

JANUARY 2012



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Martin Luther King Jr. Holiday	17 Proactive Approach to Personnel Issues	18 Team Building Part 1: The Essentials	19 Coaching Skills for Managers: Beginning	20	21
22	23 Excel 2007: Lists and Pivot Tables	24 Interviewing & Hiring for Nonprofits—Staffing for Success	25	26 Time Management 1 HR Certificate Program	27 QuickBooks 1	28
29	30	31 Nonprofit Accounting: What Makes It Different (V)				

February 2012



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Leadership Development Skills for Supervisors	2 Planning for and Recruiting Volunteers	3 QuickBooks 2	4
5	6	7 Stress Survival Boot Camp Veteran Manager Learning Group	8 Excel 2007: Beginning Performance Management (Basic)	9 Excel 2007: Intermediate 10 ME Management	10	11
12	13	14 Cash Flow Management for Nonprofits	15 Communication Skills	16	17	18
19	20 President's Holiday	21 Cross-Generational Communication	22 Team Building 1: The Essentials	23 Time Management 2	24 Preventing Sexual Harassment	25
26	27 Excel 2007: Formulas, Formulas, Formulas	28	29 Board Basics: Roles and Responsibilities (V)			

March 2012



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Screening Volunteers for the Best Fit (V) Volunteer Manager Learning Group	2 Customer Service Skills	3
4	5	6 Excel 2007: Beginning Cultural Competence	7 Excel 2007: Intermediate Certificate in Nonprofit Management	8 Excel 2007: Advanced Nuts and Bolts of Fundraising (V)	9	10
11	12	13 Developing Profession- alism in the Workplace	14 Leadership Development Skills for Supervisors	15 Nuts and Bolts of Budgeting	16	17
18	19 Excel 2007: Macros and Templates	20 Taking Charge of Con- flict Developing and Main- taining Strong Boards (V)	21 Word 2007: Time Saving Tools Team Building 2: Plan- ning and Problem- Solving	22 CONNECT	23	24
25	26	27	28 Meet the Funders	29	30	31

April 2012



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Excel 2007: Beginning Excel 2007: Intermediate Cross-Generational Communication Management Essentials Learning Group	4 Team Building Part 3: Making Decisions	5 Roles, Functions, and Internal Controls of Financial Management	6	7
8	9	10 Stress Survival Boot Camp	11 Engaging and Retaining Volunteers	12 Communication Skills A Board with a Strategic Plan Works Strategically (V)	13	14
15	16	17 Interviewing & Hiring for Nonprofits—Staffing for Success	18	19 Coaching Skills for Managers: Beginning	20	21
22	23 Excel 2007: Lists and Pivot Tables	24	25 Leadership Develop- ment Skills for Supervisors	26	27 Employee Development Skills for Supervisors	28
29	30					

May 2012



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 How to Read Financial Statements for a Non-profit Level 1/Basic	2 Excel 2007:Advanced Outlook 2007	3 Effective Audit Committee Structure	4	5
6	7	8	9 Team Building 4: Making Meetings Matter	10 Coaching Skills for Managers: Advanced	11 Preventing Sexual Harassment	12
13	14	15 Time Management 1	16	17 Proactive Approach to Personnel Issues	18	19
20	21	22 How to Read Financial Statements for a Non-profit Level II/ Intermediate	23 Word 2007: Time Saving Tools	24	25	26
27	28 Memorial Day	29	30	31		

June 2012



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 QuickBooks 1	2
3	4	5 Excel 2007: Beginning Leadership Development Skills for Supervisors	6 Excel 2007: Intermediate Cultural Competence	7 Board Basics: Roles and Responsibilities (V)	8 QuickBooks 2	9
10	11	12 Time Management 2	13	14 Performance Management (Basic)	15	16
17	18	19 Taking Charge of Conflict	20	21	22	23
24	25	26	27	28	29	30