



United Way of Yavapai County

# Center for Nonprofit Excellence

## WORKSHOP SCHEDULE

**TENTATIVE: Dates and Times may change.  
Registration opens up as information is finalized.**

Workshops and classes are specifically designed for nonprofit leaders, staff, and volunteers to build a strong foundation for a healthier community.

Topic	Date & Time	Fee	Description
<b>Session I: Intro to Process Improvement</b>	<b>February 15</b> 2 pm - 4 pm	\$25 for a single registration to both	Introduces the subjects of Process Improvement, Quality and Change management. Chance to come up with a project to assess.  Attendees of Session I invite colleagues and work hands-on with the instructor on a specific project to come up with action plans to improve processes.
<b>Session II: Process Improvement Workout</b>	<b>March 22</b> 2 pm - 4 pm	\$6 for each colleague invited	<i>Workshops will be led by Michael Williams, Black Belt Six Sigma, Lean</i>
<b>Leveraging Leadership for Organizational Excellence</b>	<b>April 12</b> 2 pm - 4 pm	\$25	This class will provide a glimpse into the operational (people) and strategic (organization) leadership practices we can use to create an environment that is most capable of positive results.  <i>Led by Scott Lewis, lead faculty for Strategic Leadership program at NAU-Yavapai.</i>
<b>Donor Relations Management</b>	<b>May 17</b> 3 pm - 5 pm	\$30	This course designed for board member, volunteers and agency staff teaches how to build and cultivate long-term donor relations. It provides key strategies for nonprofits to diversify their funding base.  <i>Led by Rose Vasquez of Strategic Writing and Consulting, 25 years of nonprofit leadership experience and grant writing</i>
<b>Engaging the Major Gift Donors</b>	<b>June 7</b> 3 pm - 4:30 pm	Free	This course is a culmination of best practices learned for successful major gift adventures. It will provide you fundraising guidance and a road map for getting major gift donations.  <i>Led by Frank Bourget, CFRE, Executive Director American Red Cross of Northern Arizona</i>
<b>Human Resources</b>  Employment Laws from Hiring to Firing	<b>July 12</b>  3 pm - 5 pm	\$25	How to apply employment laws in the workplace. Will provide information about the most commonly violated employment laws, and recognizing problematic situations.  <i>Led by Laura J. Hamblin, JD, SPHR, SHRM-SCP; Employment Law &amp; HR Consulting</i>

Details for workshops are continuously being updated. For the most up to date information email [yavapaiuw@gmail.com](mailto:yavapaiuw@gmail.com) or visit [www.yavapaiuw.org/center-for-nonprofit-excellence](http://www.yavapaiuw.org/center-for-nonprofit-excellence) for more and to register.