

Spring 2020 Core Courses

January - May 2020



ABOUT OUR PROGRAMS

Recognized as a national leader among statewide service organizations, the Oklahoma Center for Nonprofits (OKCNP) prides itself on providing valuable services and expert training statewide. We offer professional courses on the following topics:

- 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 much more

Training options include on-site sessions in Oklahoma City, Tulsa and other locations, as well as online learning opportunities, such as webinars and recorded sessions.

ABOUT THIS CATALOG

This catalog contains a listing of our core Spring courses. OKCNP offers a 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 calendar at www.okcnp.org/events for the most current course schedule.

HOW TO ENROLL

To enroll in any of OKCNP's courses, please visit our website at www.okcnp.org/events. To enroll in online training, visit www.okcnp.org/training/webinar-library. Click on the course title to learn more or to register.

SCHOLARSHIPS

Through generous support from around the state, scholarships are available for those who apply. When you register for a class, look for the scholarship option. Only OKCNP members are eligible. For questions about scholarships, email Debra Hull at dhull@okcnp.org.

"The ability of your facilitators to distill a large amount of information into something easy to digest, understand and discuss was a true feat."

— Taylor Self, Cleats for Kids

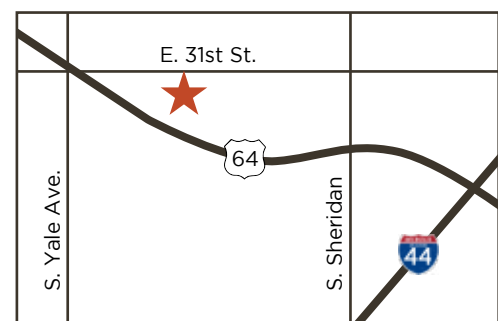
LOCATIONS

Chesapeake Community Plaza



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

Legacy Plaza



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

For more information, email training@okcnp.org or call (405) 463-6886.

Visit www.okcnp.org to enroll in on-site training courses and online learning opportunities today!

SPRING 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 for the most up-to-date schedule.

	Date	Course Name	Location
JANUARY	1/8-9/20	Cultural Consciousness	Tulsa
	1/14-15/2020	Nonprofit Management Certification: Fundamental - Sessions I & II	Oklahoma City
	1/22-23/2020	Nonprofit Management Certification: Professional - Sessions I & II	Tulsa
	1/28/2020	Fundraising Summit II	Tulsa
	1/29-30/2020	Nonprofit Management Certification: Fundamental - Sessions I & II	Tulsa
FEBRUARY	2/5-6/2020	Leaders' Circle - Sessions I & II	OKC/Tulsa
	2/11-12/2020	*Nonprofit Management Certification: Fundamental - Sessions III & IV	Oklahoma City
	2/13/2020	Marketing 101	Tulsa
	2/13/2020	Boot Camp for Boards	Oklahoma City
	2/18/2020	Grant Writing Summit	Oklahoma City
	2/19-20/2020	Standards for Excellence	Oklahoma City
	2/19-20/2020	*Nonprofit Management Certification: Professional - Sessions III & IV	Tulsa
	2/25/2020	Parties with a Purpose	Tulsa
	2/25/2020	Human Resources Summit	Oklahoma City
	2/26-27/2020	*Nonprofit Management Certification: Fundamental - Sessions III & IV	Tulsa
MARCH	3/3/2020	Parties with a Purpose	Oklahoma City
	3/4-5/2020	Standards for Excellence	Tulsa
	3/4/2020	*Leaders' Circle - Session III	OKC/Tulsa
	3/10/2020	Grant Writing Summit	Tulsa
	3/11-12/2020	*Nonprofit Management Certification: Professional - Sessions V & VI	Tulsa
	3/24-25/2020	*Nonprofit Management Certification: Fundamental - Sessions V & VI	Oklahoma City
	3/26/2020	Marketing 201	Tulsa
APRIL	4/1-2/2020	*Nonprofit Management Certification: Fundamental - Sessions V & VI	Tulsa
	4/8/2020	*Leaders' Circle - Session IV	OKC/Tulsa
	4/8/2020	Fundraising Summit I	OKC
	4/9/2020	Boot Camp for Boards	Tulsa
	4/14-15/2020	Standards for Excellence	Oklahoma City
	4/16/2020	Human Resources Summit	Tulsa
	4/22/2020	Fundraising Summit I	Tulsa
	4/23/2020	Marketing 301	Tulsa
	4/29-30/2020	Standards for Excellence	Tulsa
	4/30/2020	The Partnership	Oklahoma City
MAY	5/6-7/2020	*Leaders' Circle - Sessions V & VI	OKC/Tulsa
	5/13/2020	Fundraising Summit II	OKC
	5/14/2020	The Partnership	Tulsa
	5/20/2020	Fundraising Summit II	Tulsa

*These sessions are part of a series. To enroll in these sessions, you must be enrolled in the entire series, beginning with session 1. Individual sessions cannot be enrolled in separately.

SPRING CORE TRAINING COURSES (CATEGORICAL/ALPHAB.)

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 for the most up-to-date schedule.

	Course Name	Date	Location
BOARD GOV.	Boot Camp for Boards	2/13/2020	Oklahoma City
	Boot Camp for Boards	4/9/2020	Tulsa
FUNDRAISING	Fundraising Summit II	1/28/2020	Tulsa
	Fundraising Summit I	4/8/2020	Oklahoma City
	Fundraising Summit I	4/22/2020	Tulsa
	Fundraising Summit II	5/13/2020	Oklahoma City
	Fundraising Summit II	5/20/2020	Tulsa
	Grant Writing Summit	2/18/2020	Oklahoma City
	Grant Writing Summit	3/10/2020	Tulsa
	Parties with a Purpose	2/25/2020	Tulsa
	Parties with a Purpose	3/3/2020	Oklahoma City
LEADERS' CIRCLE	Leaders' Circle Spring 2020 — Sessions I & II	2/5-6/2020	Tulsa / OKC
	*Leaders' Circle Spring 2020 — Session III	3/4/2020	Tulsa / OKC
	*Leaders' Circle Spring 2020 — Session IV	4/8/2020	Tulsa / OKC
	*Leaders' Circle Spring 2020 — Sessions V & VI	5/6-7/2020	Tulsa / OKC
LEADERSHIP DEVELOPMENT	Cultural Consciousness	1/8-9/2020	Tulsa
	Human Resources Summit	2/25/2020	Oklahoma City
	Human Resources Summit	4/16/2020	Tulsa
	The Partnership	4/30/2020	Oklahoma City
	The Partnership	5/14/2020	Tulsa
MKTG. & COMM.	Marketing 101	2/13/2020	Tulsa
	Marketing 201	3/26/2020	Tulsa
	Marketing 301	4/23/2020	Tulsa
NONPROFIT MANAGEMENT CERTIFICATION	Nonprofit Management Certification: Fundamental — Sessions I & II	1/14-15/2020	Oklahoma City
	*Nonprofit Management Certification: Fundamental — Sessions III & IV	2/11-12/2020	Oklahoma City
	*Nonprofit Management Certification: Fundamental — Session V & VI	3/24-25/2020	Oklahoma City
	Nonprofit Management Certification: Fundamental — Sessions I & II	1/29-30/2020	Tulsa
	*Nonprofit Management Certification: Fundamental — Sessions III & IV	2/26-27/2020	Tulsa
	*Nonprofit Management Certification: Fundamental — Session V & VI	4/1-2/2020	Tulsa
	Nonprofit Management Certification: Professional — Sessions I & II	1/22-23/2020	Tulsa
	*Nonprofit Management Certification: Professional — Sessions III & IV	2/19-20/2020	Tulsa
*Nonprofit Management Certification: Professional — Sessions V & VI	3/11-12/2020	Tulsa	
STANDARDS FOR EXCELLENCE	Standards for Excellence	2/19-20/2020	Oklahoma City
	Standards for Excellence	3/4-5/2020	Tulsa
	Standards for Excellence	4/14-15/2020	Oklahoma City
	Standards for Excellence	4/29-30/2020	Tulsa

*These sessions are part of a series. To enroll in these sessions, you must be enrolled in the entire series, beginning with 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 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, management, recruitment, fund raising and strategic planning. Boards can better serve the community with clear direction.

This summit provides access to nonprofit experts, where participants can 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 through fundraising.

SUGGESTED FOR:
BOARD MEMBERS
BOARD CHAIR

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

NON-MEMBERS:
\$279

OKC: FEB. 13
TULSA: APR. 9

COMPASS GROUP*

9 SESSIONS

*This course began in Fall 2019 and typically cannot be enrolled in during the Spring semester. However, depending on class size, openings might become available throughout the semester. Please contact training@okcnp.org if you are interested in joining mid-season.

The Compass Group is intended for seasoned nonprofit executives with 7+ years of experience or having graduated from Leaders’ 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.

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.

Scholarship Recipients: Any program participant who receives a scholarship and is absent for more than two sessions during the 9-month series will be required to pay back the full amount of the awarded scholarship.

SUGGESTED FOR:
EXECUTIVES

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

NON-MEMBERS:
\$4,500

OKC:
JAN. 7 MAR. 10 MAY 5
FEB. 4 APR. 7 JUN. 9

TULSA:
JAN. 14 MAR. 17 MAY 12
FEB. 11 APR. 14 JUN. 16

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.

*This class is free to members thanks to the generosity of the Institute for the Study of Human Flourishing at the University of Oklahoma.

SUGGESTED FOR:
ALL STAFF

MEMBERS:
FREE*

NON-MEMBERS:
\$600

TULSA: JAN. 8-9

FUNDRAISING SUMMIT I & II

1 SESSION EACH

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:

APR. 8 (I)

MAY 13 (II)

TULSA:

JAN. 28 (II)

APR. 22 (I)

MAY 20 (II)

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 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:

FEB. 18

TULSA:

MAR. 10

HUMAN RESOURCES 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, enhance organizational efficiency, and execute 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:

FEB. 25

TULSA:

APR. 16

LEADERS' CIRCLE

6 SESSIONS

Leaders' Circle is designed for Directors and Executives 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
- Deepen your knowledge base of current nonprofit trends and best practices
- Build lasting connections with colleagues facing similar leadership challenges
- Receive personalized, one-on-one coaching from an experienced executive coach

This course is taught over multiple sessions. Individual sessions cannot be enrolled in separately and participants may not register mid-training. **Scholarship Recipients:** Any program participant who receives a scholarship and is absent for more than two sessions during the 6-month series will be required to pay back the full amount of the awarded scholarship.

SUGGESTED FOR:
EXECUTIVES

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

NON-MEMBERS:
\$1,900

OKC & TULSA:

FEB. 5-6 APR. 8
MAR. 4 MAY 6-7

NONPROFIT MANAGEMENT CERTIFICATION: FUNDAMENTAL

6 SESSIONS

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, as well as 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 leaders:

- 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. Participants can miss up to one class session and still receive the Nonprofit Management Certificate. If more than one session is missed, participants can still attend, but will not receive a certificate. Classes can be made-up by attending either the Oklahoma City or Tulsa events. **Scholarship Recipients:** Please note that students attending the program on scholarship must attend at least 5 out of the entire series of 6 classes, or will be required to pay back the awarded scholarship.

SUGGESTED FOR:
**EXECUTIVES
LEADERS**

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

NON-MEMBERS:
\$1,700

OKC: **TULSA:**
JAN. 14-15 JAN. 29-30
FEB. 11-12 FEB. 26-27
MAR. 24-25 APR. 1-2

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 imperative. 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 Nonprofit Management Certification: Fundamental, NMC: Professional runs for 6 sessions and covers next-level nonprofit management topics. This program will help you grow professionally, learn how to apply a broad skill set to advance your nonprofit's mission, and teach you how to succeed as a talented leader.

This course is taught over multiple sessions. Individual sessions cannot be enrolled in separately and participants may not register mid-training. Participants can miss up to one class session and still receive the Nonprofit Management Certificate. If more than one session is missed, participants can still attend, but will not receive a certificate. Classes can be made-up by attending either the Oklahoma City or Tulsa events. **Scholarship Recipients:** Please note that students attending the program on scholarship must attend at least 5 out of the entire series of 6 classes, or will be required to pay back the awarded scholarship.

SUGGESTED FOR:
**EXECUTIVES
LEADERS**

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

NON-MEMBERS:
\$1,700

TULSA:
JAN. 22-23 MAR. 11-12
FEB. 19-20

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 reach 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: MAR.3 TULSA: FEB. 25

THE PARTNERSHIP

1 SESSION

The partnership between the executive and board chair is nuanced. Many things 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
- Participate in micro-consulting opportunities with peers and instructors

SUGGESTED FOR:
EXECUTIVES
BOARD CHAIRS

MEMBERS:
FREE

NON-MEMBERS:
\$350 PER TEAM

OKC: APR. 30 TULSA: MAY 14

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 benchmarks for best practices, as well as sample policies for social media and information technologies, that all nonprofits need to know.

Each organization taking Standards for Excellence® for the first time is encouraged to send two people to each of the four training sessions, preferably the organization's Executive Director and Board Chair.

Scholarship Recipients: 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. **Scholarship recipients must complete the entire four-part series, or must pay back awarded funds.**

SUGGESTED FOR:
EXECUTIVES
BOARD CHAIR

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

NON-MEMBERS:
\$1,700

OKC: FEB. 19-20 APR. 14-15
TULSA: MAR. 4-5 APR. 29-30

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. To make it easier to navigate, 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!



For a complete list of OKCNP's sponsors, please visit www.okcnp.org/donate/chairmans-circle.