

# 2011-2012 Schedule

- SEPT** 22 Fundraising Basics and Beyond  
 29 Strategic Planning: Setting the Course  
 30 How to Get Grants and Gifts
- OCT** 20 Building an Effective Nonprofit Board  
 27 Human Resource Management
- NOV** 10 Special Event Fundraising & "Friend-Raising"  
 17-18 Current Personnel Issues
- DEC** 1 Coaching for Peak Performance  
 8 Asking for Major Gifts  
 15 Basic Financial Management for Nonprofits
- JAN** 12 Resolving Conflict in the Workplace  
 19 Organizational Assessment  
 26 Online Resources for Grant Writers
- FEB** 2 Volunteer Mgmt, Recruitment and Retention  
 3 Writing Winning Proposals  
 9 Labor Management Relations  
 23 Working with the Media
- MAR** 1 Performance Feedback Tools  
 22 Developing a Social Media Plan
- APR** 12 Teambuilding  
 19 Human Resource Management  
 26 Donor Research in Fund Development
- MAY** 3-4 Current Personnel Issues  
 24 Outcome Evaluations  
 31 Strategic Marketing
- JUNE** 7 Engaging Audience through Social Media  
 14 Fund Development Mgmt and Leadership  
 21 Assessing/Planning Organizational Capacity

NONPROFIT ORG.  
 U.S. POSTAGE  
**PAID**  
 Permit No. 231  
 SUPERIOR, WI 54880

Center For Continuing Education/Extension  
 Old Main, Room 102  
 Belknap & Catlin  
 PO Box 2000  
 Superior, WI 54880-4500  
 Return Service Requested

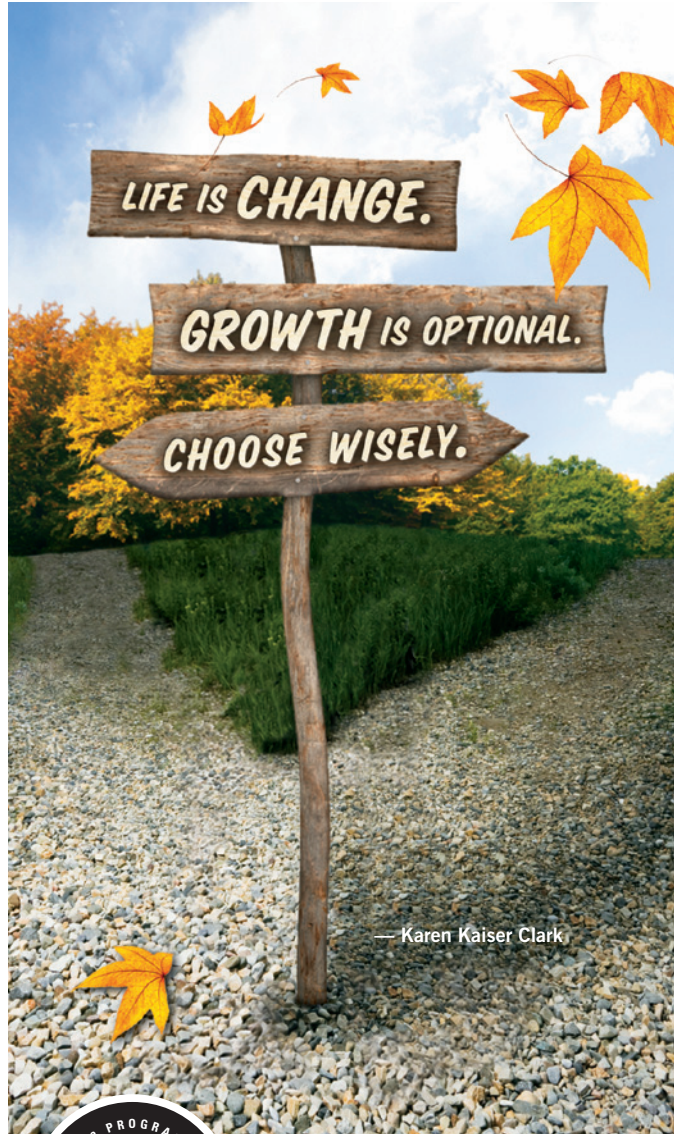


Help us update our mail list!  
 Contact Barb at [bfuhrman@uwsuperior.edu](mailto:bfuhrman@uwsuperior.edu)



## Fund Development, Nonprofit Administration and Human Resource **SEMINARS**

### PROGRAM CALENDAR 2011-2012



— Karen Kaiser Clark

2011-2012 PROGRAM SERIES  
  
 CENTER FOR  
 Continuing Education/Extension  
*grow for it!*

## Human Resource Generalist Certificate

The Human Resource Generalist Certificate program provides 48 hours (4.8 CEUs) of training to individuals who wish to gain a general overview of all the basic aspects of human resource management. Academic credit may be available, with added tuition costs.

The following seminars are required to complete the Human Resource Certificate Program:

1. Team Building Strategies and Techniques
2. Current Personnel Issues
3. Coaching for Peak Performance
4. Resolving Conflict in the Workplace
5. Performance Feedback Tools
6. Human Resource Management
7. Labor Management Relations

## About Our Seminars

Our workshops are generally held at the University of Wisconsin-Superior from 9:00 AM to 4:00 PM. The cost is \$125 (\$110 if you are enrolled in a certificate program) for a full day. All seminars are open to the public, however if you enroll in the certificate program, you will receive discounts on all classes. Parking and refreshments are included. Lunch is on your own.

For more information, visit us online at:  
[www.uwsuper.edu/seminars](http://www.uwsuper.edu/seminars)

## Fund Development Certificate

This Certificate program provides 48 hours of workshops designed to provide individuals with the knowledge, understanding, and skills required to be an effective team or board member in a nonprofit organization. The workshops are aligned with many of the concepts required for the Certified Fund Raising Executive (CFRE) exam.

There are seven full -day and two half-day sessions in the program for a total of 48 hours. This certificate must be completed within two years and workshops are offered once annually.

### Certificate requirements:

1. Fundraising Basics and Beyond
2. How to Get Grants and Gifts
3. Special Events:  
Fundraising and "Friend-raising" (1/2 day)
4. Asking for Major Gifts
5. Volunteer Management/Recruitment
6. Developing a Social Media Plan (1/2 day)
7. Donor Research in Fund Development
8. Strategic Marketing
9. Fund Development Mgmt & Leadership

Make sure to checkout...



**Northwoods  
NONPROFITS**

for a directory of nonprofits in your area, employment, calendar of events, and loads of resources!

[www.northwoodsnonprofits.org](http://www.northwoodsnonprofits.org)

## Nonprofit Administration Certificate

The Nonprofit Administration Certificate Program provides training specific to managing a nonprofit organization. Providing a well-rounded foundation in administration, this program strengthens skills and provides attendees with tools and resources.

The following workshops are required to complete the Nonprofit Administration Certificate Program:

1. Building an Effective Nonprofit Board
2. Current Personnel Issues
3. Basic Financial Management
4. Strategic Planning
5. Human Resource Management
6. Outcome Evaluations
7. Organizational Assessment & Evaluation

In addition to the above, those seeking a certificate must complete an additional 8-10 elective workshops, choosing from those offered in the program.

Participants complete 100 hours equal to 10 Continuing Education Units (CEUs) specific to the administration of nonprofit agencies (approximately 14 to 16 workshops).

**Take that first step... Register today!**

For more information or to receive a catalog, please call: 715-394-8469 or 800-370-9882.

Sheryl Homan, Interim Director  
Continuing Education and Summer College

### CONTACTS:

[jmcdonou@uwsuper.edu](mailto:jmcdonou@uwsuper.edu) or [bfuhrman@uwsuper.edu](mailto:bfuhrman@uwsuper.edu)  
715-394-8469/800-370-9882  
[www.uwsuper.edu/funddev](http://www.uwsuper.edu/funddev)