

Essential Business Skills Series



A Guide to Delivering Professional Presentations

Date: Friday, September 15, 2017

Time: 9:30 am – 12:00 pm

Fee: \$35

Location: Sacred Heart University, 5151 Park Avenue, Fairfield

Click here to register.

Get comfortable making presentations. Whether it is an internal meeting or external meeting with a new donor, learning to communicate effectively is a key skill for any employee. This workshop will help you be more confident and prepared in delivering any type of presentation.

Effective Project Management

Date: Friday, October 20, 2017

Time: 9:30 am – 12:30 pm

Fee: \$35

Location: Sacred Heart University, 5151 Park Avenue, Fairfield

Click here to register.

Equip yourself with the skills and knowledge you need to manage projects more effectively. This workshop is geared to any staff member who is a part of a project team or responsible for leading a project within their organization. Attendees will learn the basic concepts associated with project management and the five key processes for effective project management. Attendees will also leave equipped with project management tools and templates to use at their organizations.

Building Basic Finance Skills

Date: Friday, November 17, 2017

Time: 9:30 am – 12:30 pm

Fee: \$35

Location: Sacred Heart University, 5151 Park Avenue, Fairfield

Click here to register.

You don't need to be a finance wizard to get comfortable with numbers. This workshop will take the mystery out of financial terms, nonprofit budgets and financial statements. In this interactive session, we'll walk you through the nonprofit budget process. You'll learn how to build a basic budget and comprehend key financial terms that all nonprofit staff should understand. We will also provide an overview of financial statements and demonstrate how to use key financial ratios to assess an organization's financial health.