

NOT-FOR-PROFIT CERTIFICATE MANAGEMENT PROGRAM

The program is designed to support new or aspiring Executive Directors of not-for-profit organizations, their staff, and board members. This is a continuing education program that covers fundamental management skills in eight core modules, taught by community-based consultants. Classes meet one full day and one 1/2 day each month from March through October. Participants, who complete the series of all 8 modules, as well as an evaluation through a final project, will graduate from this program and receive a Not-for-Profit Management Certificate.

Course No. 091BMNP100 Course Fee: \$800

Sec	Days	Dates	Time	Room
A	*Th & Fri	Mar 26 –Oct 16	<i>See schedule below</i>	<i>Varies/see schedule below</i>

- Module 1- Intro to NPO Management (Mar. 26-27)
- Module 2- Human Resource Management (Apr. 17-18)* Fri-Sat
- Module 3- Mission, Outcomes, & Planning (May 21-22)
- Module 4- Governance, Legal Issues, & Board/Staff Partnerships (June 18-19)
- Module 5- Financial Management (July 17-18)* Fri-Sat
- Module 6- Fund Development (Aug. 13-14)
- Module 7- Community Relations and Marketing (Sept 17-18)
- Module 8- Series Integration (Oct 15-16)

Try us out and take only what you need.

Individual module enrollment will be accepted for modules #2-7, based on available seats. Participants of individual module enrollment will receive a certificate of participation.

Spring Course Schedule for NPO Certificate Program:

Module 1- Intro to NPO Management

Course No. 091BMNP100

Sec	Days	Dates	Time	Room
A	Th	Mar 26	8:30 am-5:00 pm	Manono 104
	Fr	Mar 27	8:30 am-12:30 pm	Manono 110

Module 2 – Human Resource Management

Course No. 091BMNP102 Course Fee: \$150 (individual module)

Sec	Days	Dates	Time	Room
A	Fr	Apr 17	8:30 am-12:30 pm	Manono 110
	Sat	Apr 18	8:30 am-5:00 pm	Manono 110

Module 3 – Missions, Outcomes, and Planning

Course No. 091BMNP103 Course Fee: \$150 (individual module)

Sec	Days	Dates	Time	Room
A	Th	May 21	8:30 am-5:00 pm	Manono 104
	Fr	May 22	8:30 am-12:30 pm	Manono 110

TO REGISTER CALL: 734-9256 or 734-9211