



2015 Non-Profit Training Day

Schedule

7:15- 8:00 **Registration**
 8-8:45 **Opening Remarks**
Lessons I learned from my MOM: Maintaining, Overcoming, Making

	Track 1	Track 2	Track 3
9:00-10:30	The Power of Positivity in the Workplace Gale Mote	Financial Literacy Kathi Moss	Giving and Receiving Feedback Deb Harrison
10:30-10:45	Break		
10:45-12:00	The Power of Positivity in the Workplace Gale Mote	PowerPoint Design for the Non-Designer Nicole Soer	Storytelling: Telling your Non-Profit's Story Karen Schumacher
12:00-1: 00	Lunch		
1:15-2:30	Leveraging Your Leadership in a No Leverage Environment Heather Marquez	Succeeding with Your Strengths and the Power of Engagement Traci McCausland	3 Secrets to Connecting David Drewelow
2:30-2:45	Break		
2:45-4:15	Leveraging Your Leadership in a No Leverage Environment Heather Marquez	Training for the Non-Trainer Marcie Van Note	Culture: Enhancing Leadership Design Thom Powell

Session Descriptions

Lessons I learned from my MOM: Maintaining, Overcoming, Making

"Life's not fair" I'm sure you've heard those words somewhere before. As a child I can remember thinking when something wasn't fair, but my mom always helped us to see a different side to our situation. She was always there to help us with all of life's lessons. Even as an adult – I find I still rely on those lessons.

I am a mom so I expect to hear "it's not fair" from my children. Recently, I have been noticing those words from other adults within companies, non-profits, Church, grocery stores, etc. It's hard to stay motivated in a world where we think life's not fair.

In this session, I will share stories and lessons from my Mom that are a good reminder for all of us:

- **Maintaining** sense of humor, sanity, faith
- **Overcoming** obstacles, failure
- **Making** memories, making a difference

The Power of Positivity in the Workplace

Research in the field of positive psychology in the last 10 years has demonstrated that employees who are happier at work are better at keeping their jobs, show as much as 31% higher levels of productivity, are more resilient and suffer less burnout resulting in lower turnover.

American's income has grown 2.5 fold over the last 50 years however our level of happiness as remained the same.

This workshop will help participants take advantage of happiness in the workplace by:

- Examining how happiness drives success not vice versa
- Sharing Success Stories – Who gets it – how it matters
- Discussing what causes people to get stuck in a rut of negative thinking
- Applying the Ripple Effect to demonstrate how negativity and happiness spread in the workplace
- Exploring techniques to train the brain to be more positive
- Review how to reduce multi-tasking to improve productivity and reduce stress
- Demonstrating how to stay Above the Line® to eliminate victim thinking
- Creating an action plan to create a more inspired and motivated work team

Three Secrets to Connecting

Did you know there's a big difference between communicating and truly connecting with people? David Drewelow, ActionCOACH Heartland head coach, presents "three secrets" in a group learning, interactive teaching format. Bottom line, you will learn how to be a better connector, which grows your relationships both personally and professionally.

PowerPoint Design for the Non-Designer

Do you find yourself using PowerPoint as a teleprompter (text and bullet points with an image for good measure)? Learn tools to move away from this while still getting your message or story across. In this session we will examine examples of good design and not-so-good design. Several types of slides will get makeovers. In addition to designing a better slide, we will examine some great, little known tools within PowerPoint. This will be a hands-on session. You do not need a computer to participate!

Storytelling: Telling Your Non-profit's Story

Does your non-profit have lots of data and reports to share? Do you spend time telling others what you stand for and why? What if we wrapped all of that information into stories that people could relate to and remember? Stories that are *personal* make what we do *real* to others. Stories allow us to connect to one another, a cause, or an idea. They create vision, purpose, and interest. They make us laugh or cry, resulting in an *emotional* connection. As non-profits, we all want a *happily ever after* ending for who we service. While we have our success stories – we still have more work to be done and awareness to share.

This workshop will focus on storytelling. You don't have to be a professional storyteller or motivational speaker to get others to listen and care about your cause – you just have to know what story you want them to *remember* and *tell* others. We will work identifying stories for your non-profit and discuss pros and cons for different methods for telling your story. You will leave with a story plan to take back and continue to develop within your non-profit.

Leveraging Your Leadership in a No Leverage Environment

One of the toughest things to do in a non-profit is to get volunteers to commit. Every one of us faces challenges when deciding how to spend our most limited resource, which is time. As a non-profit, you are dependent on others for the health of your organization and your ability to meet your metrics. Whether it is recruiting volunteers or getting donations, you are only as successful as your ability to influence others to participate. Getting them to participate once is easy. How do you get them to participate over and over again? How do you get them to buy into your mission as an organization and actively support you beyond the event? The answer is leadership. As a leader, you must be able to influence those around you in a way that makes them raving fans.

In this workshop, participants will:

1. Learn the 4 Levels of Influence and how to identify which level of influence they have with others
2. Understand how their influence impacts others
3. Learn 5 behaviors needed to build influence with others without relying on position or pay.

Succeeding with Your Strengths and the Power of Engagement

In successful strengths-based organizations, individuals understand their talents and leaders deliberately focus on leveraging strengths and creating strategic partnerships to manage around weaknesses. As Dr. Donald Clifton, former Gallup Chairman and the Father of Strengths-Based Psychology said, “What will happen when we think about what is right with people rather than fixating on what is wrong with them?”

Session attendees will have the opportunity to understand the business case for strengths, the research behind the movement, and why leveraging strengths leads to improved employee engagement and performance outcomes. At the end of the session, participants will be able to examine talents and skills utilized in past successes. They will develop a plan for increased focus on leveraging strengths in the workplace and identify a partner or team for a strengths support system.

Giving and Receiving Feedback

Feedback is vital to continued growth and development. This session will provide you with the tools you need in your toolbox to learn how to give and receive effective feedback. We'll use a 5-step process for giving feedback, demonstrate examples of bad and good feedback, and learn how to ask for specific feedback. This session will be informative and interactive.

Training for the Non-Trainer

Help! I need to put training together and I don't know where to start. I've given presentations before, is there a difference between presentations and training someone? How will I know if they learned anything? In just 90 minutes you will receive 18 tips to ensure you actually trained someone.

The workshop will help participants:

- Know where to start when designing a training session
- Understand the difference between a presentation and training
- Explore techniques to help adults learn
- Create an action plan for your first training

Culture: Enhancing Leadership Design

Leadership is an important role in a non-profit. During this session, we will focus on both the “how-to” as well as the “nuts and bolts”.

During the workshop we will explore:

- **Outcomes** – identifying the results to be achieved by culture, leaders and leadership development
- **Competencies** – identifying the knowledge, skills, behaviors and practices needed to shape culture and achieve results
- **Assessment** – assessing the current and/or potential leaders to identify individual and collective development needs
- **Development** – selecting and implementing appropriate development programs, resources and tools
- **Evaluation** – measuring the effectiveness of cultures, leaders and leadership development initiatives