UNIVERSITY of NEW HAMPSHIRE

Professional Development & Training

Following is a list of

December, 2011, through August, 2012, Workshops

that can be used towards the

Grantsmanship Certificate Program

(Please Note: Not all the workshops listed on our website under Grantsmanship apply to the Certificate Program. Only those listed below.)

Brochures, Leaflets and Flyers: Content, Words, Design

Manchester/286: *CRN 488212, June 5, Tuesday, 9:30 a.m.-4 p.m., .6 CEUs, $235, lunch included*

In this information-intensive age, your flyer, leaflet or brochure faces heavy competition. This provides information and practice in how to organize, design and prepare the content, copy and design of printed collateral. It clarifies the strategic points the writer/producer must establish to get the attention of the intended reader and sell the intended point, and then covers the multiple tactics for choosing and implementing effective words, graphics and design. Topics include: purposes, strengths and limitations of various formats; criteria for evaluating content and ideas; processes to link target readership, selling points and design; useful ways to research, develop and organize creative ideas; and format options and design ideas. You are urged to bring samples of your work in multiple copies, if possible, for in-class examination. Please note that this is not a hands-on computer class. (This is part of the Sales, Communication Skills, and Grantsmanship Certificate Programs, but you do not need to enroll in the programs to take this workshop.)

Instructor: Jim Milliken is a training consultant who specializes in communication, project management, and workplace skills. His clients include large and small corporations, academia, and nonprofits throughout New England.

» Register Now

Grantwriting: Advanced

Manchester/286: *CRN 16255, December 9, Friday, 9:30 a.m.-4 p.m., .6 CEUs, $165, lunch included*

Portsmouth: *CRN 300212, April 18, Wednesday, 9:30 a.m.-4 p.m., .6 CEUs, $175, lunch included*

This workshop is "hands on" and each person will complete a proposal for funding. There will be an opportunity to critique several proposals and identify foundations for funding. You'll learn about resources and strategies, budget presentation, and how to contact funding sources. Materials will be available to assist you in identifying a foundation and writing the grant proposal. Come with your good idea for funding. Prerequisite: "Grantwriting: the Fundamentals" or some experience in grantwriting. (This is part of the Grantsmanship Certificate Program, but you do not need to enroll in the program to take this workshop.)

Instructor: Sarah Gnerre, CFRE, MBA, is a fundraiser who has assisted nonprofit organizations with their grantwriting and fundraising activities. She has served on grants panels for the NH State Council for the Arts and the U.S. Dept. of Education, and she has won major grants from the Kresge Foundation, among others.

» Register Now for the Manchester Workshop

» Register Now for the April Workshop

Grantwriting: the Fundamentals

Portsmouth: *CRN 299212, March 14, Wednesday, 9:30 a.m.-4 p.m., .6 CEUs, $175, lunch included*

Manchester/286: *CRN 999301, August 2, Thursday, 9:30 a.m.-4 p.m., , .6 CEUs, $175, lunch included*

This provides an overview of the fundraising cycle. You will prepare an internal case for your organization in preparation to apply for grants. The process of researching and applying for grants from federal, state, and foundation funding sources will be covered. You will learn how to develop a creative idea, locate the right funding source, and write an effective proposal that includes an introduction, problem statement, objectives, timeframe, and evaluation. Come with an idea for funding. The workshop is specially suited to fundraisers, teachers, non-profit administrators, and related professionals. (This is part of the Grantsmanship Certificate Program, but you do not need to be enrolled in the program to take this workshop.)

Instructor: Sarah Gnerre, CFRE, MBA, is a fundraiser who has assisted nonprofit organizations with their grantwriting and fundraising activities. She has served on grants panels for the NH State Council for the Arts and the U.S. Dept. of Education, and she has won major grants from the Kresge Foundation, among others.

» Register Now

Intro to Basic Project Management

Portsmouth: *CRN 700212, March 22 and 29, Thursdays, 9:30 a.m.-4 p.m., 1.2 CEUs, $575, lunch included*

Durham Elliott Alumni Center: *CRN 999500, August 8 and 9, Wednesday, Thursday, 9:30 a.m.-4 p.m., 1.2 CEUs, $575, lunch included*

Project management skills are becoming a required core competency for growth and quality-oriented organizations. This workshop breaks down the process of planning and implementing projects into easily mastered steps. It will focus on the concepts, practices, and tools of real-world project management. You'll learn how to determine when to use project management techniques, define project boundaries, establish the project's structure with team roles and responsibilities, create the project charter, define project scope, create the work breakdown structure, determine the sequence of project work, create a realistic schedule, monitor progress,

and communicate project status. (This is part of the Project Management and Grantsmanship Certificate Programs, but you do not need to enroll in the programs to take this workshop.)

Instructor: Stephen Stofanak is a senior management consultant with over 30 years of business experience. He is the Chief Architect for the IT Harmony Business Change/Project Management solutions. He has delivered project and organizational change management training, consulting, and coaching to over 200 companies throughout New England such as Fairchild, The Jackson Laboratory, PSNH, Cornell University, Laconia Savings, Kennebunk Savings, York Hospital, and St Joseph's Hospital/Bangor.

» Register Now for the March Workshop

» Register Now for the August Workshop

Presentations without Panic

Manchester/286: *CRN 494212, April 17, Tuesday, 9:30 a.m.-4 p.m., .6 CEUs, $235, lunch included*

For most people, the idea of making a presentation generates panic. In this workshop learn a step-by-step process that will help you turn that panic into poise. Learn how to identify your purpose, organize information for "flow," and design memorable introductions and conclusions. Learn how to analyze your audience and adapt your material accordingly, and get techniques for managing nervousness and developing your own style of delivery. (This is part of the Communication Skills, Supervisory Skills, Human Resources Management, Train the Trainer, Sales, and Grantsmanship Certificate Programs, but you do not need to enroll in the programs to take this workshop.)

Instructor: Tess George, M.A. in Speech Communication, is founder and principal of Speakwell, a communication training firm, focusing on communication skills in the workplace. She has taught a variety of communication classes at many colleges, including Penn State and UMass. With over 20 years' experience in training, teaching, singing, acting and storytelling, she helps participants to reach their communication goals.

» Register Now

The Integrated Funding Development Plan: Putting It All Together

Manchester/286: *CRN 301212, June 6, Wednesday, 9:30 a.m.-4 p.m., .6 CEUs, $175, lunch included*

This workshop looks at the key vehicles for generating funds for nonprofits (from grassroots' to mature organizations). You'll discuss the annual fund, major gifts, planned gifts, foundation and corporate gifts, and ultimate gifts, and review various strategies for each. You'll also discuss how to strengthen organizational structures, including governance, management staff, fundraising and programming staff, to support a strong development program. (This is part of the Grantsmanship Certificate Program, but you do not need to enroll in the program to take this workshop.)

Instructor: Sarah Gnerre, CFRE, MBA, is a fundraiser who has assisted nonprofit organizations with their grantwriting and fundraising activities. She has served on grants panels for the NH State Council for the Arts and the U.S. Dept. of Education, and she has won major grants from the Kresge Foundation, among others.

» Register Now

Topics in Advanced Project Management

Portsmouth: *CRN 572212, April 12, Thursday, 9:30 a.m.-4 p.m., .6 CEUs, $285, lunch included*

This workshop offers the experienced project manager advanced techniques for increased productivity and success. You will focus on the concepts, practices, and tools of real-world project management. You will learn how to: create a network diagram; use problem-solving tools to analyze project alternatives; apply advanced scheduling and estimating techniques; develop and manage contracts successfully and build strong contracting relationships; negotiate and manage conflict; apply advanced resource planning techniques; establish project control systems; minimize organizational risk; and build quality into project deliverables. (This is part of the Project Management and Grantsmanship Certificate Programs, but you do not need to enroll in the programs to take this workshop.)

Instructor: Stephen Stofanak is a senior management consultant with over 30 years of business experience. He is the Chief Architect for the IT Harmony Business Change/Project Management solutions. He has delivered project and organizational change management training, consulting, and coaching to over 200 companies throughout New England such as Fairchild, The Jackson Laboratory, PSNH, Cornell University, Laconia Savings, Kennebunk Savings, York Hospital, and St Joseph's Hospital/Bangor.

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