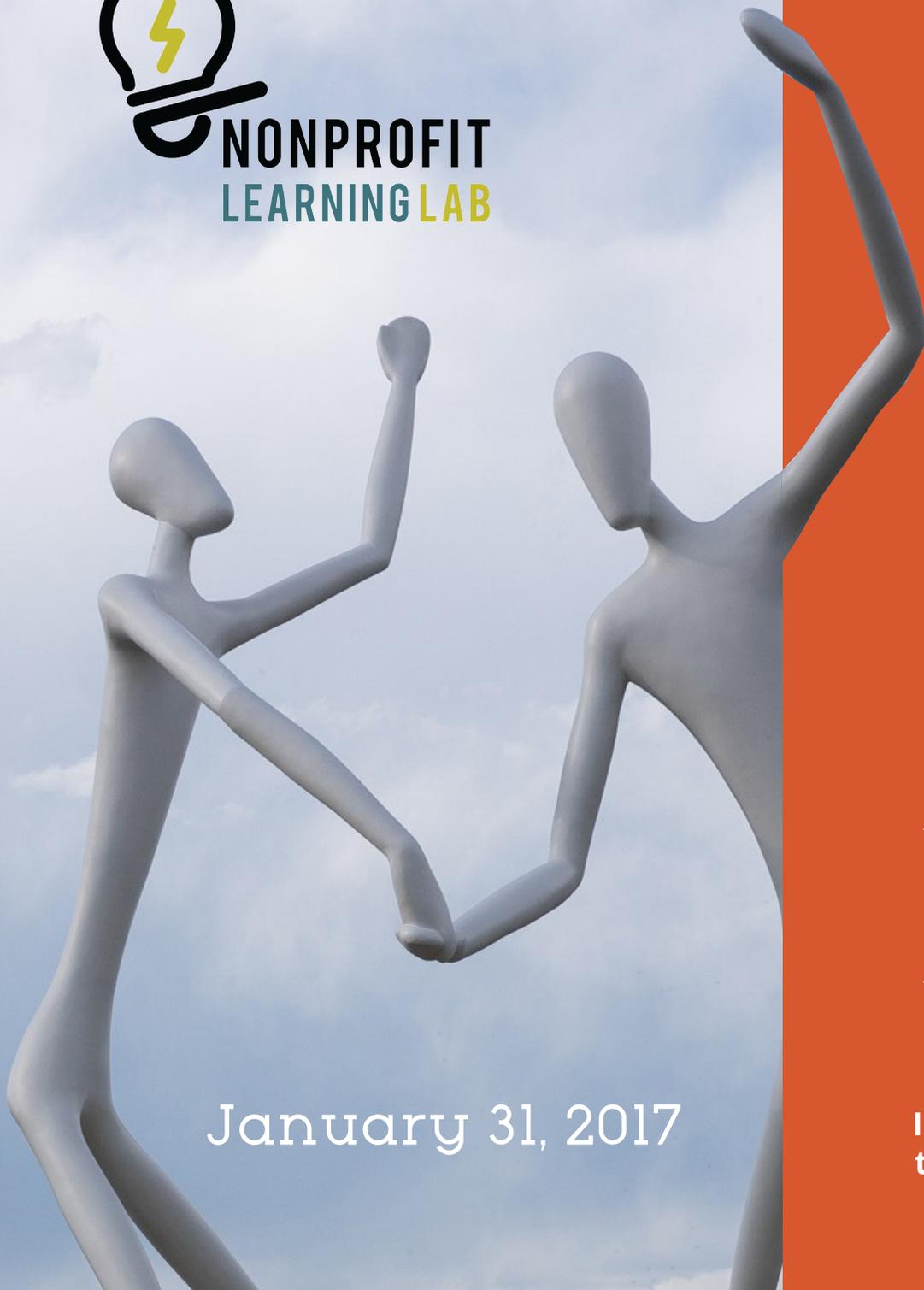




NONPROFIT
LEARNING LAB



January 31, 2017

SCHEDULE

**Check-In and
Breakfast**
8:45 am – 9:15 am

**Welcome and
Keynote**
9:15 am – 10:00 am

Morning Workshops
10:10 am – 11:45 am

Lunch and Activities
12:00 pm – 1:00 pm

Afternoon Workshops
1:10 pm – 2:30 pm

Afternoon Workshops
2:45 pm – 4:00 pm

**Informal happy hour at
the Lowry Beer Garden
following the event.**

NONPROFIT INSTITUTE

Denver, Colorado

WWW.NONPROFITLEARNINGLAB.ORG | INFO@NONPROFITLEARNINGLAB.ORG

SCHEDULE

Registration & Breakfast

8:45 am - 9:15 am

Welcome & Keynote

9:15 am - 10:00 am



KEYNOTE SPEAKER

Lisa Raville

Executive Director

HARM Reduction Action Center

Lisa is the Executive Director of the Harm Reduction Action Center, a public health agency that works with people who inject drugs. Prior to joining the Harm Reduction Action Center almost 7 years ago, Lisa's activist voice was cultivated with her experiences as an overnight homeless shelter coordinator, development work at a domestic violence agency, a former campaign manager for a CA County Supervisor, and an AmeriCorps VISTA at an AIDS agency. Lisa is the Vice President of the Board of Directors of the Colorado Criminal Justice Reform Coalition. In 2014, Lisa won the Colorado Public Health Association Award for Excellence in Policy.

Morning Workshops

10:10 am - 11:45 am

CREATING A STRATEGIC ANNUAL FUNDRAISING PLAN | ROOM 100A

Trainer: Cindy Grubenhoff

Crafting a strategic annual fundraising plan can be overwhelming. With so many steps and details, how do you know where to start? In this workshop, we'll walk you through a six-step process specifically designed to build your most successful strategic plan yet. Learn to work with budget directives, identify clear fundraising goals, and discover how to create a plan that's easy-to-use and (most importantly) works! Through engaging discussion and handouts, we'll design a roadmap that will bridge the gap between 'where are you going' and 'how will you get there'.

Cindy Grubenhoff is the founder and owner of *In the Know*, where she serves as a fundraising strategist and strategic planning coach. She also serves on the board of the AFP Colorado Chapter.

THE ROLE OF INSURANCE IN A NONPROFIT'S RISK MITIGATION STRATEGY | ROOM 100B

Trainer: Peter Schwartz

Every nonprofit uses risk mitigation strategies. In this workshop, you will discover the role that insurance can play in this crucial process. We will start with the "building blocks" that help mitigate risk, including insurance policies, state and federal law, and your own organizational documents and contracts. Together, we'll explore the many types of insurance that a nonprofit should consider and the basic terms and conditions of an insurance policy. Join us as we break down confusing jargon and share tips that can help you design and maintain an effective insurance program. You will learn how to have more informed conversations with insurance professionals and also build a working framework to analyze your current insurance arrangements.

Peter Schwartz, Esq. is a partner at *Davis Graham & Stubbs LLP* which is a practice that emphasizes all aspects of corporate non-profit law and related corporate governance and contract matters.

FACEBOOK MARKETING FOR NONPROFITS | ROOM 100C

Trainer: Skye Hughes

Want to maximize your marketing efforts using Facebook? Join us for this interactive, hands-on workshop! We'll discuss advanced features of Facebook, explore ways to maximize your social media strategy, and connect with your target market. Discover ways to optimize your audience and make your online presence as effective as possible. Revolutionize the way you communicate with donors, volunteers, and clients! Bring your laptop or handheld device to the session, so that you can implement what you are learning in the session.

***Skye Hughes** is the Outreach and Marketing Coordinator for Open Media Foundation.*

SCORECARD: FOUNDATION FOR A GREAT HIRE | ROOM 105

Trainer: Shira Weiner, PHR

Hiring staff for your non-profit? Join us for a workshop and gain tangible tools for hiring non-profit employees. We'll start with the creation of a scorecard which serves as the base of your hiring process, and take you through the interview and selection phases. Leave the workshop with the knowledge to hire the staff you need. Participants at this workshop will create a hiring scorecard to use at their own nonprofit, review how to better define hiring needs and goals to meet organizational needs, and gain insight into various tools for evaluating the candidates recruited.

***Shira Weiner, PHR**, is the Manager of Executive Recruitment for Hillel International. Previously, she was the regional Admissions Director for City Year, hiring and recruiting hundreds of Americorps Members. Recently, she launched Cause Recruitment, recruiting services for AmeriCorps grantees. She studied Human Resources and Management at the University of Wisconsin and is passionate about connecting great people with jobs that do good.*

IMPROVING GROUP COMMUNICATION & PRODUCTIVITY | ROOM 104

Trainer: Lydia Hooper

Do your meetings leave stakeholders reaching for a cup of coffee? Say goodbye to boring Power-Point presentations! In this workshop, you'll discover the magic of graphic recordings—interactive, real-time visuals that support group understanding, increase momentum, and reduce conflict. Not only can these recordings make your meetings more productive and cohesive, but they can also help present your group's ideas in one tidy package. If you're not sure where to start, we can help. Through a strength-based approach and hands-on practice, our expert facilitator will show you how to best record information as it is being shared. No need for sloppy, fragmented notes—learn how lists, lettering, icons, and metaphors can take your meetings to the next level. We'll provide plenty of examples that illustrate how other nonprofits are using this tool to meet their goals. There will be ample time for guided practice (both as a group and with partners), and multiple opportunities to share your goals and challenges with other participants.

***Lydia Hooper** is a visual practitioner and consultant who specializes in communicating about complex topics and issues. She provides services and trainings in graphic recording and data storytelling. Lydia has partnered with more than 30 organizations, helping them catalyze alliances and bring collective visions to life.*

SCHEDULE

Afternoon Workshops

1:10 pm - 2:30 pm

COMMUNICATING YOUR MESSAGE | ROOM 104

Trainer: Jeanine Limone Draut

After a while, your organization's jargon becomes a second language. However, that's not the case for your public audience. In this workshop, we'll discuss ways to present technical aspects of your work in a format that's digestible and easy to understand. Discover how to eliminate confusing terms, use readability formulas, and identify the best strategies to showcase your data and research. Through the use of plain language and common terms, you can make sure your community gets the message! If you're looking to make communications more accessible to your stakeholders, this workshop is perfect for you. Join us for a highly interactive session filled with example critiques and engaging activities.

Jeanine Limone Draut has been an instructional designer, trainer, and communications advisor for over 15 years. She has helped government agencies, educational institutions, corporations, and nonprofit organizations hone their messages, create learning experiences that stick, and restore humanity to their communications and their work. She has a passion for helping technical experts make their ideas and work accessible to multiple audiences, especially non-experts.

MEET THE FUNDERS | ROOM 100A

Representatives: Kristin Todd from the Daniels Fund, Charlotte Gillespie from AV Hunter Trust, Whitney Connor from Rose Community Foundation and Program Officers from Colorado Health Foundation

Program officers serving on this panel will provide a brief overview of their foundation. Attendees will be able to ask questions through a moderated Q&A session and participate in small group discussions facilitated by program officers. The goal of this session is to share best practices and for participants to gain perspectives from foundation program officers.

LEGAL PERSPECTIVE: HOT TOPICS IN HUMAN RESOURCES | ROOM 100B

Trainer: Sybil Kisken

Ensuring that your human resources policies and practices are up-to-date and legally compliant is critical for risk management. Sybil Kisken is an experienced employment lawyer who will share with you some updates and strategies for your organization, in the important areas of: social media use by employees and the organization; managing employees who telecommute or have other non-traditional work arrangements; utilizing employees versus independent contractors; complying with overtime and other pay-related laws and regulations; and other hot topics related to human resources.

Sybil Kisken is Of Counsel at Davis Graham & Stubbs LLP, practicing employment and labor law. She represents public, private and non-profit employers.



THROUGH AWARENESS, CURIOSITY, AND OPENNESS, YOU CAN LEARN TO TUNE OUT DISTRACTIONS AND CREATE SPACE FOR FOCUS AND CLARITY.



Afternoon Workshops

1:10 pm - 2:30 pm

LEAD IN THE MOMENT; A PRACTICE TO LEAD FROM WITHIN™ | ROOM 100C

Trainer: Rita Devassy

Do you struggle with stress, procrastination, or frustration with your work performance? Busy schedules and the demands of daily life can wreak havoc on our productivity. Through awareness, curiosity, and openness, you can learn to tune out distractions and create space for focus and clarity. Not only can mindfulness help you combat stress and accomplish more in less time, but it can also help you become a more powerful and impactful leader. Learn tips and tricks to bring this practice into your workplace and your daily life! We'll discuss strategies and practices that encourage resilience, giving you the tools you need to persevere through great stress, urgency, and pressure. The workshop will also include discussion, self-inquiry, and interactive activities. You'll walk away with tools to help you focus and lead your organization more proficiently.

***Rita Devassy**, the founder and CEO of Deva Seed, brings twenty years of business experience in the competitive, challenging, and dynamic field of technology. Rita has held technical and leadership roles in telecommunications engineering and project management.*

EASILY GAINING INSIGHTS FROM SURVEY DATA | ROOM 105

Trainers: Fran Simon and Ellen Roth

Whether you're new to Excel or a seasoned expert, this interactive, hands-on workshop is for you. Bring a laptop, use our data or bring your own to practice analyzing data yourself—the best way to learn. Hear how the Denver Museum of Nature and Science uses surveys to understand their visitors and shape the visitor experience. We'll discuss the ins-and-outs of data analysis and explore how Excel can help you see the bigger picture (think counts, pivot tables, and more!). You'll never look at a survey the same way again! Come ready for hands on learning!

***Fran Simon** is an independent consultant with over 20 years of research and analytics experience with Fortune 500 companies, research firms, political organizations, foundations, think tanks, and nonprofits. She is well-versed in when and how to use a variety of traditional and innovative research methodologies and analytical techniques.*

***Ellen Roth** currently works as an Audience Research & Evaluation Associate at the Denver Museum of Nature & Science.*

SCHEDULE

Afternoon Workshops

2:45 pm - 4:00 pm



JOIN A CITY COMMISSION: MAKE A DIFFERENCE | ROOM 104

Facilitators: Denver Office of Strategic Partnerships

Are you interested in serving on a Denver City Commission? Appointments to boards and/or commissions are a vital part of local government and provide for direct citizen involvement in city affairs. Mayor Michael B. Hancock appoints approximately 700 people to serve on over 130 City and County of Denver Boards and Commissions. Join this panel discussion to discover the process of serving on a commission, learn about current openings, and hear from other commission members in our community.

LEARNING THROUGH DIFFERENCES | ROOM 100A

Trainer: Carrie Bennett

Although conflict is a natural part of life, many of us do not feel comfortable managing it. Join us as we discuss common experiences with conflict, explore ways to better understand your own unique conflict resolution approach, and build practical skills for the future. Zone in on helpful (and not-so-helpful) habits and draft “conversation starters” to help you initiate those difficult conversations. We’ll share tools that are tough on problems but easy on people, allowing you to evaluate different situations and match them with an effective response. This highly interactive workshop will help you transform conflict from stress into an opportunity to learn and grow.

Carrie Bennett is the founder of Learning Through Differences and has a Master’s Degree in Conflict and Dispute Resolution from the University of Oregon School of Law. She is passionate about providing structures and processes that help groups do their best thinking together.

DESIGNING AND CONDUCTING FOCUS GROUPS | ROOM 105

Trainer: Elena Harman

There are many ways to collect evaluation data. All collection methods have their pros and cons, but sometimes the richest, most illuminating information comes from talking to people face to face. Join us and discover the power of focus groups! We’ll discuss best practices for designing and conducting focus groups to make the best use of your—and your participants’—time. Topics include: selecting a focus group topic, writing questions, facilitation skills, and the logistic nuts and bolts for running a successful session. This highly interactive session is packed with plenty of practice, and as an added bonus, many of these skills can apply to evaluation interviews.

Elena Harman, PhD, is the founder and lead evaluator of Vantage Evaluation, a firm specializing in helping purpose-driven organizations discover what’s working and what could be working better.

TOOLS FOR ORGANIZATIONAL DEVELOPMENT | ROOM 100B

Trainers: Kasey McClurg and Justin Lewis

Have you been struggling with developing your team, saving money, and taking your organization to the next level? Lean Six Sigma has the answers! Join Justin and Kasey for a dynamic workshop explaining the fundamentals behind this innovative approach. They'll help you improve your business, departments, and even yourself. Lean Six Sigma (LSS) is a fact-based, data-driven methodology that relies on a collaborative team effort. By systematically removing wasteful processes, variations, and cycle times, it can help you improve both performance and morale. In this intensive, interactive session, you'll discover 5S – English equivalents of five Japanese words that capture the sequence and actions of this method. While the process began decades ago in Japan, it's still a time-honored way to engage team members and improve daily work habits. All attendees will leave with a 5S activity and process map that they can take back to their organization.

***Kasey McClurg** is the Director of Business Development for Rocky Mountain Health Care Services. She is passionate about building up organizations, improving broken processes, training up teams, and enacting change.*

***Justin Lewis** joined the Rocky Mountain Health Care Services team in 2015. At RMHCS, Justin oversees the Strategic Design, Training, Implementation, and Measurements of the newly formed Organization Development department.*

STRATEGIES FOR GRASSROOTS FUNDRAISING | ROOM 100C

Trainer: Juliette Lee

The Chinook Fund will be sharing best practices and strategies for grassroots fundraising. Grassroots fundraising is a concept that refers to raising money from individuals and peers who have a real stake in the social, political, and economic transformations to the causes they are contributing. The strategies covered in this workshop connect to the Chinook Fund's Giving Project which is an innovative new model for funding social change, building community, and leadership development. In the Giving Project, participants work together to raise and grant money to organizations that build power for social change in Colorado. Concepts from the Giving Project will be shared during this workshop including how to have conversations with people in your network one-to-one (or virtually) about their values and the best ways to make a direct ask. The purpose of this is to build skills around relational fundraising, which is the most challenging—and yet still the most effective—type of fundraising.

***Juliette** works for the Chinook Fund and is the daughter of orphaned war survivors, she is dedicated to assisting minority, displaced, or disadvantaged communities. She earned a BA and Masters in Teaching from the University of Virginia before working for the Public Interest Research Groups (PIRG) as a canvass director and campus organizer, mobilizing college students around environmental, consumer rights, and democracy initiatives.*

Thank You

AFP Colorado Chapter
New Leaders Council Colorado
The Chinook Fund
YNPN Denver
Community Shares of Colorado
Metro Volunteers
Human Services Network of Colorado
JHub
KGNU
Bloomerang
WeWork



The Nonprofit Learning Lab is a national organization that connects, supports, and develops leaders in the nonprofit sector. We are committed to fostering relationships and showcasing the expertise of professionals through a network and community of support for those seeking to enter, working in, or connected to the nonprofit sector.

501(c)(3) nonprofit
Tax ID 81-1068690

303 South Broadway; Suite #200467
Denver, Colorado 80209

Twitter: [nonprofitll](#)
Hashtag: [npinstitute](#)

720.432.9107

www.nonprofitlearninglab.org
info@nonprofitlearninglab.org