



## LEARNING LAB: EXCEL GETTING ACQUAINTED

*Presenter: Gina Parsons*

*February 26, 2019 9:00 am - 11:30 am*

Learn the basics of Excel. You will enter and edit information in a worksheet, modify the worksheet by resizing, adding and deleting columns and rows, learn new techniques for navigating in the worksheet, and find the method for making column and row headings locked so you can always see them. You will copy, move and sort data.

Registration 

**Non-members: \$74.99**

**Members: FREE\***

\*Limited scholarships available due to the generous support of:



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## 501(c)Jobs

Looking for a job in the nonprofit sector?  
Visit [www.501cjobs.org](http://www.501cjobs.org) to view job postings,  
submit an application, and attach your resume.



### LEADERSHIP THROUGH THE LENS OF TYPE 3 CEUs

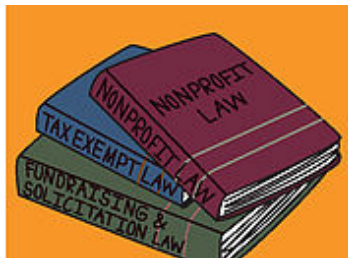
*Presenter: Nicole Edwards*

*February 27, 2019 1:00 pm - 4:00 pm*

Are you a charismatic leader? A pragmatic leader? A compassionate leader? Based on the vast body of research of psychological preferences and temperament, this session will explore how your own psychological preferences influence how you lead others.

Registration 

**Members: FREE**  
**Non-members: \$24.99**



### WEBINAR - NONPROFIT LAW UPDATE 2019

*Presenter: Jeffrey Fromknecht, Phil DiComo, Henry Martin*

*February 28, 2019 12:00 pm - 1:00 pm*

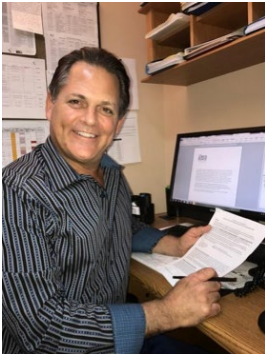
The Nonprofit Law Update 2019 will provide an overview of the roles and responsibilities of board members, including the basics of nonprofit corporate and fundraising legal issues. This training will focus on:

Registration 

- Overview of board responsibilities, duty of care and duty of loyalty
- Understanding common corporate formalities issues, including proxy voting and voting by email
- The importance of an independent board of directors

- Updates to financial standards and reporting best practices
- Review of the Florida Solicitation of Contributions Act and common compliance issues

**Members: FREE**  
**Non-members: FREE**



## **WHEN PERSONALITY GETS IN THE WAY** **4 CEUs**

*Presenter: Jim Rhoads*  
*February 28, 2019 9:00 am - 1:00 pm*

In this interactive and hands on seminar, participants will learn how to work more effectively with colleagues, clients and supervisors utilizing personality identifiers. Attendees will be provided with powerful relationship communication tools affording for a positive and cohesive work environment. Join us for a fun and educational experience.

**Registration** 

**Members: \$9.99**  
**Non-members: \$14.99**  
**Current Rising Leaders & Alumni: FREE**

## **Become A Member of Nonprofits First**

Members of Nonprofits First enjoy exclusive benefits designed to increase your capacity to serve the needs of your clients. In addition to the cost saving opportunities on all

Nonprofits First services, members are part of a community of nonprofit professionals with a demonstrated commitment to the continued strengthening of our industry.

**JOIN NOW** 

Become a new member



Registration 

## NEW MEMBER ORIENTATION

*Presenter: Carlotte Gill*

*March 1, 2019 11:00 am - 12:00 pm*

Being a member of Nonprofits First provides a wealth of resources and tools. Existing members are invited to review member benefits and how to take advantage of them. New members are invited to an introduction on maximizing your benefits. Curious about membership? Join us for more information.

**Members: Free**  
**Non-members: Free**



Registration 

## EXEL LEVEL ONE

*Presenter: Diane Henderson*

*March 5, 2019 9:00 am - 3:00 pm*

Excel is a spreadsheet program use create simple or very complexed spreadsheets. You can create formulas that update automatically when the underling lining numbers change. It is a must know program for anyone that must track and report on data.

Microsoft Excel Level I Class Will Cover:

- Create a spreadsheet from the start
- Inputting and modifying data
- Create formulas and work with functions that will update automatically
- Format text and numbers
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles
- Format the overall appearance of the spreadsheet with borders and shading, styles, headers and footers, and page layout options
- Master printing large files

**Member rate: \$99.00**  
**Non-member rate: \$149.99**



Registration 

## ONE-ON-ONE GRANT WRITING SUPPORT

*Presenter: Charlotte Gill*

*March 6, 2019 11:00 am - 12:00 pm*

Are you new to the grant-writing scene and don't know where to start? Perhaps you are a one-person development department and you need to toss some ideas around or get some new inspiration? Members can book their 1-hour session with Charlotte Gill, Director of Development and Business Strategies. These are personalized one-on-one consultations.

**Members Only: Free**



Registration 

## STRATEGIC PLANNING, PERFORMANCE MONITORING, & RISK MANAGEMENT

*Presenter: Paul Hamaty*

*March 7, 2019 9:00 am - 12:00 pm*

Calling all Boards of Directors, CEOs, and Executive Directors!

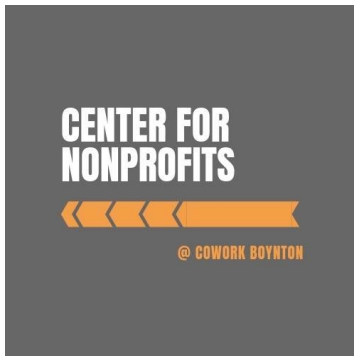
- Do you want to make more of an impact in your community this year?
- Are you positioned for success in 2019?
- Do you want to improve program outcomes, increase funding, and be more appealing to donors?

If so, then you should attend these focused, hands-on sessions on strategic planning, performance metrics, and risk management. Let me show you how to have the right focus and direction for your organization [*strategy*], how to measure your progress and program outcomes [*performance metrics*], and how to ensure your success [*risk management and risk mitigation*].

**Reduced rate for members: \$39.99**

**Non-member rate: 49.99**

[CLICK HERE FOR MORE INFORMATION](#)



## **NONPROFIT START-UP PANEL LUNCH & LURN**

*Center For Nonprofits  
March 8, 2019 12:00 pm*

The Nonprofit Start Up Panel lunch & learn will feature local social entrepreneurs, Mark Cassini (Co-Founder, Community Greening) and Emanuel "Dupree" Jackson Jr (Founder, EJS Project) and will be moderated by Jeff Fromknecht (Co-Founder, Side Project Inc). Panelists will discuss their path to starting a nonprofit, including what they did first, what they did right, and what they wish they could do over. This candid 1-hour conversation will also allow for plenty of time for questions and free lunch for participants. If you are thinking about starting a new nonprofit in 2019 we invite you to come and learn from these two amazing community leaders. Seating is limited, registration required.

**Registration** 

**Members: Free**  
**Non-members: Free**



## **CEO MASTERMIND**

*Presenter: Roy Assad  
March 8, 2019 7:45 - 9:00am*

The CEO Mastermind is a combination of brainstorming, education, peer accountability and support in a group setting to sharpen your business and personal skills. A mastermind group helps you and your mastermind group members achieve success. This Mastermind is calibrated for non-profit leaders who wish to build knowledge as well as a support network.

**Registration** 

**Fee: \$250**





## **QUICKBOOKS MADE EASY**

**Presenter: Gregg S. Bossen, CPA**

**Quickbooks Made Easy**

**April 25, 2019 9:00am - 4:30pm**

Nonprofits First is sponsoring a one-day event with Quickbooks Made Easy™ to bring industry specific training on Quickbooks to our area.

**Thanks to our partners at Children's Services Council Palm Beach County for hosting the event.**

**Registration** 

**Nonprofits First Members: send an email to [finance@nonprofitsfirst.org](mailto:finance@nonprofitsfirst.org) for your \$20 off coupon code.**

**Part 1: Essentials only:  
9 a.m. – 1 p.m. - \$129**

**Part 2: Beyond the Essentials only:  
1:30 p.m. – 4:30 p.m. - \$119**

**Part 1 & 2: \$149 (Early Bird until 3/25/2019)  
or \$169 (after 3/25/2019)**



To reserve the workstation and use this resource, contact Charlotte Gill at [cgill@nonprofitsfirst.org](mailto:cgill@nonprofitsfirst.org) or 561-910-3891.

Nonprofits First is a Funding Information Network partner of the Foundation Center. You know funders are out there. Foundation Directory Online is the most extensive, up-to-date database of philanthropic giving. It shows you where the funders are – and can help you win more funding. The database is free to use on-site at Nonprofits First and open to the public. Reservations are available Monday-Friday from 9 -3 PM, limited to 2 hours, and based on availability. To reserve the workstation and us.

**FREE AND OPEN TO THE PUBLIC**



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