

# August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Excel: Beg 2007	3 -Access: Beg 2007 -Social Enterprise -Getting Results: Using Your Personal Power	4 Outlook 203/2007	5 Excel: Int 2007	6 Access: Int 2007	7
8	9	10	11 Team Building Part 2: Planning and Problem	12	13 QuickBooks I	14
15	16	17 Social Enterprise: Part 2	18 Financial Accountability	19	20 QuickBooks II	21
22	23	24	25 Start of Certificate in the Nonprofit	26 Meet the Funders	27 Succeeding as a Supervisor	28
29	30	31 -Social Enterprise Part 3 -Executive Transitions				

# September 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Effective Board Members	2	3	4
5	6	7	8 Communication Skills	9 Maximizing Your Message	10 Preventing Sexual Harassment	11
12	13	14 -Nuts and Bolts of Budgeting -Social Enterprise Part 4	15 -Excel: Beg 2007 -Team Building Part 3	16 -Outlook 2003/2007 -How to Talk with Donors	17 Excel: Int 2007	18
19	20	21 Cross Generational Communication Skills	22 Top 8 Tips for Grant Writing Success	23 Coaching Skills for Mangers: Beg	24	25
26	27	28 Branding: Demystified!	29	30		

# October 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Access: Beg 2007	5 -Succeeding as a Supervisor -Cure to Death by PowerPoint	6 -Access: Int 2007 -Reading Financial Statements	7 -Winning Grants Step by Step	8 -Access: Adv 2007 -Customer Service Skills	9
10	11	12 Public Relations and the Nonprofit	13 Team Building Part 4	14 Coaching Skills for Managers	15 Cultural Competency	16
17	18	19 Interview and Hiring for Nonprofits	20 Time Management Part 2	21 The Next Generation Management	22 Employee Development	23
24	25	26 ME Management Lessons	27	28	29	30
31						

# November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 -Excel: Beg 2007 -Nuts and Bolts of Fundraising	3 Excel: Int 2007	4 -Outlook 2003/2007 -Understanding Differences with NP Accounting	5 -Excel: Adv 2007 -QuickBooks I	6
7	8	9 Stress Management	10 Winning Grants: Beyond the Basics	11	12 Succeeding as a Supervisor	13
14	15	16	17	18 Accounting for Contributions	19	20
21	22	23	24	25	26	27
28	29	30				

# December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Preventing Harassment in the Workplace	4
5	6	7 Volunteer Engagement	8	9	10	11
12	13	14 Communication Skills	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	