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**2023 Capacity Building**

**Training Application**

The Community Foundation of Greater New Britain will offer in-depth, hands-on capacity building training workshops to local non-profit organizations based in or significantly serving Berlin, New Britain, Plainville and Southington. Workshops are listed below and full descriptions are attached.

The training application on the last two pages of this document is what you will submit with your selections. **Unless noted, all trainings will be in person**. Meetings will be remote only in the event of a weather related event that makes travel difficult.

**Workshop Listing and Dates/Times**

# STAFFING

# Leadership 101: Building Essential Leadership Skills - February 15, 9am-noon

# Recognizing and Addressing Burnout - February 28, 9am-noon

# Succession Planning - March 1, 6:30-8PM via Zoom

# Creating a Culture of Accountability - March 14, 9am-noon

# BUILDING A STRONG BOARD

## **Who’s on Your Board and Why – April 5, 4-7:30PM**

## **How Does Your Board Do the Work They Are Supposed To Do – April 19, 4-7:30PM**

* **What is The Role of a Purpose-Driven Board in Today’s Eco-System? - May 3, 4-7:30PM**

**SOCIAL MEDIA AND WEB INTEGRATION**

* **Virtual Community Engagement: Social Media - May 15, 17 and 19 (8:30-10:30am first day; 8:30-11am days two and three)**
* **Virtual Community Engagement: Web Integration October 16, 18 and 20 (8:30-10:30am first day; 8:30-11am days two and three)**

**PHILANTHROPY AND FUNDRAISING**

* **Philanthropy and Fundraising - November 6, 8 and 10 (8:30-10:30am first day; 8:30-11am days two and three)**

**Workshop Capacity, Eligibility and Selection**

Generally, each workshop can accommodate 20-25 learners from non-profits. Due to limited space, organizations will be considered for participation on a first come, first-served basis.

For the workshops on staffing, social media, web integration and philanthropy & fundraising, more than one person per organization may be able to participate if space allows.

Organizations may apply for as few as one workshop or as many as all 10.

This series is not designed for municipal or quasi-governmental organizations. Volunteer-run organizations are eligible to apply as long as a governing board of directors is in place.

Organizations that attend seven of the 10 workshops will be eligible to apply for a grant award of up to $2,000 at the end of the training session. The grant will support implementation of some aspect of what was learned from the sessions that will strengthen your organization. The award is not guaranteed but will be based on our review of your application.

**Additional Requirements**

* Unless there is an unforeseen emergency, attendance at your selected workshops is required.
* It is expected that all staff and board members attend the workshops in their entirety unless there is a pre-arranged agreement with CFGNB to leave early
* Participation includes completion of workshop surveys sent by the CFGNB
* If an organization does not participate in a workshop it agreed to attend, eligibility for a mini-grant may be for forfeited.

***See next pages for workshop descriptions***

**CFGNB 2023 Capacity Building Training  
Workshop Descriptions**

# STAFFING Leadership 101: Building Essential Leadership Skills, February 15, 9:00am-noon

# Instructors: Alicia Davis and Stacie Watson, Professional Certified Coaches, Transformative Leadership Strategies, West Hartford, CT

# Participants will be given the opportunity to explore what ‘Authentic Leadership’ means for their own leadership style. They will have the opportunity to take the TLS Leadership Excellence in Skills Assessment and will explore elements of leadership that come naturally as well as those that may present challenges. One or two areas of focus will be identified and specific developmental actions will be explored. (For Director level or above)

# Recognizing and Addressing Burnout, February 28, 9:00am-noon

# Instructors: Alicia Davis and Stacie Watson, Professional Certified Coaches, Transformative Leadership Strategies, West Hartford, CT

# Burnout is a state of emotional, physical, and mental exhaustion caused by excessive and prolonged stress. It occurs when you feel overwhelmed, emotionally drained, and unable to meet constant demands … and can leave you feeling devoid of motivation and beyond caring. In this session, participants will have the opportunity to identify specific signs of burnout that may be affecting them. They will also explore the role that connection (to self, to others, and to something greater) can make in recharging energy reserves through small, specific, and intentional actions. (For anyone at an organization)

**Succession Planning, March 1, 6:30-8:00pm via Zoom  
Instructor: Sharon Danosky, President, Danosky & Associates, Sherman, CT**In this session, participants will learn how to develop both a short-term and long-term succession plan. In the workshop, discussion will take place on what is involved in short-term succession plan focusing on maintaining organizational operations in the absence of the Executive Director and including an overall review of the daily operations, access to vital information that the Executive Director has and how to choose/designate an Interim Director for the short term. More time will be spent reviewing what is necessary to develop a long-term succession plan.  Participants will discuss the importance of conducting an organizational assessment and defining the expectations of the board before developing a job description or advertising the position.  Emphasis will be placed on not to rushing to find a replacement, but rather how to put things in place so that the search for an Executive Director will meet the aspirations of the organization going forward.   At the end, participants will understand and be able to create a succession plan.  (For Executive Director and at least one board member is encouraged to attend)

# Creating a Culture of Accountability, March 14, 9:00am-noon

# Instructors: Alicia Davis and Stacie Watson, Professional Certified Coaches, Transformative Leadership Strategies, West Hartford, CT

# This session will explore how to effectively establish and promote accountability as part of an organization’s culture. Participants will have a focused discussion on the meaning and implementation of accountability – for themselves as well as members of their teams. Each person will be encouraged to identify 1-2 specific strategies to assist them in their own accountability, as well as establishing clear expectations within their team (For Director level or above.)

## **BUILDING A STRONGER BOARD** These trainings will take place from 4-7:30 pm, with a light dinner provided. Executive Directors are requested to bring at least one board members to each training and may bring as many as they wish. The same board member(s) does not need to attend each session; feel free to mix it up. The trainings will be a combination of presentation and breakout discussions and will look at governance through an equity lens.

## **Who’s on Your Board and Why, April 5, 4:00-7:30pm**

**Trainer: Sharon Danosky, President, Danosky & Associates, Sherman, CT**This session will focus on recruiting and building a strong board. We will look at board composition; the ideal number for your board; how to recruit a diverse board and how to orient them to become strong board members. Participants will be encouraged to discuss what is expected of board members, how to hold each other accountable and how to assess their individual board performance and that of the board as a whole. We will also review the roles and responsibilities of board members and how those roles have evolved over the past several years. (For Executive Director and at least one board member if possible.)

## **How Does Your Board Do the Work They Are Supposed To Do, April 19, 4:00-7:30 pm**

**Trainer: Sharon Danosky, President, Danosky & Associates, Sherman, CT**The goal of this session is to look at how the work of a board is accomplished – from committees to board meetings, to partnering with the Executive Director. We will facilitate discussion around building a strong board culture that is inclusive and fully engaged. We will also review the difference between governance and management and have board members examine how to be more strategic and less focused on operations, particularly during board meetings. Finally, there will be discussion around how board members support the executive director, set objectives and become partners in moving the organization forward. (For Executive Director and at least one board member if possible.)

**What is the Role of a Purpose-Driven Board in Today’s Eco-System, May 3, 4:00-7:30 pm**

**Trainer: Sharon Danosky, President, Danosky & Associates, Sherman, CT**This session will review the evolving nature of boards and how boards can strengthen their roles and that of their organizations. We will engage in discussions about the purpose and mission of your organization and the board’s role in shaping and overseeing that purpose. We will ask board members to consider the eco-system in which their organizations work, how to incorporate the voices of people with lived experience and how to use their networks in building partnerships that enhance their organizations work. We will also facilitate discussion around the board’s role in philanthropy and how that might evolve in each organization. (For Executive Director and at least one board member if possible.)

**SOCIAL MEDIA AND WEB INTEGRATION  
Virtual Community Engagement: Social Media - May 15, 17 and 19 (8:30-10:30am first day; 8:30-11am days two and three)  
Instructor: John Hesslein, Senior Consultant of Media/Public Information/Communications, Harvest Development Group**This module is 7 hours in total over the course of three days in one week (consecutive five days), with peer led learning and real time assignment independently in between. One on one coaching from presenters will also be offered during the course week for those needing extra help.

A virtual community is a community of people sharing common interests, ideas, and feelings over the Internet or other collaborative networks. But engaging with this community is more than just advertising your organization, posting pictures and videos, and constant feed presence. Content is king. In this training workshop we will explore the reasons community engages virtually, the needs virtual fulfills in community engagement, and how nonprofits should define their communities virtual needs through content creation. We will provide tools for small peer groups to use in surveying and assessing social media platform presence for their community audience and define objectives for their own levels of engagement success.  (For anyone at an organization.)

**Virtual Community Engagement: Web Integration October 16, 18 and 20 (8:30-10:30am first day; 8:30-11am days two and three)  
Instructor: Phil Simon, Senior Consultant of Interactive Media/Distance Learning and Training, Harvest Development Group**This module is 7 hours in total over the course of three days in one week (consecutive five days), with peer led learning and real time assignment independently in between. One on one coaching from presenters will also be offered during the course week for those needing extra help.

Overall, the purpose of a nonprofit's website is to further its mission and make it easier for supporters to get involved and make a difference. But a website alone cannot perform to its best ability - it must be supported with a full strategy on promotion and virtual engagement.  In this training workshop we will explore the benefits and value of a website, the design features that make websites purposeful and sticky, as well as the tools and systems required to ensure that your website has ample traffic, both organic and paid, to fulfil its purpose. Small peer group work will deliver to you tools you can apply on your website and with your marketing plan (For anyone at an organization.)

**Philanthropy and Fundraising - November 6, 8 and 10 (8:30-10:30am first day; 8:30-11am days two and three)  
Instructor: Sondra Dellaripa, President and Principal Consultant, Harvest Development Group**This module is 7 hours in total over the course of three days in one week (consecutive five days), with peer led learning and real time assignment independently in between. One on one coaching from presenters will also be offered during the course week for those needing extra help.

The objective of building a philanthropic community is to leverage your fundraising programs for their best outcomes. Until a member of your community feels a philanthropic response to your work and their membership in your organization, they will have little reaction to your fundraising activity.  In this training workshop, we will explore the core objectives of building a philanthropic community and the infrastructure of a fundraising funnel. You will work in small peer groups to build a project for your organization that will enhance your philanthropic community and will improve your fundraising funnel activities output. You will have an implementable plan and a measurement tool at the end of this session.  (For Executive Directors, staff, board members.)

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**2023 CFGNB Capacity Building  
Training Application**

**Organization:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Executive Director:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If your organization is not based in our service area, what percentage are those you serve are from Berlin, New Britain, Plainville and Southington? \_\_\_\_\_**

**Do you have authorization from your Board to participate in this program? Y / N**

**Total number of paid staff:** \_\_\_\_\_\_ **Total number of volunteers:** \_\_\_\_\_\_

**Indicate which session(s) you are applying for and who will participate. Feel free to list more than one person to attend and we will allow them if space permits:**

\_\_\_\_\_ Leadership 101: Building Essential Leadership Skills - February 15, 9am-noon  
Name, position at agency and email of those that will be attending:

\_\_\_\_\_ Recognizing and Addressing Burnout - February 28, 9am-noon

Name, position at agency and email of those that will be attending:

\_\_\_\_\_ Succession Planning, March 1, 2023 - 6:30-8pm via Zoom

Name, position at agency and email of those that will be attending:

\_\_\_\_\_ Creating a Culture of Accountability - March 14, 9am-noon

Name, position at agency and email of those that will be attending:

\_\_\_\_\_ Who’s on Your Board and Why - April 5 – 4-7:30pm

## Name, position at agency and email of those that will be attending:

## \_\_\_\_\_ How Does Your Board Do The Work They Are Supposed To Do - April 19, 4-7:30pm

Name, position at agency and email of those that will be attending:

\_\_\_\_\_ What is The Role of a Purpose-Driven Board In Today’s Eco-System, - May 3, 4-7:30

Name, position at agency and email of those that will be attending:  
  
\_\_\_\_\_Virtual Community Engagement: Social Media - May 15, 17 and 19 (8:30-10:30am first day; 8:30-11am days two and three)  
Name, position at agency and email of those that will be attending:

\_\_\_\_\_Virtual Community Engagement: Web Integration October 16, 18 and 20 (8:30-10:30am first day; 8:30-11am days two and three)  
Name, position at agency and email of those that will be attending:  
  
\_\_\_\_\_Philanthropy and Fundraising - November 6, 8 and 10 (8:30-10:30am first day; 8:30-11am days two and three)  
Name, position at agency and email of those that will be attending:

**Executive Director Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*By signing I commit to:*

* *Attend all workshops I sign up for in their entirety (unless there is an unforeseen emergency or there is a pre-arranged agreement with CFGNB to leave early)*
* *Have a board member attend each session if possible*
* *Complete surveys sent to me by the CFGNB*

*I further understand that if I participate in 7 of the 10 workshops, I will be eligible to apply for a grant of up to $2,000 to implement something to increase organizational capacity that I learned from the workshops. If I do not participate in a workshop I signed up for, I understand that I may forfeit my eligibility for a mini-grant.*

**Printed Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Board Chair Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(By signing I acknowledge, on behalf of the board, support of staff and board participation in this training and a willingness to implement strategies learned to make changes that increase organizational effectiveness.)*

**Email this application to Joeline Wruck: jwruck@cfgnb.org**

***APPLICATION MAY BE SUBMITTED AT ANY TIME AS SPACE PERMITS.***

***DEADLINE FOR PRIORITY REGISTRATION IS FEBRUARY 1, 2023***

***Questions? Contact Joeline Wruck via email or at 860-229-6018 x307***