

The Institute for Workforce Education's Center for Non-Profit Effectiveness (CNPE) was created specifically with non-profit organizations in mind. In order to compete in a 21st century landscape, non-profit organizations must learn and use best practices in management, technology, program and interpersonal skills. We can teach you the skills you need to realize your mission and grow your organization.

**+ PARTIAL LISTING
OF TRAINING TOPICS**

MANAGEMENT SKILLS

- First-Time Supervisor
- Performance Management
- Leadership for Non-Profit Managers
- Budgets for Non-Financial Managers
- Team Building
- Conflict Resolution
- Facilitating Meetings
- Motivating Your Employees
- Quality Management

GENERAL SOFT SKILLS

- Communication Skills
- Customer Service
- Business Writing
- Making Presentations
- Time Management
- Problem Solving

NON-PROFIT SPECIFIC SKILLS

- Case Management
- Writing Case Notes
- Diffusing Conflict with Volatile People
- Understanding and Promoting Adolescent Development
- Building and Managing a Better Board
- Fundraising

COMPUTER SKILLS

- Basics of Personal Computers
- Microsoft Office Suite
- Quickbooks

Building Non-Profit Capacity through Quality, Customized, Comprehensive Training

COMPREHENSIVE ORGANIZATIONAL NEEDS ASSESSMENT

The CNPE conducts a training needs assessment that reveals and prioritizes your training needs to ensure your workplace training has the greatest impact.

CUSTOMIZED CURRICULUM DESIGN

With the results of the needs assessment, the CNPE's expert instructional designers build a curriculum to address your training needs.

ACCESS TO TRAINING GRANTS

Through its partnerships with the local and national agencies, the CNPE assists employers in the identification, qualification and management of grant funds to subsidize the cost of services.

EXPERIENCED TRAINERS

The CNPE delivers training through highly skilled, certified trainers with real world experience in their areas of expertise.

EFFECTIVE TRAINING MATERIALS

The CNPE uses curricula and training materials designed with the Experiential Learning Approach in mind. Training participants are left with comprehensive guides to use as a reference and resource during and after training.

PROVEN TRAINING MODEL

The CNPE uses a learner-focused system that encourages active participation through hands-on involvement with meaningful and relevant skills practice.

BOTTOM-UP APPROACH

The CNPE delivers training not just to executives, but to all levels of the organization. Customized training ensures that all employees receive a relevant and effective experience designed specifically for them.

ON OR OFFSITE FACILITIES

All services are offered on-site at your facilities. We can also make available facilities throughout the City and the metropolitan region for larger training sessions.

SUSTAINABLE EDUCATION SYSTEMS (SES)

The CNPE designs and licenses training materials, provides train-the-trainer services, and program implementation consulting to ensure the long-term viability of your in-house training program.

CONTACT US TODAY!

For more information and for a professional service presentation, contact **Ana Bedard**, Senior Outreach and Project Manager, at 773.878.3237 or abedard@iwe.staugustine.edu