FALL 2021 COURSE CATALOG
AUGUST - DECEMBER
ENROLL TODAY!

EMPOWERING NONPROFITS TO ACHIEVE EXCELLENCE IN THEIR MISSIONS

OKCNP.org
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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 must current course schedule.

LOCATIONS IN OKC AND TULSA

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.
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
- Fundraising and Resource Development
- Ethics and Legal Issues
- Management Best Practices
- Community Improvement
- Executive Leadership
- Financial Accountability
- Communications and Marketing
- Outcomes Measurement
- And much more

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

SCHOLARSHIPS

Did You Know There Are Scholarships Available? OKCNP works with generous supporters from around the state to make partial training scholarships available to help offset the costs of classes. This MEMBERS ONLY benefit can be accessed when you fill out your class registration form. For questions about scholarships, email training@okcnp.org. Many thanks to the donors that make these scholarships possible.

THANK YOU TO OUR DONORS

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 training@okcnp.org. Thank you to all of our donors who make these scholarships possible. For a complete list of OKCNP's donors, visit www.okcnp.org.

TO ENROLL, VISIT WWW.OKCNP.ORG/EVENTS
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. **Unless otherwise noted, all courses this semester are virtual.**

### August

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<thead>
<tr>
<th>Date</th>
<th>Course Name</th>
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<tr>
<td>12</td>
<td>Advancing Oklahoma</td>
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<td>19</td>
<td>The Partnership</td>
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<td>25-26</td>
<td>Standards for Excellence</td>
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<td>Grant Writing Summit</td>
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### September

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<td>9</td>
<td>Advancing Oklahoma</td>
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<td>Bystander Intervention</td>
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<td>Roberts Rules of Order</td>
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<td>Compass Group - Session 1</td>
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<td>21</td>
<td>Bridge to Excellence - Session 1</td>
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<td>Marketing Summit</td>
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<td>23</td>
<td>Navigators - Session 1</td>
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<tr>
<td>29-30</td>
<td>Nonprofit Management Certification: Professional - Sessions 1 &amp; 2</td>
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### October

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<tr>
<td>5-6</td>
<td>Nonprofit Management Certification: Fundamental - Sessions 1 &amp; 2</td>
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<td>Fundraising Summit 1</td>
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<td>Envision: Diversity and Race Equity for Boards of Directors</td>
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<td>Advancing Oklahoma</td>
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<td>Bridge to Excellence - Session 2*</td>
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<td>990's for Non-Finance Professionals</td>
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<td>21</td>
<td>Navigators - Session 2*</td>
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<td>26-27</td>
<td>Standards for Excellence</td>
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<td>27</td>
<td>Nonprofit Management Certification: Professional - Session 3*</td>
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<td>Human Resources Summit</td>
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### November

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<td>2</td>
<td>Leading Through Change</td>
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<td>3-4</td>
<td>Embark: Coaching Academy - Sessions 1 &amp; 2</td>
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<td>Nonprofit Management Certification: Fundamental - Session 3*</td>
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<td>10</td>
<td>The Balanced Leader</td>
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<td>Disaster Preparedness</td>
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<td>Effective Public Speaking</td>
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<td>The Partnership</td>
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<td>Compass Group - Session 3*</td>
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<td>Bridge to Excellence - Session 3*</td>
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<td>Navigators - Session 3*</td>
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<td>Boot Camp for Boards</td>
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### December

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<tr>
<td>1-2</td>
<td>Cultural Consciousness</td>
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<tr>
<td>7</td>
<td>Nonprofit Management Certification: Fundamental - Session 4*</td>
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<td>8</td>
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<td>Preparing for a Strategic Plan</td>
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<td>Bridge to Excellence - Session 4*</td>
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<td>14-15</td>
<td>Standards for Excellence</td>
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<td>15</td>
<td>Nonprofit Management Certification: Professional - Session 5*</td>
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*Courses with multiple 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

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 organized alphabetically under their respective categories.

Category Key:

- BOARD GOVERNANCE
- EXECUTIVE LEADERSHIP
- FINANCE / HUMAN RESOURCES
- FUNDRAISING
- LEADERSHIP DEVELOPMENT
- MARKETING / COMMUNICATIONS
- NONPROFIT MANAGEMENT CERTIFICATION
- STANDARDS FOR EXCELLENCE

BOARD GOVERNANCE

**BOOT CAMP FOR BOARDS**

**TIME**
9:00 a.m. - 4:00 p.m.

**PRICE**
Member Early Bird:
- Group of 3 - $375
- Group up to 6 - $575
- Group up to 10 - $850

**Member**:
- Group of 3 - $450
- Group up to 6 - $650
- Group up to 10 - $950

**Non-member**:
- Group of 3 - $750
- Group up to 6 - $1,200
- Group up to 10 - $1,800

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. 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.

WHAT CAN YOU DO TO HELP OKLAHOMA NONPROFITS?

**GIVING FOR GOOD**

**DONATE**
Make a one-time or monthly pledge at [OKCNP.org/G4G](http://OKCNP.org/G4G). Choose where you want your contribution to go and help a nonprofit succeed.

**SCHOLARSHIPS**
Cover membership and training costs for a nonprofit

**TRAINING**
Send a member to an OKCNP training session for free

**EVENTS**
Support one of OKCNP’s events, like Visions or ONE
The Compass Group is designed for Nonprofit Executive Directors and CEOs. 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. The Compass Group is a peer learning group that will foster collaboration, mentorship and advice among members as they navigate the difficult landscape of nonprofit leadership. This course provides a confidential space to process ideas, think creatively, seek solutions, deepen knowledge base and build relationships with colleagues. The goal is to provide group members with:

- A greater sense of security in decision making for their organization
- Masterful problem solving
- Advice and counsel, especially concerning tough situations
- Strategy and direction for their individual key initiatives
- More effective delegation and staff management techniques
- Networking foundation and best practice resources

The Compass Group includes six executive coaching sessions where you will receive guidance on becoming an even more effective leader with meaningful action in support of the mission each and every day.

Leadership can be taught. It can also be fostered, developed, improved and advanced. If you have a shining star in your organization that is ready to further hone their ability to lead others, this course may be the professional development boost they need to accelerate their performance. Navigators is a high-impact peer-cohort experience for mid-to-senior level managers. Based on the principles from the originating Compass Group for Executive Directors, this course combines leadership principles and virtues to the practical application of the hard task of motivating others to make progress on our organization's hardest problems – i.e., leadership. The course has been described as “a master’s degree in leadership” and uses session themes and peer-prepared case studies to sharpen leadership skills. Participants can expect to:

- Work out how leadership principles apply to daily life and work of leading in their organization.
- Teach others concepts and lessons from the curriculum to build up their teams.
- Self-regulate their own behaviors in leadership, with a clearer understanding of strengths, stress response, and what motivates their ability to succeed.
- Experience the supportive environment of peers and colleagues who problem-solve and support each other.

These courses are 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 will be required to pay back the full amount of the awarded scholarship.
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

Is your organization ready to move to the next level of soliciting larger gifts from individuals, foundations and corporations? We recommend you look at our new and improved fundraising summits.

In the first session, Fundraising Summit One, we will help you understand the fundraising cycle and how it pertains to cultivating and soliciting larger 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 also 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.

Our connection events are FREE for both members and not-yet-members. These events are all about engaging with the network of nonprofits, your colleagues and the Oklahoma Center for Nonprofits. Learn from an industry leader at Coffee Connection, explore your member benefits at our Membership Connection Live, or get sector updates at our Nonprofit Sector Connection.

Visit www.okcnp.org/connections
**MARKETING / COMMUNICATIONS**

**MARKETING SUMMIT**

- **TIME**: 9:00 a.m. - 4:00 p.m.
- **PRICE**:
  - $139 Member Early
  - $250 Member
  - $450 Non-member

**DATE**

- SEP. 22
- DEC. 9

This summit will provide the non-marketing and the new/intermediate marketing professional a foundation for nonprofit marketing practices. Discussion includes identifying target audiences, marketing and promotion strategy, and engaging your audience. Instructors will also cover content marketing, social media and analytics, building a compelling story about your organization and developing content to engage target audiences.

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**FINANCE / HUMAN RESOURCES**

**HUMAN RESOURCES SUMMIT**

- **TIME**: 9:00 a.m. - 4:00 p.m.
- **PRICE**:
  - $250 Member
  - $450 Non-member

**DATE**

- OCT. 28

Finding ways to increase employee engagement, improve organizational efficiency and execute best practices are vital for strategic plans. This summit helps you understand how to accomplish your mission through a talented and motivated workforce. Topics covered include: Employee Engagement, Performance Management, Diversity, Equity and Inclusion, Learning and Professional Development, Staffing and Recruitment.

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**LEADERSHIP DEVELOPMENT**

**EMBARK COACHING ACADEMY**

- **TIME**: 9:00 a.m. - 4:00 p.m.
- **PRICE**:
  - $550 Member
  - $1,100 Non-member

**DATES**

- SESSIONS I & II  NOV. 3-4
- SESSION III  DEC. 8

Coaching can bring powerful support to a work environment. This course provides insight into you and your relationships and how to truly provide a space for others to excel. Coaching can help reduce employee burnout, improve organizational culture, and ensure that employees meet goals while also becoming more self-reliant.

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**THE PARTNERSHIP**

- **TIME**: 1:00 - 5:00 p.m.
- **PRICE**:
  - FREE for Members
  - $600 per Non-member team (2 individuals)

**DATES**

- AUG. 19
- NOV. 16

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.
As a nonprofit manager, you’re carrying a heavy load on your shoulders. Nonprofit Management Certification helps nonprofit managers develop leadership and supervisory skills to advance their career and be more effective in their current roles. Throughout the six session series participants will be invited to learn new concepts, discuss and network with their peers, problem solve existing issues within their organization and develop insight into their own strengths and skills.

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, navigate the nonprofit life-cycle, effectively work with a board, build a team with coaching, fine-tune HR practices through conflict and performance management, and work to build a diverse workplace.

Course prerequisite: Nonprofit Management Certification: Fundamental

As nonprofit leaders build their careers, finding ways to increase organizational efficiency and execute best practices remain 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 Fundamentals, NMC Professional runs for 6 sessions and covers next-level nonprofit management topics. This program will help you grow professionally, apply a broad skill set to advance the nonprofit mission and succeed as a talented leader in your own right.

We will cover program evaluation, developing staff, project management, and other advanced topics to elevate the nonprofit manager’s skills for the future.
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.

Standards for Excellence certificates are valid for five (5) years and must be renewed at the end of that term to remain active.

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.

Bridge to Excellence

Ready to take your investment in nonprofit accountability to the next level? Interested in showing your commitment to public transparency and community impact? Bridge to Excellence is a 10-session peer cohort experience to sharpen an organization’s implementation of the principles and benchmarks in the Standards for Excellence® curriculum. Participants will receive peer and instructor based coaching on improving policies and practices to benefit an organization’s commitment to the principles and practices taught in the Standards for Excellence two-day course. Every organization can benefit from taking a closer view of implementing “the Standards,” but this course will also prepare organizations to be ready to apply for accreditation in the nationally recognized Standards for Excellence program. Fully-accredited organizations are recognized as leading examples of nonprofit ethics and accountability and may use the Standards for Excellence seal on their materials as well as their Candid/Guidestar profile.

Who should take the course? Any person interested in applying Standards for Excellence benchmarks deeper in their organization or applying for accreditation. Recommended Executive Director, Board Members, Director of Operations, Program Directors, or other senior level managers responsible for operationalizing standards throughout the organization.
STANDARDS FOR EXCELLENCE ACCREDITATION

Accreditation through the Oklahoma Center for Nonprofits provides a way for organization to demonstrate that they are going beyond the minimum legal requirements of local, state and federal regulations. It shows that an organization is committed to raising the level of principled and responsible practices within the nonprofit sector. Accreditation in the Standards for Excellence is a model for organizations to implement throughout their operating plans so they can gain a deeper understanding of their effectiveness, improve their decision-making and minimize risks. Nonprofits that adhere to this model – and become formally accredited under the Standards for Excellence code – earn the right to display the Seal of Excellence throughout their organization.

For more information about achieving Standards for Excellence Accreditation, visit www.okcnp.org/accreditation.

OKCNP offers a variety of courses throughout the year in addition to our traditional core courses. Courses are continuously updated and added, so please check www.okcnp.org/calendar for the most up-to-date listing.

THE BALANCED LEADER
DATE Nov. 10
TIME 9:00 a.m. - 4:00 p.m.
PRICE $250 Member; $450 Non-member

Bystander Intervention
DATE Sep. 14
TIME 9:00 - 11:00 a.m.
PRICE $49 Member; $99 Non-member

CULTURAL CONSCIOUSNESS
DATE Dec. 1-2
TIME 9:00 a.m. - 4:00 p.m.
PRICE FREE for Members; $600 Non-member

DISASTER PREPAREDNESS
DATE Nov. 11
TIME 1:00 - 4:00 p.m.
PRICE $75 Member; $150 Non-member

EFFECTIVE PUBLIC SPEAKING
DATE Nov. 11
TIME 9:00 a.m. - 12:00 p.m.
PRICE $75 Member; $150 Non-member

ENVISION: DIVERSITY & RACE EQUITY FOR BOARDS
DATE Oct. 13
TIME 1:00 - 4:00 p.m.
PRICE $75 Member; $150 Non-member

LEADING THROUGH CHANGE
DATE Nov. 2
TIME 1:00 - 4:00 p.m.
PRICE $75 Member; $150 Non-member

PREPARING FOR A STRATEGIC PLAN
DATE Dec. 8
TIME 1:00 - 4:00 p.m.
PRICE $75 Member; $150 Non-member

ROBERTS RULES OF ORDER
DATE Sep. 15
TIME 9:00 a.m. - 12:00 p.m.
PRICE $75 Member; $150 Non-member
WHY SHOULD I JOIN OKCNP?

- Discounts on training courses
- Exclusive Members Only benefits
- Advocacy representation and training
- Training and member scholarships
- Discounted postings on Oklahoma's #1 nonprofit job board
- Networking opportunities
- And much more

WWW.OKCNP.ORG/MEMBERSHIP