



Learning Lab: Microsoft Outlook 2016

Presenter: Gina Parsons

November 7, 2017 from 9:00 am - 12:00 pm

Most people think Microsoft Outlook is an e-mail program, but it also allows you to organize messages, maintain detailed contact information, stay on top of your schedule, and manage your list of tasks. Take control of your personal time management by using any of these features by itself or all of them.



Registration 

Members: \$75

Non-members: \$85

Mindfulness In Action

Presenter: Aimee Bernstein

November 8, 2017 from 2:30 - 4:00 pm

Mindfulness-in-action training develops a higher level of leadership and self-mastery in high-pressure environments. This training teaches an inner map and embodied practices that guide participants in using pressure-the energy of change- to enhance performance, relationships, creativity and wellbeing. This map can be applied at any time and within any activity.



Registration ▶

Members: FREE
Non-members: \$35

How to Supercharge your Great Give Campaign!

Presenter: Robert Anderson

November 16, 2017 from 2:00 - 4:00 pm

It's never too early to start planning for the Great Give 2018 - April 24th. Learn practical and achievable tips, trends & techniques for a successful campaign. Includes how to's and case studies for leveraging social, email, PPC, messaging etc for the big day.



Registration ▶

Members: FREE
Non-members: \$35



Presenter: Josh Hirsch, MS
November 3, 2017 from 11:00 am - 12:00 pm

Being a member of Nonprofits First provides for you a wealth of resources and tools. Existing members are invited to review member benefits and how to take advantage of them. New and prospective members are invited to an introduction on maximizing your benefits.

Registration ▶

Members: FREE
Non-members: FREE

Learning Lab: Excel Basics

Presenter: Gina Parsons
November 29, 2017 from 9:00 am - 12:00 pm

Learn to let Excel do your number crunching for you in worksheets and manage data in lists. Use rows and columns of numbers and text to store information in a logical fashion. Add the ability to perform basic calculations, sort and filter the data automatically. Make editing easier; copy, move and delete, insert or replace anything in your worksheets. Give your worksheets a visual punch with formatting cells & text, conditional formatting or creating charts and graphs.



Registration ▶

Members: \$75
Non-members: \$85

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