

CRE's Guide to Management & Fundraising Workshops

	Workshop Offering	Description
1	Balancing, Supervising and Doing	<p>This workshop will provide an opportunity for new supervisors to explore ways that they can meet the challenge of the dual responsibility for running programs and ensuring that direct reports do their work effectively. Participants will review best practices in supervision and come to understand more deeply the dynamics of having to supervise former peers.</p> <p>Participants who attend this workshop will:</p> <ul style="list-style-type: none"> • Deepen their understanding of the challenges of balancing “supervising and doing” on a day-to-day basis • Identify strategies for balancing the supervisory responsibility of managing people while implementing programs themselves <p>Who should attend this workshop? This workshop is designed for new supervisors working in medium-sized to large organizations.</p>
2	Human Resources Action Learning Workshop Series	<p>Learning Objectives</p> <ul style="list-style-type: none"> - Assess their own organizations for basic compliance with employment laws and regulations - Identify core functions of Human Resources - Prioritize Human Resources best practices for implementation in their own organizations - Outline steps for affecting Human Resource changes in their own organizations - Identify opportunities for Human Resources to make a strategic impact in their organizations <p>Content Overview</p> <ul style="list-style-type: none"> - Participants will take a web-based survey that captures key human resources issues and concerns of their organizations. - Overview of the role and functions of HR and discuss often overlooked compliance concerns - Review of HR best practices - Thorough discussion of HR topics selected by participants - Selection of topics and issues that they would like to take action on. Peer groups with similar or related concerns will work together in small group session. <p>Who Should Attend</p>

		Managers, Supervisors, and HR Managers (or anyone responsible for HR work)
3	Using Data as a Management Tool	<p>Learning Objectives</p> <ul style="list-style-type: none"> ▪ Understand the full range of capabilities that support a “data driven” organization <ul style="list-style-type: none"> – Understand the value of problem solving techniques – Understand more effective meeting designs ▪ Apply meeting design ideas to an important issue in your organization ▪ Assess your organization’s “data driven” capabilities ▪ Apply ideas to further develop one capability that supports data driven management
4	Planning and Organizing	<p>Learning Objectives</p> <ul style="list-style-type: none"> ▪ Apply viable approaches and tools for helping direct reports plan, execute and assess work to achieve greater results ▪ Support your direct reports more effectively by enabling them to engage key players towards goal accomplishment ▪ Manage your own and your direct reports’ time more effectively to focus on key priorities
5	Managing Performance	<p>Learning Objectives</p> <ul style="list-style-type: none"> ▪ Apply viable approaches and tools for helping you and your direct reports plan, execute and assess work to achieve greater results ▪ Support your direct reports more effectively by enabling them to engage key players towards goal accomplishment ▪ Manage your own and your direct reports’ time more effectively to focus on key priorities
6	The Management Challenge of Program Coordinators	<p>Learning Objectives</p> <ul style="list-style-type: none"> ▪ To provide new Program Coordinators with the opportunity to build key management competencies as they take on management responsibilities ▪ To strengthen teamwork and collaboration within the Management Team <p>Learning Goals</p> <ul style="list-style-type: none"> ▪ To refresh and deepen understanding of management and leadership responsibilities ▪ To explore ways of acquiring or enhancing best practices in people management
7	Facilitating Process as a Manager	<p>Learning Objectives</p> <ul style="list-style-type: none"> ▪ To provide the new Program Coordinators with the opportunity to build key management competencies as they take on management responsibilities

		<ul style="list-style-type: none"> To strengthen teamwork and collaboration within the Management Team <p>Learning Goals To review best practices of facilitating process, including:</p> <ul style="list-style-type: none"> Setting agendas Utilizing clear decision-making processes Facilitating discussions and meetings; and Managing conflict and difference
8	Managing and Empowering Staff Performance	<p>Learning Objectives</p> <ul style="list-style-type: none"> Managing performance is a continuous, sustained process Effective performance management is linked to strategy and to rewards or consequences. Two key competencies in managing performance – giving feedback and solving performance problems. Successful performance management leads to staff empowerment. <p>Learning Goals</p> <ul style="list-style-type: none"> To gain viable approaches and tools for managing performance more effectively To deepen understanding of ways to enhance staff empowerment
9	The Focus on Fundraising Series	
	Introduction to Fundraising (1/2 day)	The purpose of this workshop is to provide participants with an introduction to fundraising and basic concepts that will help them fundraise better. <i>We recommend that participants attend this session along with Proposal Writing workshop described below.</i> This session will focus on introducing both philanthropy and fundraising. If we understand better why and how money is donated, we may gain insights into how we can craft our fundraising approach better. This session focuses on two main concepts: fundraising is about building relationships and fundraising is about asking.
	Introduction to Proposal Writing, Parts A & B (1 and ½ day)	The purpose of this 2-session workshop is to provide participants with an introduction to proposal writing, including an overview of researching foundations and grants. Part A: This session will focus on introducing proposal writing concepts and tools, including basic foundation research and the NY/NJ Common Application Form. Part B: This session will focus on reviewing and applying the proposal writing concepts and tools presented in the first session, relying heavily on the participants' work on their own proposals prior to this session.
	Intermediate Proposal Writing	This workshop provides participants with concepts and tools to improve their proposal writing skills. Essentially, one half of fundraising is about building relationships and the other half is about asking. Being

	(1/2 day)	successful in the “fundraising is about asking” part should focus on asking more, asking better, and asking smarter. This intermediate-level workshop on proposal writing will help us understand how to make the “ask”—in a grant proposal—better and smarter.
	Are You Ready for Government Contracting? (1 day)	This workshop provides participants with concepts and tools to improve their ability to assess their readiness for government funding opportunities. Organizations new to the idea of raising money from the private sector do not always fully understand the differences between securing and carrying out a project funded privately and the work of managing a government contract. This workshop enables groups to appreciate those differences and reflect about best practices with regards to administrative and financial policies, systems and structures, among other considerations. Groups are called upon to consider their readiness for public contracting.
	Introduction to Fundraising from Individuals (1/2 day)	Workshop participants will come away with an increased understanding of the value and principles of fundraising from individuals, and an initial grasp of the range of strategies available for this category of fundraising. Groups small or large that depend to a great extent on foundation and/or government support, where one grant represents thousands or tens of thousands of dollars often don’t appreciate the value of spending time and energy on approaching individuals for support. In addition, the various strategies available may seem overwhelming. The workshop emphasizes the various reasons to take on the challenge, and tries to demystify some of the strategies available for taking it on, with fairly detailed discussions of the principle techniques.