

# Pacific Training and Resources

## Synopsis of Workshops

### ACCOUNTING

#### **Financial Leadership-Building Sustainability**

Many nonprofit organizations focus their staff and Board efforts on program activities with limited resources remaining for administrative infrastructure. By educating staff and Board members on the value of support infrastructure and the importance of combining efforts in program as well as administrative activities, any organization can maintain sustainability and purposed longevity.

This workshop focuses on overall understanding of nonprofit finance concepts including:

- Mission vs. Money Thinking
- Function vs. Funder Driven Financial Protocols and Reports
- Cultivating Fiscal Leadership with Program and Support Staff
- Interdependence of Program and Support Functions
- Strong Infrastructure = Strong Programs
- Financial Accountability and Transparency
- Basic Understanding of Financial Reports and Restricted Net Assets

#### **Financial Statements for Non-Finance People**

Very often managers and Board members are required to interpret financial statements in order to make informed decisions and future plans for an organization. Traditionally, these staff and Board members lack the skills and training to understand the complications of non-profit finances and the accompanying statements.

This workshop focuses on understanding financial statements for nonprofit organizations including concepts such as:

- How to read and use a Balance Sheet or Statement of Financial Position
- How to read and use a Profit and Loss Report or Statement of Financial Activity
- Various report formats and which one works best for your organization
- How to create and maintain a Cash Flow Projection Report
- How to create and track Agency-wide Function and Funder Budgets

#### **Basic Nonprofit Accounting Fundamentals**

Very often an organization is founded by program oriented individuals. Many times the burden of administrative support falls on this small group of dedicated staff. The "accidental bookkeeper" becomes the untrained expert in nonprofit accounting thereby having to learn accounting basics on-the-job.

This workshop focuses on overall understanding of nonprofit accounting concepts including:

- Account Definitions: Assets, Liabilities, Equity, Income and Expenses
- Accrual vs. Cash Based Accounting
- Unrestricted, Temporarily Restricted, and Permanently Restricted Net Assets
- Journal Entries: Double Entry Bookkeeping
- Accounts Receivable through Accounts Payable
- Creating and Understanding Financial Reports

### **Internal Controls and Financial Best Practices**

Creating and implementing simple and effective internal controls can protect an organization, its staff and Board from fraud, theft, and litigation. Many communities lose valuable agencies primarily due to lack of controls.

This workshop focuses on creating and implementing proper internal fiscal controls for nonprofit organizations including these concepts:

- External Fiscal Regulations- *IRS, FASB 116 & 117, Sarbanes-Oxley, Nonprofit Integrity Act, SAS 112, etc...*
- Personality vs. Systems Driven Organization
- Function vs. Funder Based Financial Data and Reporting
- Creating and Implementing an Organizational Fiscal Operation Manual
- Agency-Wide Fiscal Controls

### **Allocating Common and Indirect Costs**

Many organizations neglect to allocate common or shared costs to all the functions of the agency. The full cost of any program should include a shared portion of the overall costs of the organization. Knowing the full cost of a program sets a basis for accurate financial analysis of the program, pricing fee-based services, and requesting appropriate reimbursement from funders for the full cost of providing services.

This workshop focuses on how do determine and allocate common and indirect costs including these topics and concepts:

- Defining Direct Costs, Common Costs, and Indirect Costs
- Determining Appropriate Cost Allocation Methodologies
- Function vs. Funder Allocations
- Creating and Tracking Function and Funder Budgets
- Nonprofit vs. Funder "Speak" Regarding Indirect Costs

### **Preparing For Your Annual Audit**

With new IRS and FASB regulations, more and more nonprofit organizations are required to have an independent audit of the agency's financial records. The amount of time and effort to prepare for an audit can seem like a daunting task. Proper understanding of the audit process can minimize the amount of work and cost to an organization.

This workshop focuses on what it means to have an annual audit and will include these topics and concepts:

- Does your agency need an audit? Other alternatives to an audit
- How much an audit will cost in dollars and hours
- Who will be involved?
- What you need to do to be prepared before, during and after the audit

### **Understanding and Using QB Effectively**

Large and small organizations alike use various versions of QuickBooks for their accounting software. This user-friendly program can be organized in such a way that both the functions of the agency as well as the funders are tracked accurately and efficiently.

This workshop focuses on how to set up QuickBooks to allow for accurate tracking of income and expenses including these topics and concepts:

- Creating a Proper Chart of Accounts
- Setting up Classes and Customers
- Creating and Tracking Function and Funder Budgets
- Tracking, Restricting, and Releasing Temporarily Restricted Net Assets

## **HUMAN RESOURCES**

### **Establishing an Effective Hiring Process**

This workshop looks at the hiring process from the departure of the previous employee to the interview. Focusing on updating job descriptions, utilizing creative advertising opportunities, and developing interview questions, participants will gain the tools to make the recruiting process more effective and less painful.

### **Improve Your Recruiting and Interviewing**

This workshop will cover ways to make the hiring process more effective. Participants will learn tips on reviewing resumes, how to conduct screening, team and one-on-one interviews and the importance of reference checking.

### **Keys To Successful Employee Relations**

This workshop will train managers and supervisors to provide regular feedback to their staff and to institute performance improvement plans as necessary to turn poor performers into stars. Additionally, we will discuss the importance of goal setting during evaluations to help motivate employees.

### **Positive and Progressive Discipline Essentials**

This workshop will educate managers and supervisors in dealing with employee relations challenges. We will cover the importance of regular feedback and documentation and give managers the skills and confidence to address performance issues and motivate employees. They will be trained to follow the organization's policies and procedures to reduce the stress of handling performance issues and will learn strategies to address issues and reduce grievances.

### **Communicate to Reduce Conflict**

This workshop will help organizations become more proactive in employee relations. We will examine how to write personnel policies and memos and train managers to use regular feedback in order to reduce grievances and improve morale.

### **Essentials of Personnel Manuals**

This workshop will look at the importance of having an employee manual tailored to your organization, offer tools and suggestions for writing policies and discuss strategies for keeping your manuals legal, useful and up to date.

### **Introduction to Supervision and Motivation**

At the end of the session, participants will understand how to supervise employees and provide regular and honest feedback. Additionally, they will learn to document employee issues and how to set goals to help motivate staff.

### **Supervision and Job Coaching**

At the end of the session, participants will understand the coaching process. Additionally, they will have built their confidence and ability to manage staff communication and create a foundation of regular feedback and coaching to improve employee performance.

### **Improve the Evaluation Process**

We will examine different templates of appraisal forms and discuss strategies on how to prioritize regular, honest, reviews of staff.

### **Making Evaluations Painless**

This workshop will teach strategies for improving the way managers conduct reviews and how they can increase the effectiveness of the process. At the end of the session, participants will have a framework for conducting reviews as well as tips for making the most of the appraisals process. Additionally, they

will understand the importance of goal setting during the evaluation to help motivate employees throughout the year.

### **Sexual Harassment 101**

At the end of the session, participants will understand what unlawful harassment is and how they as managers can help to improve the work environment for all employees. Additionally, they will become familiar with the proper procedures to handle and investigate complaints.

### **Managing Employee Goodbyes**

Being a manager means making the tough decisions and, occasionally, that means terminating employees. This workshop will discuss progressive discipline policies and procedures and train managers and supervisors on ways to reduce the stress of termination.

### **Managing Employees from Hello To Goodbye** *All Day Workshop*

Starting with effective recruiting, through conducting regular employee evaluations and ending with ways to reduce the stress of terminations, this course will concentrate on giving your management team the tools and systems to better manage your staff. Along the way, we will cover revising your job descriptions, interviewing and reference checking basics, the importance of updating personnel policy manuals, and ways to improve performance.

## **ORGANIZATIONAL DEVELOPMENT**

### **Safety is Everyone's Business**

This workshop will help organizations to design IIPP and to conduct initial and annual safety trainings to comply with CA laws. Additionally, we will look at protecting your employees by establishing systems for the care and maintenance of employee personnel files.

### **Standardizing Operating Procedures**

This workshop will look at how standardizing procedures and forms will make management easier. Creating templates for everything from interview questions to warning letters, managers and supervisors will understand the importance of consistency and clarity in handling employee issues.

## **STRATEGIC PLANNING**

### **Planning and Surviving Staffing Transitions**

This workshop will offer ways to manage the disruption to your organization following the loss of key employees. We will discuss developing succession plans, instituting standard operating procedures and writing job manuals. With a little planning and some tools, you can have a more resilient organization that will survive change.

### **Strategic Planning for Nonprofit Boards** *All Day Workshop*

This interactive workshop will help Boards identify the strengths, weaknesses, opportunities and threats facing their organization. After brainstorming and visioning, they will be able to set up SMART goals for the organization's success.