Do Good. Better.
Forefront offers affordable, accessible, comprehensive trainings that help social impact organizations work at their fullest capacities and create positive change in communities throughout Illinois.

Forefront has developed classes and educational workshops that prepare you and your team for the joys and challenges of doing good. And what you learn from our expert faculty (and your peers!) will help you do it better.

Forefront programs strive to reflect the principles we believe are foundational to the success of the social impact sector:

» Leadership is an activity, not a position
» Cultural responsiveness and inclusivity contribute to higher impact
» Healthy partnerships contribute to increased sustainability
» Budgeting, fundraising, and funding practices must reflect the full cost of doing business

Join us: Do good. Better.

Organizational Assessments
Not sure where to start? Forefront and the Impact Capacity Assessment Tool can help you identify what’s holding your organization back and make a plan to go from good, to great. (Forefront Operating Nonprofit Members can take the iCAT free once a year as a benefit of membership.)

The Impact Capacity Assessment Tool (iCAT) is an assessment and planning tool that helps your nonprofit better understand its organizational capacity based on direct input from those who know you best – your team and your key stakeholders. Through an online survey, the iCAT collects anonymous input from your staff and board members on six research-based organizational capacities: Leading, Learning, Resource Generating, Planning, Managing, and Overseeing. The iCAT converts the anonymous input into a report that summarizes your organizational strengths and challenges. The report also prioritizes a list of custom recommendations based on your organizational capacity stage and provides a plan to support your organization’s ongoing improvement. Forefront staff will guide you through administering the iCAT, interpreting the results, and planning for improvement.

Forefront Operating Nonprofit Members can take the iCAT free once a year as a benefit of membership. For more information about using the iCAT for your organization or to provide access to your grantees who are not currently Forefront Members, contact Lisa May Simpson at lsimpson@myforefront.org.

Custom Trainings
Want to bring Forefront’s trainings to your team? Our workshops can be delivered to your staff, board, grantees, or other stakeholders at your location.

Forefront offers onsite trainings for groups of learners. Choose one or more of the workshops listed in this brochure or contact us to discuss trainings customized to meet your specific needs.

We also specialize in designing developmentally-sequenced capacity building programs for cohorts of individuals or organizations. Working and learning as a cohort provides a unique opportunity for participants to build tools, skills, and peer-to-peer connections that will strengthen the communities and organizations they serve.

To learn more about options and pricing, contact Lisa May Simpson at lsimpson@myforefront.org or 312.327.8931.
Forefront Library

Connecting people who want to change the world to the resources they need to succeed

The Forefront Library is open to the public and provides access to prospect research databases, including Research Point for individual prospects and Foundation Directory Online for foundation and corporate grants and sponsorships. It also holds more than 3,000 volumes on grantmaking, fundraising, nonprofit management, and governance.

The Library is staffed by a small group of librarians dedicated to teaching patrons how to do research and access information. (The Library offers remote research assistance as a benefit of Forefront Membership.) Sample requests include prospect research on foundations and individuals; samples and templates of requests for proposals, grant applications, and budgets; salary surveys; and job descriptions.

Public Library hours are Monday through Friday, noon-5pm. Please check the library website for any special hours before visiting: MyForefront.org/Library.

Member Networks

Forefront’s Member Networks provide another great way to learn and network with colleagues. Groups sponsor lively discussions, develop educational programs, and create collaborative efforts to address relevant issues including health, poverty, domestic violence, education, and the environment. Participation in Member Networks is a benefit of Forefront Membership. Visit the Forefront website (MyForefront.org/Member-Networks) for more information about how to get involved.

Membership

When you become a Forefront Member, you receive quality professional development and skills training, the latest research, access to valuable networks, and so much more. You become part of a powerful movement of over 1,000 grantmakers, nonprofits, advisors, social entrepreneurs, and allies — all working together to help create a civil society and thriving economy across the state of Illinois.

Membership benefits include:

» Up to 40% discount on all Forefront workshops and events
» Prospect research and reference support from the Library
» Access to Forefront’s on demand library of recorded webinars
» Opportunities to participate in Member Networks on specific issue areas
» Advocacy on issues that directly affect you and your stakeholders
» Exclusive invitations to meet with thought leaders, innovators, and others in and out of the sector
» Discounts on services from The Back Office Cooperative, Verified Volunteers, North Park University’s Axelson Center for Nonprofit Management programs, and Association of Consultants to Nonprofits membership

Ready to join?
Visit MyForefront.org/Join for more information.

Who We Are

Forefront builds a vibrant social impact sector for all the people of Illinois.

Forefront is the nation’s only statewide membership association for nonprofits, grantmakers, public agencies, advisors, and our allies. We provide education, advocacy, thought leadership, and facilitate collective action around issues that are important to our Members and to the sector. Forefront’s 1,100 members encompass an intersectional and dynamic group. Our Nonprofit Members work across 26 different issues areas across the state. Our Grantmaking Members include private and independent foundations, public charities, corporations, donor-advised funds, charitable trusts, and individual philanthropists. Our Advisor Members include consultants, attorneys, investment managers, and other professional advisors to grantmakers and nonprofits. We also actively engage social entrepreneurs, impact investor, and B-Corporations to spur innovation in the sector.

Learn more about Forefront and how to become part of our community at MyForefront.org/Join.
BOARD ENGAGEMENT

This series provides practical tools for making the most of one of your biggest assets: your board of directors. Register for all four workshops and receive a 20% discount off the single-workshop price.

Building Your Best Board: Recruitment

Engagement starts at the recruiting process and is a journey that continues as boards orient, train, and evaluate their members. Learn how to design a robust recruiting process that builds engagement from the outset, build diversity and inclusion into the recruiting process, and leverage board member talents for your mission.

This workshop is ideal for nonprofit board members and nonprofit staff who engage with the board.

Date: February 12, 2019
Time: 9:00am – 12:00pm
Cost: $160 / $95 for Members

Building Your Best Board: Achieving Real Diversity and Inclusion

You’ve made the business case for diversity, and your board understands its value, yet your board continues to struggle to achieve meaningful and lasting diversity and inclusion. In this workshop, we will discuss some of the structural, cultural, and emotional barriers that exist on nonprofit boards when it comes to building greater diversity among members, and we will walk through the steps to break through these barriers.

This workshop is ideal for nonprofit board members and nonprofit staff who engage with the board.

Date: March 12, 2019
Time: 9:00am – 12:00pm
Cost: $160 / $95 for Members

Building Your Best Board: Structure and Processes

A well-designed board and committee structure and meeting agenda with the right leaders can make the difference in an organization’s ability to move ahead on transformational change.

This workshop is ideal for nonprofit board members and nonprofit staff who engage with the board.

Date: April 3, 2019
Time: 9:00am – 12:00pm
Cost: $160 / $95 for Members

Building Your Best Board: Performance and Culture

Is your board asking the right questions? Do they know what a high-performance board should be doing? Do you have the right culture to build a high-performance board? Is your Board Chair/CEO relationship as strong as it can be? In this workshop, participants will learn to move your board from focusing on operations to governance and develop an action plan to help you enhance board performance and culture for greater impact on your mission.

This workshop is ideal for nonprofit board members and nonprofit staff who engage with the board.

Date: May 8, 2019
Time: 9:00am – 12:00pm
Cost: $160 / $95 for Members

CIVIC ENGAGEMENT

Through our Democracy Initiative, Forefront is empowering and training nonprofits to build voter engagement into the fabric of their organizations. Instead of searching for ways to bring voter registration to individuals, a new model provides voter engagement opportunities to entire populations with typically low voter engagement at organizations people already visit and trust.

BallotReady Training (Webinar)

Forefront is pleased to partner with BallotReady ahead of the Midterm elections, encouraging voters to make informed decisions at the polls, learn about the various candidates running for all levels of government and helping first time voters make a plan to vote.

Date: October 18, 2018
Time: 10:00am – 11:00am
Cost: Free
Creating a Theory of Change

Funders and other stakeholders want to know about your impact, goals, strategies, or outcomes. No matter what word they use, they’re really trying to find out what impact you seek to make and how you believe that will happen – your theory of change.

This workshop will introduce the theory of change framework and provide a guide to developing your own clear and thoughtful articulation about the change you seek to make in the world. We’ll also explore how your theory of change can serve as the foundation of successful evaluation, fundraising, stakeholder communications, and budgeting.

Participants will learn:
» What an effective theory of change looks like
» How to create a theory of change for your program or organization
» How to utilize a theory of change to inform strategic planning, evaluation, and communications with key stakeholders such as funders

This workshop is ideal for nonprofit and grantmaking professionals who are responsible for program or organizational strategy.

Date: October 4, 2018
   (in-person workshop)
Time: 9:00am-12:00pm
Cost: $160 / $95 for Members

Date: January 15, 2019 (webinar)
Time: 10:00am – 11:30am
Cost: $75 / $50 for Members

Evaluation 101: Working with Outcomes & Indicators

This introductory-level session will help you build the foundation you need to create an evaluation plan that fits your organization. We’ll focus on developing a common language and vision around evaluation, creating a learning-oriented culture within your organization, and overcoming common obstacles.

Participants will learn how to:
» Distinguish between impact, outcomes, indicators, and strategies
» Use your theory of change to identify and focus on the outcomes that matter most
» Create a manageable data collection workplan that isn’t a full-time job

Evalative Thinking

Evaluation requires a set of competencies and skills honed through training and experience. While this can be costly and time-consuming, evalative thinking can be adopted and incorporated freely! It’s a way of thinking that ultimately links action, critical thought, and projected impact.

This workshop will help participants understand and use evalative thinking. Participants will learn to:
» Define evalative thinking
» Describe the use and importance of evalative thinking in their work
» Identify ways in which they can incorporate this way of thinking into their daily practice

This workshop is ideal for nonprofit and grantmaking professionals who are responsible for program or organizational strategy.

Date: February 22, 2019
Time: 9:00am-12:00pm
Cost: $160 / $95 for Members
This series explores evaluation as a process that contributes to the greater good. Register for all four workshops and receive a 20% discount off the single-workshop price.

**Introduction to Evaluation for Social Justice**

This workshop will provide an overview of Culturally Responsive Evaluation (CRE), an approach that values cultural integrity, community empowerment, and sociopolitical change. CRE is both an evaluation and intervention that uses the lens of equity and justice to center power on those most affected by the program or policy.

Participants will learn how to:
- Apply the values and principles of CRE to furthering your mission
- Integrate aspects of CRE into existing and new work
- Create a learning and action plan for CRE application in programs or organizations

This workshop is ideal for nonprofit and grantmaking professionals who are responsible for program or organizational strategy and/or evaluation.

**Date:** March 22, 2019  
**Time:** 9:00am-12:00pm  
**Cost:** $160 / $95 for Members

Community engagement is at the core of sustainable change. Community members need to be at the planning table, with their wisdom and lived experience driving outcomes. So how do we engage authentically and meaningfully with the communities we serve?

This workshop will explore the most promising practices of community engagement. Participants will learn to:
- Develop a plan for substantive community engagement in their philanthropy, programming, and evaluation work
- Name three strategies for their own community engagement

This workshop is ideal for nonprofit and grantmaking professionals who are responsible for program or organizational strategy and/or evaluation.

**Date:** April 26, 2019  
**Time:** 9:00am-12:00pm  
**Cost:** $160 / $95 for Members

**Evaluation for Social Justice: Cultural Sensitivity and Learning**

Culture is a major driver in people’s thinking, decision-making, and behavior. It can be a major asset for making effective change, or it can be a barrier to progress. This workshop will explore cultural learning, cultural assets, and how philanthropy, programming, and evaluation practitioners can integrate culture in a way that moves towards effective action.

Participants will learn to:
- Design a process for critical self-reflection
- Explore their own culture and how that influences their philanthropy, programming, and/or evaluation work
- Develop a plan for learning the cultural mores and assets of the communities they are serving

This workshop is ideal for nonprofit and grantmaking professionals who are responsible for program or organizational strategy and/or evaluation.

**Date:** May 17, 2019  
**Time:** 9:00am-12:00pm  
**Cost:** $160 / $95 for Members

**Evaluation for Social Justice: Responding to Context**

Any evaluation effort must be rooted in an understanding of the historical, community, and sociopolitical context. Otherwise, analysis could prove invalid and recommended action ineffective. This workshop will explore ways to understand and actively respond to the root causes that have profound impact on your clients’ and program participants’ lives.

Workshop participants will learn to:
- Describe how context influences clients’ lives and behavior
- Identify ways to assess and build understanding around the context that affect programs, policies, and evaluations
- Identify ways to actively respond to contextual challenges and barriers

This workshop is ideal for nonprofit and grantmaking professionals who are responsible for program or organizational strategy and/or evaluation.

**Date:** June 14, 2019  
**Time:** 9:00am-12:00pm  
**Cost:** $160 / $95 for Members
**Benefitting from Government Grant Reforms**

Among many sweeping changes by the U.S. Office of Management and Budget (OMB), governments are now required to reimburse nonprofits for reasonable indirect costs through negotiated indirect cost rate. If you need help understanding how to apply the federal cost principles to determining your indirect costs, join us for this training session.

Participants will learn:

- Which costs are considered direct and indirect under the Uniform Guidance
- How to allocate indirect costs
- The different methods that can be used to calculate your indirect cost rate
- How to apply the rate to your nonprofit’s expenses

This workshop is ideal for individuals who are responsible for financial management at nonprofits with government grants and contracts.

**Budgeting for True Cost**

An understanding of the true cost of programs can help leaders make more informed and strategic decisions about how to allocate resources. This workshop will explore effective ways to advocate for the funding of indirect costs in grant proposals and budgets. Participants will learn to understand the real costs of program delivery, understand different cost allocation methodologies, and build indirect costs into your program budget.

This workshop is ideal for nonprofit professionals who are responsible for fundraising, program or organizational reporting, or budgeting.

**Managing Financial Performance**

Once you have gained an understanding of the true cost of service delivery and created a plan to fund those costs over the course of the year, the next step is to monitor your progress against that plan. In this workshop, we will introduce key concepts and best practices on financial performance management. Participants will learn financial reporting best practices, common key performance indicators for nonprofits, and strategies for improved communication across functions.

This workshop is ideal for nonprofit professionals who are responsible for program or organizational budgeting or financial management.

**Operational Excellence**

A key component of running an effective organization is investment in supporting services and infrastructure. In this session, we will explore resources needed in “non-program” functions—staff capacity, technology systems, and efficient workflow—in order to optimize an organization’s operations. This session will leave participants with a renewed vision of what it means to operate at the highest levels.

This workshop is ideal for nonprofit professionals who are responsible for department or organizational strategy, financial management, or operations.

**Understanding Your Organization’s Financial Health**

To ensure financial resilience in the long-term, it is critical to understand the “story” behind your organization’s financial results so you will be better equipped to understand the true cost of delivering programs, approach funders with the right ask, and convey your financial story to key internal and external stakeholders.

This workshop will provide the tools you need to better understand your organization’s current financial health and trends over time, and how this information compares to industry benchmarks in the nonprofit sector.

This workshop is ideal for nonprofit professionals who are responsible for program or organizational strategy or budgeting.

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**Nonprofit finance is about more than just numbers—it’s about making your strategies and priorities come to life. The following series examines the technical and strategic aspects of nonprofit finance with a focus on calculating and communicating your real costs. Register for all four workshops and receive a 20% discount off the single-workshop price.**

**Date:** October 26, 2018  
**Time:** 9:00am-4:00pm  
**Cost:** $40 / $25 for Members  

**Date:** October 26, 2018  
**Time:** 9:00am-4:00pm  
**Cost:** $40 / $25 for Members  

**Date:** February 28, 2019  
**Time:** 9:00am-12:00pm  
**Cost:** $160 / $95 for Members  

**Date:** March 29, 2019  
**Time:** 9:00am-12:00pm  
**Cost:** $160 / $95 for Members  

**Date:** May 1, 2019  
**Time:** 9:00am-12:00pm  
**Cost:** $160 / $95 for Members
If you’re not actively cultivating individual donors, you’re missing out on one of the best ways to ensure that your fundraising is successful and sustainable. One way to attract new donors is by participating in #ILGive, Forefront’s 24-hour online fundraising events which empowers individuals to create change in their communities by supporting local nonprofits. #ILGive is an opportunity to raise critical funds for your organization, increase awareness of your cause, bring new donors into your donor file, and expose a new audience to your mission. #ILGive for #GivingTuesday happens November 27, 2018 and #ILGiveCommunity will take place in May 2019.

Learn more and register for free at ILGive.com.
Fundraising in Communities of Color
Communities of color remain a largely untapped resource when it comes to fundraising. However, as fundraisers begin to turn their development efforts towards more diverse populations, there remains the additional work of understanding the giving patterns represented within communities of color, and how those patterns translate into actual dollars.
Participants will learn to:
» Debunk the myth that people of color are not philanthropic
» Consider and apply the dos and don’ts of engaging with diverse communities
» Develop inclusive and sustainable organizations through the cultivation of a more diverse donor base
This workshop is ideal for nonprofit professionals who are responsible for fundraising.
Date: November 2, 2018
Time: 9:30am – 11:30am
Cost: $75 / $50 for Members

Introduction to Proposal Writing
This introductory workshop prepares participants to successfully develop, write, and submit grant proposals to foundations and corporations. Through detailed instruction, small group exercises, and peer review, you’ll learn how to craft a proposal that bridges the gap between your organization’s work and the goals of potential funders. You’ll also have a unique opportunity to hear from and ask questions of a panel of grantmakers.
Participants will learn to:
» Understand context for fundraising and grantwriting
» Understand what funders look for in projects and proposals
» Write and present an effective needs statement and program plan
» Identify and craft the elements of a strong proposal
» Prioritize funder cultivation and stewardship in building lasting relationships
This workshop is ideal for nonprofit professionals who are newer to fundraising.
Date: February 1, 2019
Time: 9:00am – 4:00pm
Cost: $260 / $160 for Members

Cultivating Major Gifts
A major gift is a big gift. How big depends on your organization and the state of your fundraising efforts. In this introductory workshop, you’ll polish the skills required to take your individual fundraising strategies to the next level. We’ll help you define what “major gift” means for your organization and cover the strategies you need to secure them.
Participants will learn to:
» Utilize the cycle of donor relations
» Conduct prospect evaluation sessions
» Create a cultivation plan
» Create solicitation strategies based on donor motivation
» Maximize gift results
This workshop is ideal for nonprofit professionals who are responsible for securing donations from individuals and are new to major gifts.
Date: April 9, 2019
Time: 9:00am – 4:00pm
Cost: $260 / $160 for Members
The people who make up our organizations are our most precious resource. Learn to support and manage them like the valuable humans they are.

Emergency Succession Planning
As much as you hate to think about it, it is possible that one of your coworkers won’t show up to work next week. We hope it’s because they won the lottery and went off to start a foundation that will fund you in perpetuity! But while you’re waiting for that check to come in, someone still needs to make sure the organization can function. This webinar will get you and your team ready to deal with a short- or longer-term unplanned absence.

During this webinar, participants will learn to:

» Understand and communicate the importance of emergency succession plans for all senior management roles
» Feel confident about your ability to create such emergency plans
» Utilize the template we’ll provide as a tool for succession planning

This webinar is ideal for senior managers and board members of smaller nonprofits.

Date: November 8, 2018
Time: 1:00pm – 2:00pm
Cost: $15 / free for Members

Planning for Transitions
Everyone at your organization, including your executive, development, program, and operations directors, will move on at some point. We hope it’s because they retire in style and become one of your major donors instead. Whatever the reason, you’ll rest easier if you have a plan for their eventual transition. During this workshop, we’ll get honest about how to avoid the painful, awkward, and often costly mistakes that come from pretending you and your staff will never leave.

Led by a former executive director who has survived and learned from multiple staff transitions, this high-level session will cover:

» Timelines for succession
» Whether or not to hire an interim
» Board responsibility for managing executive transitions
» Helping remaining staff through a transition
» When to consider organizational restructuring, mergers, or back-office partnerships
» Communication priorities during transitions
» First priorities for a successor
» When to hire a search firm vs. using a search committee

This workshop is ideal for senior managers and board members of nonprofits.

Date: December 12, 2018
Time: 9:00am – 12:00pm
Cost: $50 / $25 for Members

HR Basics: Hiring Staff
Finding and hiring the right employees for your agency is a key factor in increasing productivity, morale, and employee engagement, as well as avoiding turnover. Join us to improve your recruiting, interviewing, and hiring skills, and receive tools that will help you develop policies, procedures, and practices to ensure compliance with the ever-shifting hiring landscape.

Participants will learn how to:

» Write a job description that supports the hiring process
» Sort and screen resumes without fancy HR software
» Get the most out of phone screening
» Incorporate Critical Behavioral Interviewing techniques
» Avoid interview questions you shouldn’t ask

This workshop is ideal for nonprofit and grantmaking professionals who are responsible for hiring or interviewing staff.

Date: January 30, 2019
Time: 9:00am – 12:00pm
Cost: $160 / $95 for Members

HR Basics: Managing Performance Improvements and Terminations
A good employee or volunteer can serve as the driver of organizational success. But occasionally employees struggle to succeed or are not a good fit for their role. Dealing with performance reviews, poor staff performance, and terminations are challenging aspects of nonprofit management, but we must learn to handle them well for our organizations to thrive.

At this workshop, we’ll review real supervisory challenges related to performance improvements and terminations and discuss delicate ways of handling these touchy moments, while abiding by labor law. Participants will learn to:

» Consistently administer best practices policies
» Document performance
» Conduct a termination humanely and legally
» Effectively coach, counsel, and, when necessary, discipline employees and volunteers

This workshop is ideal for nonprofit and grantmaking professionals who supervise or manage staff or volunteers.

Date: March 6, 2019
Time: 9:00am – 12:00pm
Cost: $160 / $95 for Members

Becoming a Super Supervisor
Supervising staff is a critical role in organizations - the health of our teams can depend on the skills of those charged with managing other employees. But many of us are promoted into supervisory roles without receiving formal guidance on how to manage and grow our direct reports. This workshop will provide tools and guidance on the softer skills needed to manage employees or contract staff.

Participants will learn how to:

» Choose between and use a coaching style and a more traditional supervising style
» Provide effective feedback to employees
» Utilize a 4-step tool for managing up as well as down
» Develop a performance improvement plan

This workshop is ideal for nonprofit and grantmaking professionals who manage staff.

Date: April 4, 2019
Time: 9:00am – 12:00pm
Cost: $160 / $95 for Members
Leadership

Forefront’s leadership development program is rooted in the belief that leadership is an activity, not a position. We believe anyone can lead, anytime, anywhere. We also believe that it is necessary for more of us to lead more often if we are to make progress on the big challenges we face in our communities and in our work. These workshops will help you learn and practice a set of skills to transform the way you lead.

Lead Right Now

Doing what you’ve always done will get you the same results you’ve always gotten. If you’re ready to make more progress on the things you care about, join us for this series based on the principles and practices of adaptive leadership developed at the Harvard Kennedy School of Government and the Kansas Leadership Center.

By engaging with your own, real-life leadership challenges, participants gain an understanding of the principles and competencies of adaptive leadership, including:

» The distinction between leadership and authority and when each is necessary
» The distinction between technical and adaptive challenges and what is required to address them
» How to diagnose a situation
» How to manage yourself to lead more effectively
» How to energize and mobilize people to make progress on tough challenges

This series is ideal for nonprofit and grantmaking professionals, from entry-level staff to CEOs, who care about making progress on a big challenge in their work and/or community.

Session 1
September 12, September 27, October 17, October 30, and November 16, 2018
9:00 am – Noon

Session 2
February 6, February 27, March 13, April 10, and May 2, 2019
9:00am – 12:00pm

Cost: $595 / $385 for Members

Organizations as Tools for Community Empowerment

In this thought - and action - provoking session, we will challenge ourselves to consider the role of nonprofit organizations as vehicles for social change and as means to address structural oppression. Through various exercises, we will explore the following questions:

» Can community organizations undermine potential for community empowerment?
» How do we experience unequal power between organizations and community members?
» What role do external funding obligations play in shifting or maintaining power dynamics among organizations and community members?
» How do we challenge norms within organizational structures as nonprofit leaders?
» What tools do we have as nonprofit professionals to challenge structures of oppression in communities?

This workshop is ideal for nonprofit and grantmaking professionals, from front-line staff to senior management.

Date: January 25, 2019
Time: 9:30am – 11:30am
Cost: $50 / $25 for Members

Dealing with Conflict and Difficult Conversations

All of us face the challenge of managing conflict and having difficult conversations - with colleagues, board members, outside constituents, or even donors. We sometimes avoid conflict because of the difficult emotions that may arise, or we may focus so much on getting our way that we eliminate our options for a peaceful resolution. This workshop will explore approaches to engaging with conflict and having difficult conversations that create an environment of trust where all parties can walk away feeling respected, seen, and heard.

Participants will learn to:

» Reframe conflict as an opportunity for creativity and connection
» Manage difficult emotional states and be fully present in difficult situations
» Recognize weak spots, trigger points, and fear cues in ourselves and others
» Develop understanding on why conflict arises
» Validate and involve others and create a safe, trusting environment
» Strengthen interpersonal effectiveness

This workshop is ideal for nonprofit and grantmaking professionals who work with or manage staff or volunteers.

Date: May 10, 2019
Time: 9:00am – 12:00pm
Cost: $160 / $95 for Members

Failing Forward: Creating a Culture of “No Blame”

We all make mistakes – every individual and every organization. The good news is they can be an important part of learning and growth...if we see them as opportunities for development rather than risky errors that should be feared and avoided.

This workshop focuses on the attitudes and skills you can cultivate in order to learn from mistakes and help yourself and others “fail forward”.

Participants will learn to strengthen interpersonal effectiveness as well as:

» Develop an attitude of openness to inspire trust in others
» Stay open in challenging situations
» Model leadership skills to help cultivate them in others
» Validate and involve others and a create safe, trusting environment

This workshop is ideal for nonprofit and grantmaking professionals who manage staff or volunteers.

Date: June 6, 2019
Time: 9:00am – 12:00pm
Cost: $160 / $95 for Members
Volunteer Management 101: 3R’s of Volunteer Engagement

This course is designed to train volunteer managers on the basics of starting or restarting a well-structured volunteer program. Participants will gain the skills and tools to develop a plan to create and maintain your volunteer programs.

Participants will learn to:
» Start or re-start a well-structured volunteer program
» Develop a plan for volunteer engagement and projects
» Demonstrate volunteer attachment to your mission and impact
» Increase utilization of volunteers across the organization

This workshop is ideal for nonprofit professionals who are newer to volunteer management.

Dates: September 19, 2018
January 24, 2019

Time: 9:00am – 12:00pm

Cost: $160 / $95 for Members

Volunteer Management 102: Developing Well-Planned and Managed Projects

This course is designed to train volunteer managers on the basics of project design and management. Participants will gain the skills and tools to develop high quality volunteer projects that retain and cultivate volunteers.

Participants will learn to:
» Demonstrate success implementing meaningful volunteer projects
» Develop a plan for high-quality volunteer engagement and projects
» Continuously improve volunteer experience
» Increase utilization of volunteers across the organization

This workshop is ideal for nonprofit professionals who are newer to volunteer management.

Dates: October 9, 2018
February 21, 2019

Time: 9:00am – 12:00pm

Cost: $160 / $95 for Members

Volunteer Management 201: The Volunteer Value Proposition

This course is designed to build upon concepts presented in Volunteer Management 101 and 102. Advanced topics include evaluation, risk management, and organizational adoption. Participants will gain the skills and tools to articulate the value of your volunteer program to staff, leadership, and funders alike.

Participants will learn to:
» Convert volunteers to deeper forms of organizational and civic engagement
» Increase allocation of resources to volunteer activities
» Demonstrate volunteer attachment to your mission and impact

This workshop is ideal for nonprofit professionals who are experienced in volunteer management or have attended Volunteer Management 101 and 102.

Dates: November 15, 2018
March 26, 2019

Time: 9:00am – 12:00pm

Cost: $160 / $95 for Members

Here’s what former participants had to say about Lead Right Now:

“This is a great course for anyone (even if you’re not in a formal leadership position in your job) to learn about new ways of thinking about leadership and a great networking opportunity to meet other nonprofit professionals grappling with similar issues. The facilitator was thoughtful, informed, and very supportive through the series.”
– Executive Director, budget under $1 million

“Register for this series if you’d like an unbiased thought partner to talk about a leadership challenge that you are experiencing on your team. It will give you the space to apply the skills learned directly to a real-life situation.”
– Program Manager, budget over $8 million

“I would absolutely recommend it! It forced me to reflect on my strengths and areas of growth as a leader and helped connect me to my work.”
– Board member, budget under $100,000