

2012

Nonprofit Chamber of Service

City of Wichita City University

Training sessions for the first half of 2012.



All sessions listed in this catalog are available free for Nonprofit Chamber of Service members with advanced registration. Limited availability.

Registration Process:

- Select desired class
- Contact NPCOS to check availability
- Once approved, attend the session.
- **IMPORTANT: 48 hour cancellation notice is REQUIRED.**
- Failure to attend classes in which enroll may lead to discontinued ability to register for future sessions.

OVERVIEW

Dear Members,

This year, all Nonprofit Chamber of Service members have the opportunity to attend training events free of charge that have, in the past, only been open to city employees. We hope you will take advantage of the courses listed throughout this book; not only are they informative, many are interactive and hands-on as well.

If you find a course that you would like to attend *please RSVP immediately* as there are a limited number of seats available (typically no more than four).

Contact information can be found on the back page of this book. A list of all classes can also be found on our website, www.NonprofitChamberKS.org, and any additional classes added will be posted there as well.

Thank you for your membership and enjoy this opportunity!

INFORMATION

All training sessions will be held at City Hall in the 10th floor training room.

**City Hall:
455 N. Main
10th Floor Training Room
Wichita, Kansas 67203**

Interested in taking a course featured in this session directory?

While attendance at the City University sessions is available at no cost to Nonprofit Chamber of Service members, there is a limited number of seats available at each session. Therefore it is necessary to contact NPCOS to be sure that space is available.

E-mail Tammara Fogle at TammaraFogle@NonprofitChamberKS.org to register today or call 316.440.6744.

We recognize that from time to time it will be necessary to cancel a registration. In this case, please contact NPCOS at 316.440.6744 at least 48 hours in advance to cancel your registration. If you habitually do not attend sessions in which you are enrolled without notice, you may not be allowed to register for future courses.

All City University sessions available to Nonprofit Chamber of Service Members by date:

January

- Dealing with Difficult People – January 9, 2012 (Page 5)
- Dealing with Difficult People – January 24, 2012 (Page 5)

February

- SMART Goal Setting – February 7, 2012 (Page 6)
- Surviving a Broken Economy – February 10, 2012 (Page 6)
- Dealing with Difficult People – February 15, 2012 (Page 5)
- Delegating Effectively – February 24, 2012 (Page 7)

March

- Dealing with Difficult People – March 2, 2012 (Page 5)
- Dealing with Difficult People – March 20, 2012 (Page 5)
- Money Management – March 23, 2012 (Page 7)

April

- Managing Generations in the Workplace – April 6, 2012 (Page 8)
- Managing Time & Multiple Priorities – April 10, 2012 (Page 9)
- Dealing with Difficult People – April 20, 2012 (Page 5)
- Better Grammar for Writing – April 23 & 24, 2012 (Page 10)

May

- Reducing Job Stress – May 9, 2012 (Page 10)
- The Life Balance: Work & Home – May 21, 2012 (Page 11)
- Dealing with Difficult People – May 22, 2012 (Page 5)

June

- Organizational Skills – June 4, 2012 (Page 11)
- SMART Goal Setting – June 13, 2012 (Page 6)
- Dealing with Difficult People – June 22, 2012 (Page 5)

Parentheses indicate page in which course description and session details can be found.

Dealing with Difficult People

Learn how difficult people impact you and the workplace. Learn common responses to difficult people and ten common difficult personalities. Learn to respond effectively to anger and conflict.

Date: January 9 / Time: 9:00 AM-11:00 AM

Date: January 24 / Time: 9:00 AM-11:00 AM

Date: February 15 / Time: 10:00 AM-12:00 PM

Date: March 2 / Time: 9:00 AM-11:00 AM

Date: March 20 / Time: 10:00 AM-12:00 PM

Date: April 20 / Time: 9:00 AM-11:00 AM

Date: May 22 / Time: 1:00 PM-3:00 PM

Date: June 22 / Time: 10:00 AM-12:00 PM

Location: City Hall-10th Floor Training Room

Facilitator: Chris Correll

S.M.A.R.T. Goal Setting

Have you heard about the “SMART” technique?

This class will show you how to identify and write goals that are specific, measurable, attainable, realistic and time fenced.

Date: February 7 / Time: 2:00 PM-4:00 PM

Date: June 13 / Time: 2:00 PM-4:00 PM

Location: City Hall-10th Floor Training Room

Facilitator: EMPAC Representative

Surviving a Broken Economy

Finding day-to-day savings, reducing expenses and living in today’s economy.

Date: February 10 / Time: 9:30 AM-11:00 AM

Location: City Hall-10th Floor Training Room

Facilitator:

**Ms. Cynthia Ongeche,
Wichita Consumer Counseling Service**

Delegating Effectively

Trying to do everything yourself?
Learn the 10 steps in delegation.

Date: February 24 / Time: 9:00 AM-11:00 AM

Location: City Hall-10th Floor Training Room

Facilitator: EMPAC Representative

Money Management

This course will offer participants sound advice on basic financial topics to help them reach their specific and realistic financial goals. Topics include creating and following a spending plan, and the impact of credit scoring systems.

Date: March 23 / Time: 1:00 PM-4:00 PM

Location: City Hall-10th Floor Training Room

Facilitator:
Ms. Cynthia Ongeche,
Wichita Consumer Counseling Service

Managing Generations in the Workplace

Become more familiar with the four generations that comprise today's workforce and why people of different age groups tend to think, feel, and act as they do. Learn a variety of strategies and techniques for finding common ground for working together.

Date: April 6 / Time: 10:00 AM-12:00 PM

Location: City Hall-10th Floor Training Room

Facilitator: Mr. Jake Williams, City of Wichita

Managing Time and Multiple Priorities

You'll gain practical techniques you can use to better plan your time, prioritize your decision-making, and take control of common interruptions. You'll come away equipped with tools you can use to improve control of your schedule.

Date: April 10 / Time: 2:00 PM-4:00 PM

Location: City Hall-10th Floor Training Room

Facilitator: EMPAC Representative

Better Grammar for Writing

This course will address the basic issues related to writing, namely grammar, speaking and punctuation, sentence structure and various parts of speech.

Date: April 23 & 24 / Time: 1:00 PM-5:00 PM
This is a two day session. Same time each day.

Location: City Hall-10th Floor Training Room

Facilitator: Mr. Mark Bradshaw

Reducing Job Stress

Stressed out? At the end of your rope? Discover how stress affects you and learn practical tips to control stress.

Date: May 9 / Time: 2:00 PM-4:00 PM

Location: Wichita Art Museum

Facilitator: EMPAC Representative

The Life Balance: Work & Home

Do you find yourself struggling to balance your home and work lives? The purpose of this class is to identify tips and techniques to keep all aspects of your life in balance.

Date: May 21 / Time: 9:00 AM-11:30 AM

Location: City Hall-10th Floor Training Room

Facilitator: EMPAC Representative

Organizational Skills

Learn how to prioritize using the 80/20 rule, and how to plan effectively, discover the signs of poor organizational management, and avoid a disorganized office.

Date: June 4 / Time: 10:00 AM-12:00 PM

Location: City Hall-10th Floor Training Room

Facilitator: EMPAC Representative

The Nonprofit Chamber of Service is an organization created by nonprofits to serve nonprofits and is governed exclusively by nonprofit executives.

The Nonprofit Chamber of Services mission is to assist all Kansas nonprofits in achieving their maximum potential through collaborative efforts directed towards best practices, improved governance and community engagement.

For other Nonprofit Chamber of Service activities visit www.NonprofitChamberKS.org or contact NPCOS.



Nonprofit Chamber of Service

1999 N. Amidon, Ste. 373
Wichita, KS. 67203

P.O. Box 47012
Wichita, KS. 67201

Phone: 316.440.6744
Fax: 316.440.6747

E-mail: PerryLSchuckman@NonprofitChamberKS.org
MindyTan@NonprofitChamberKS.org
TammaraFogle@NonprofitChamberKS.org
