

# July

2009

Mon	Tue	Wed	Thu	Fri
		1	2	3 NMS Closed
6	7 9:30a Excel Beginning	8 9:30a Access Beginning	9 9:30a Publisher	10 9:30a Outlook
13	14	15 9a Harassment Prevention	16 9a Twitter, Twitter, Twitter - What Does it Mean for Your Org? (webinar)	17
20	21 1p Communication Skills	22	23 9a BWAG - Drive Traffic to Your Website (webinar)	24
27	28	29	30 9a Getting Results: Using Your Personal Power	31 9:30a Word Beginning

# August

2009

Mon	Tue	Wed	Thu	Fri
3 9:30a Excel Beginning (2007)	4 9a Prospect Research 9:30a Word Beginning (2007)	5 9a Conflict Resolution 9:30a Excel Intermediate	6 9:30a Excel Advanced	7 9a Tip 8 Tips for Grant Writing Success 9a PowerPoint
10	11 9a Nuts & Bolts of Fundraising	12 9a 10 ME Management	13 9a Branding in the Social Media World	14 9:30a Word Tips & Tools
17	18 9a Volunteer Management	19 9a Team Building Part 1	20 9a BWAG - Green Technology (webinar) 9a Succeeding as Supervisor	21 8:30a QuickBooks Beginning 9:30a Excel Beginning
24	25 9a Customer Service Skills	26	27 9a Online Storytelling	28 8:30a QuickBooks Advanced
31				

# September

2009

Mon	Tue	Wed	Thu	Fri
	1	2 9a Leadership Buffet 5:30p Cert. in NP Mgmt.	3	4 9:30a Word Beginning
7 NMS Closed	8	9 9a Communication Skills 9:30a Access Beginning 5:30p Cert. in NP Mgmt.	10 9a Nonprofits & the Law 9:30a Excel Intermediate 5:30p Becoming Effective Board Members	11 9:30a PowerPoint (2007) 9a Dealing with Difficult People
14	15 9a Speak Up & Shine 9:30a Outlook 5:30p Building Boards that Work	16 9a Team Building Part 2 9:30a Access Intermediate 5:30p Cert. in NP Mgmt.	17 9a BWAG-Online Video Strategies (webinar) 9a Interviewing 9:30a Excel Int. (2007)	18 9a Harassment Prevention SATURDAY 9/19: 9a Winning Grants: Step by Step
21	22 9a Nuts & Bolts of Budget Planning	23 9a Next Generation Workplace 5:30p Cert. in NP Mgmt.	24 9a Personnel Problems	25 9a Cultural Competency I 9:30a PowerPoint
28	29	30 9a Workplace Bullying 9a Producing Peak Performance 5:30p Cert. in NP Mgmt.		

# October

2009

Mon	Tue	Wed	Thu	Fri
			1 9a Nonprofit Corporate Fundraising	2 9:30a Excel Beginning
5 9:30a Excel Intermediate	6 9:30a Access Beginning	7 9:30a Excel Advanced 5:30p Cert. in NP Mgmt.	8 9a Public Relations & the Nonprofit 9:30a Access Intermediate	9 9:30a Word Intermediate 2007
12	13 9a Advocacy 9a Coaching Beginning	14 9a Interviewing & Hiring 5:30p Cert. in NP Mgmt.	15 9a Cross Generational Communication	16 9a Cultural Competency II
19	20 9a Coaching Advanced 9a Accounting for Contributions	21 9a Team Building Part 3 5:30p Cert. in NP Mgmt.	22 9a Volunteer Fundraising 9a Organizational Culture	23 9a Next Generation of Management
26	27	28 9a Performance Management 9a Presentation Skills 5:30p Cert. in NP Mgmt.	29	30 9a Employee Development 9:30a PowerPoint

# November

2009

Mon	Tue	Wed	Thu	Fri
2 9:30a Publisher	3 9a Support from the Top Down 9:30a Access Advanced	4 9a Cure to Death by PowerPoint 9:30a Excel Beginning (2007) 5:30p Cert. in NP Mgmt.	5 9a HR Super HeRoes 9:30a Word Advanced (2007)	6 8:30a QuickBooks Beginning 9a Top 8 Tips for Grant Writing Success 9:30a Excel Intermediate (2007)
9	10 9a Nuts & Bolts of Fundraising	11 9a Nonprofit Accounting 5:30p Cert. in NP Mgmt.	12 9a Succeeding as a Supervisor 5:30p Becoming Effective Board Members	13 8:30a QuickBooks Advanced 9:30a Word Tips & Tools 9a Cultural Competency III SATURDAY 11/14 9a Winning Grants: Step by Step
16	17 9a Art of Schmoozing 5:30p Building Boards that Work	18 9a Team Building Part 4 5:30p Cert. in NP Mgmt.	19 9a Talking with Donors	20
23	24	25	26 NMS Closed	27 NMS Closed

# December

2009

Mon	Tue	Wed	Thu	Fri
	1	2 9a Harassment Prevention 9a Winning Grants: Beyond the Basics	3	4 9a Dealing with Difficult People
7	8 9a Personnel Problems 9:30a Excel Advanced	9 9:30a Outlook 03/07	10 9:30a Excel Advanced (2007)	11 9:30a Access Beginning (2007)
14	15 9a Communication Skills	16	17	18
21	22	23	24 NMS Closed	25 NMS Closed
28	29	30	31	