

# 2017-2018 CLA Schedule At A Glance

**Community/Economic Development: C/ED**  
**Human Resources: HR**

**Governmental and Organizational Governance & Performance: G**  
**Nonprofits: N**

**September 13, 2017**      **NEW FORMAT!**

*Know Your Nonprofit Numbers - Part 1: Purpose: Living Your Values, Vision and Mission*  
Webinar  
**G N**

**September 22, 2017**

*Are You the Perfect Board Member? What You Need to Know In Order to Lead and Govern*  
Afternoon    Location: Giving DuPage  
**C/ED G N**

**September 27, 2017**

*Participatory Budgeting - Engaging the Public in Public Decision Making*  
Morning    Location: NIU-Naperville  
**C/ED G N**

**October 4, 2017**      **NEW FORMAT!**

*Know Your Nonprofit Numbers - Part 2: People: Building a Strong Team of Staff and Volunteers*  
Webinar  
**HR N**

**October 5, 2017**

*Government Communications 101: From Traditional Communications Tools to Popular Social Media Techniques*  
Full Day    Location: NIU-Hoffman Estates  
**C/ED G N**

**October 12, 2017**

*Grant Writing - Part 1: Skills and Secrets*  
Afternoon    Location: DeKalb County Community Foundation  
**C/ED G HR N**

**October 19, 2017**

*Collective Bargaining: Labor and Management Relations*  
Morning    Location: NIU-Naperville  
**G HR**

**October 25, 2017**

*Grant Writing - Part 2: Grant Writing 200*  
Full Day    Location: DeKalb County Community Foundation  
**C/ED G HR N**

**October 30, 2017**

**NEW THIS YEAR!**

*Measuring Your Nonprofit's Effectiveness*  
2 hours      Location: Giving DuPage  
**C/ED G N**

**November 2, 2017**

*New Civics and the Impact of Globalization*  
Full Day    Location: NIU-Naperville  
**C/ED G HR N**  
**\*\*Required for CLA Certificate\*\***

**November 4, 2017**

*Are You the Perfect Board Member? What You Need to Know In Order to Lead and Govern*  
Morning    Location: Giving DuPage  
**C/ED G N**

**November 8, 2017**      **NEW FORMAT!**

*Know Your Nonprofit Numbers - Part 3: Performance: Measuring Your Impact for Sustainability*  
Webinar  
**C/ED N**

**November 15, 2017**

*Community Surveys: How, When, & Why*  
Morning    Location: NIU-Naperville  
**C/ED G N**

**December 6, 2017**      **NEW FORMAT!**

*Know Your Nonprofit Numbers - Part 4: Promote: Effectively Telling Your Story to the World*  
Webinar  
**C/ED G N**

**December 12, 2017**

*An Introduction to Effective Performance Measurement & Performance Management for Public Organizations: What's The Difference? Why Are These Terms Confused & How Are They Related?*  
Morning    Location: NIU-Naperville  
**C/ED G HR N**

**January 10, 2018**      **NEW THIS YEAR!**

*Performance Measures & Organizational Change*  
Morning    Location: NIU-Naperville  
**C/ED G N**

**January 16, 2018**      **NEW THIS YEAR!**

*Effective Presentations and Public Speaking*  
Afternoon    Location: NIU-Naperville  
**C/ED G HR N**

**Community/Economic Development: C/ED**  
**Human Resources: HR**

**Governmental and Organizational Governance & Performance: G**  
**Nonprofits: N**

**February 1, 2018**

*Strategic Planning - Issue Based and Directed*  
Full Day Location: Giving DuPage  
**C/ED G HR N**

**February 8, 2018**

*Grant Writing - Part 1: Skills and Secrets*  
Morning Location: Giving DuPage  
**C/ED G HR N**

**February 15, 2018**

*Grant Writing - Part 2: Grant Writing 200*  
Full Day Location: Giving DuPage  
**C/ED G HR N**

**February 22, 2018**

*Leadership Lessons: Trying Times Demand Sound Leadership*  
Full Day Location: NIU-Naperville  
**C/ED G HR N**

**\*\*Required for CLA Certificate\*\***

**February 28, 2018**

*Executive Director 101 - Nuts & Bolts*  
Full Day Location: Giving DuPage  
**C/ED N**

**February 28, 2018**

*Are You the Perfect Board Member? What You Need to Know In Order to Lead and Govern*  
Evening Location: Giving DuPage  
**C/ED G N**

**March 7, 2018**

*I.T. Checkup or Total Reconstruction?*  
Morning Location: NIU-Naperville  
**C/ED G HR N**

**March 22, 2018 NEW THIS YEAR!**

*Employment Law – Nuts & Bolts: Common Pitfalls and Ways To Minimize Liability Wage/Hour & Benefits Law*  
Morning Location: NIU-Naperville  
**G N**

**April 3, 2018 NEW THIS YEAR!**

*Strategic Thinking and Planning for Small Organizations*  
Afternoon Location: DeKalb County Community Foundation  
**C/ED G HR N**

**April 12, 2018**

*Engineering for Non-Engineers: Infrastructure & Design the Questions to Ask*  
Morning Location: NIU-Hoffman Estates  
**C/ED G**

**April 24, 2018 NEW THIS YEAR!**

*The Lost Art of Listening*  
Afternoon Location: NIU-Naperville  
**C/ED G HR N**

**April 25, 2018 NEW THIS YEAR!**

*Constructing Performance Measures*  
Morning Location: NIU-Naperville  
**C/ED G HR N**

**May 16, 2018**

*Strategic Planning: The Basics*  
Afternoon Location: NIU-Naperville  
**C/ED G HR N**

**May 23, 2018**

*Nonprofits and Community Engagement-Tools and Techniques for Connectedness*  
Full Day Location: Giving DuPage  
**C/ED G N**

**May 31, 2018**

*High Reliability Organizations: Are You at the Forefront of This Emerging Designation Where Failure Is Not A Viable Option?*  
Morning Location: NIU-Naperville  
**G HR N**

**June 7, 2018**

*Social Media - Connecting Agencies or Governments and Constituents*  
Morning Location: Giving DuPage  
**C/ED G N**

**June 20, 2018 NEW THIS YEAR!**

*Improving Intergovernmental Relations/Partnerships with Local, Regional, State and Federal Agencies*  
Morning Location: NIU-Naperville  
**C/ED G**