

**All sessions will be held at City Hall in the 10th floor training room. Seating is limited and reservations are required. There is limited availability for these sessions. To check availability and to reserve your seat, contact the Nonprofit Chamber of Service.**

**Money Management**

**February 16: 1:00 p.m. - 4:00 p.m.**

This course will offer participants sound advice on basic financial topics to help them reach their specific and realistic financial goals. Topics include creating and following a spending plan, and the impact of credit scoring systems.

**Effective Communication**

**February 26: 8:00 a.m. - 5:00 p.m.**

**Additional Session: May 17: 8:00 a.m.-5:00 p.m.**

Learn how to become a more effective communicator in this interactive seminar. The session uses exercises to help participants understand the practicality of the communication concepts, and provides opportunities to practice what is being learned. Five areas will be covered: identifying communication styles, identifying barriers to effective communication, recognizing the characteristics of healthy communication, understanding why a “good listener” is essential for effective communication, and knowing how to give and receive constructive feedback.

**Dealing With Difficult People**

**March 4: 10:00 a.m. - 12:00 p.m.**

Learn how difficult people impact you and the workplace. Learn common responses to difficult people and ten common difficult personalities. Learn to respond effectively to anger and conflict.

**Coaching for Top Performance**

**March 10: 8:30 a.m. - 3:30 p.m.**

**Additional Session: April 7: 8:30 a.m.-3:30 p.m.**

In today’s organizations, rapid-paced change dictates that the old managerial approaches of control and compliances are largely ineffective. To be successful, managers must become coaches who pus exceptional performance by empowering employees rather than acting as referees to control employees. The coaching relationship is successful when it’s based on a partnership for achieving results and a commitment to collaboration.

**The Life Balance: Work and Home**

**March 18: 9:00 a.m. - 12:00 p.m.**

Do you find yourself struggling to balance your home and work lives? The purpose of this class is to identify tips and techniques to keep all aspects of your life in balance.

**Grant Writing 102**

**March 15: 3:00 p.m. - 5:00 p.m.**

This course is for employees who have completed Grant Writing 101: The Basics. This course will have a hands on approach with actual samples of writing a grant.

**Generations in the Workplace**

**March 17: 9:00 a.m.-11:00 a.m.**

**Additional Session May 27: 2:00 p.m.- 4:00 p.m.**

All generations today are prone to friction between members of different generations. And in far too many cases, coworkers lack both the understanding and skills necessary to narrow these classic “generation gaps.” In this class, you’ll become more familiar with the four generations that comprise today’s workforce. You will discover why people of different age groups tend to think, feel, and act as they do. And you’ll learn a variety of strategies and techniques for finding common ground for working together.

**Motivating Employees for Productivity**

**March 17: 8:30 a.m. - 3:30 p.m.**

**Additional Session: April 14: 8:30 a.m.-3:30 p.m.**


Motivation is defined as something added to drive action. As managers this is one of the key questions we should ask about our employees... “How do I spur my employees on, to achieve our goals?” This seminar concisely shows you the “proper” way to motivate the people you supervise and will help you identify many of the common mistakes we make by attempting to motivate people with the wrong things.



**The Nonprofit Chamber is an organization created by nonprofits to serve nonprofits and is governed exclusively by nonprofit executives.**

**The Nonprofit Chamber of Service’s mission is to assist all Kansas nonprofits in achieving their maximum potential through collaborative efforts directed towards best practices, improved governance and community engagement.**



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### Conflict Resolution

March 24: 9:00 a.m. - 12:00 p.m.

**Additional Session: June 2: 1:00 p.m.-4:00 p.m.**

How do you respond to conflict? There are four basic styles of conflict resolution. Learn how you react and how to resolve conflict.

### Better Grammar for Writing

March 25-26: 8:00 a.m. - 12:00 p.m.

(2 day class)

This course will address the basic issues related to writing, namely grammar, spelling and punctuation., sentence structure and various parts of speech.

### Delegating Effectively

April 2: 1:30 a.m. - 3:00 p.m.

Trying to do everything yourself? Learn the 10 essential steps in delegation.

### Surviving a Broken Economy

April 5: 9:00 a.m. - 10:30 a.m.

Finding Day-to-Day Savings, Reducing Expenses, and Living in Today's Economy.

### Setting Priorities

April 15: 9:00 a.m. - 12:00 p.m.

**Additional Session: July 22: 2:00 p.m.– 5:00 p.m.**

Are you being pulled in a million different directions? Do you have a lot to do but don't know how or where to start? This class will show you how to create goals and prioritize tasks so that you can get everything done.

### SMART-Goal Setting

April 29: 9:00 a.m. - 12:00 p.m.

**Additional Session: June 24: 2:00 p.m.-5:00 p.m.**

Have you heard about the "SMART" technique? This class will show you how to identify and write goals that are specific, measurable, attainable, realistic and time fenced.

### Organizational Skills

May 6: 10:00 a.m. - 12:00 p.m.

Learn how to prioritize using the 80/20 rule, and how to plan effectively, discover the signs of poor organizational management, and avoid a disorganized office.

### Managing Time & Multiple Priorities

June 17: 8:30 a.m. - 3:30 p.m.

You'll gain practical techniques you can use to better plan your time, prioritize your decision-making, and take control of common interruptions. You'll come away equipped with tools you can use to improve control of your schedule.

### Developing Personal Resilience

June 24: 10:00 a.m. - 12:00 p.m.

This course will explore the concept of resiliency and identify key aspects and circumstances under which resiliency is fostered and built. Participants will assess their own capacity for resiliency, identify at least 10 ways to build resilience and set realistic goals for their own lives.



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