Summit	

### LEADER

Cultural Consciousness	HR Summit
Fundraising Summit I & II	NMC: Fundamental
Grant Writing Summit	Parties With a Purpose

### BOARD MEMBER

Boot Camp for Boards  
 Cultural Consciousness

### BOARD CHAIR

Standards for Excellence  
 Boot Camp for Boards  
 Cultural Consciousness

### DEVELOPMENT STAFF

Cultural Consciousness	Grant Writing Summit
Fundraising Summit I & II	Parties With a Purpose

## THANK YOU TO OUR SPONSORS!

