Building an Environment of Trust
Because of the crucial link between trust and business success, leaders must realize the power of trust as a business tool. Leaders learn how to avoid the trust breakers and take action to create an environment in which people take risks, identify and solve problems, and work together to create and sustain high levels of trust.
CEPD-423-N1 $89
Mon Mar 27 8:30–11:30AM
Registration deadline: Mar 20
Godfrey Campus

Nonprofit Organizations
Grant Writing Basics for Nonprofits
In this class students will learn how to decode the mixture of writing grants. Learn what your nonprofit should have in place BEFORE you write grants, learn about types of funds, learn the components of a typical application and gain tips to improve your proposal. Students will also practice writing an essential component of proposals. The final class will be a field trip to research funders. This class is designed for grant writing beginners.
CEPD-428-01 $59
Fri Mar 24 11AM–1PM
Registration deadline: Feb 7
Godfrey Campus

Nonprofit Series: Planning for Success
From crafting your first development plan to creating important links to marketing, finance and other parts of your nonprofit organization, this class will help you clearly plot your path to success.
CEPD-481-N6 $50
Thu Jan 26 7–9PM
Registration deadline: Jan 23
N.O. Nelson Campus, Edwardsville, IL 62025
Lisa Masters

Nonprofit Series: Managing Your Volunteers
From nonprofit board building and development to managing daily and special event volunteers, you will learn tips and tricks to motivate and manage your key supporters well.
CEPD-482-N6 $50
Thu Feb 23 7–9PM
Registration deadline: Feb 20
N.O. Nelson Campus, Edwardsville, IL 62025
Lisa Masters

Nonprofit Series: Board Members Only
This session is designed specifically for nonprofit board members. Whether the board chair or the newest member, participants will benefit from two key components: how to raise money for the organization and how to fully support the efforts of other members and volunteers. A special discount is available to any organization that sends two or more board members to this session.
CEPD-483-N6 $50
Thu Mar 16 7–9PM
Registration deadline: Mar 12
N.O. Nelson Campus, Edwardsville, IL 62025
Lisa Masters

Nonprofit Series: Annual Fund
This session will encompass all aspects of annual giving to nonprofits including individuals, corporations and how to make annual events increase your donor base.
CEPD-484-N6 $50
Thu Apr 27 7–9PM
Registration deadline: Apr 24
N.O. Nelson Campus, Edwardsville, IL 62025
Lisa Masters

Nonprofit Series: Major Gifts
Whether you have ever asked for a major gift or not, this session will increase your confidence in the area and give specific tips and techniques for adding major gifts to your nonprofit’s fundraising bottom line.
CEPD-485-N6 $50
Thu May 18 7–9PM
Registration deadline: May 15
N.O. Nelson Campus, Edwardsville, IL 62025
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Leadership
The 7 Habits of Highly Effective People®
This premier leadership Program aligns timeless principles of effectiveness with modern technology and practices. No matter how competent a person is, he or she will not have sustained and lasting success unless they are able to effectively lead themselves, influence, engage and collaborate with others, and continually improve and sharpen their capabilities. These elements are at the heart of personal, team, and organizational effectiveness.
CEPD-449-N1 $49
Fri Feb 10 & 24, Mar 10 & 24
9AM–1PM
Registration deadline: Jan 31
Godfrey Campus, Treppa 158

Beyond Grant Writing for Nonprofits
This course is designed for those familiar with grant writing basics but are looking for tips and support during the writing process. The students will first practice working on an actual grant application. The instructor will then be available for questions as participants work independently on a grant of their choice. To be successful in this class, participants need to have completed the Grant Writing Basic course or have an understanding of 501c3 fundamentals.
CEPD-530-N1 $149
Thu Mar 23–Apr 6 5:30–7:30PM
Registration deadline: Mar 13
Godfrey Campus, Nohlin 2025
Hanah McCivican

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2017 SHRM Learning System
Stay competitive in the HR field by earning your credentials – SHRM Certified Professional (SHRM–CP®) or SHRM Senior Certified Professional (SHRM–SCP®). These certifications recognize that HR professionals are at the core of leading organizational success. The Society for Human Resource Management (SHRM) is the world’s largest association serving the needs of HR professionals and keeping you abreast of HR advances. This SHRM Learning System prepares you to take on the challenge of the HR certification exams with confidence. All materials are included in the registration fee (printed workbooks, glossary, flash cards covering all 6 modules, practice tests, access to an online resource center, etc.). The exam fee is not included.

Early Bird Price Until Feb 24
CEPD-614-N6 $319
Sat Mar 11–Apr 22 9AM–3:30PM
No class Apr 15
Registration deadline: Mar 1

Regular Price After Feb 24
CEPD-615-N6 $319
Sat Mar 11–Apr 22 9AM–3:30PM
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Michelle Blackwood

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Registration deadline: Mar 1

Kathy Willis

Essentials of Nonprofit Fundraising
Whether you are new to your fundraising position in a nonprofit organization, or trying to get a better grasp of the bigger picture, this series of classes will help you achieve your goal. Led by a dynamic nonprofit marketing and development professional who has more than 20 years of experience, participants will learn helpful how-to’s for planning and securing annual funds from individuals, corporations and special events, working with volunteers, and for stepping up your game in the major gifts category. A special session is included for your board members only to offer training on how to effectively understand and raise funds for the organization. Registering for all four workshops under this course code reflects a cost savings of over $50 versus registering for them individually.
CEPD-460-N6 $399
Thu Jan 26, Feb 23, Mar 16, Apr 15, Apr 27, May 18 7–9PM
Registration deadline: Jan 23
N.O. Nelson Campus, Edwardsville, IL 62025
Lisa Masters

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