

T. Pinckney & Associates

Seminar Training for Nonprofits & Youth Agencies

Do You Need...

- ✓ A cost-effective way to train a larger group - usually eight or more?
- ✓ The convenience of having training conducted at a location of your choice?
- ✓ To reinforce your organizations unique values or culture?

If you're tired of training that keeps missing the target, we've got answers that work!

Call 910-483-4084
now to speak with an
On-Site Training Consultant.

T. Pinckney & Associates
On-site Training Seminars

342 Ray Avenue
Fayetteville, NC 28301
Phone: 910-483-4084
Fax: 888-623-4034

Email:
contact@tpinckneyassociates.com



SERVICES YOUR ORGANIZATION NEEDS TO SUCCEED

Workshop Topics Include:

- Leadership Development
- Capacity Building
- Program Evaluation
- Communication Skills
- Team Building
- Diversity
- Volunteer Management
- Board Development
- Time Management



Introducing T. Pinckney & Associates

T. Pinckney & Associates is a consulting agency that provides professional and organizational capacity building services. We provide a variety of services to assist in organizational sustainability. We work in partnership with our clients to develop long lasting positive results that enhance success for all aspects of your organization.

Are you seeking ways to increase your organizations overall performance? We provide comprehensive services to sustain the capacity of non-profit, education, government and private agencies. T. Pinckney & Associates specializes in customized organizational consulting to identify strategies for sustainability, teaching effective leadership skills, and empowering employees to generate solutions and move forward with confidence. Our services focus on your organizations foundation to build upon your success of quality services.

Organizational Consulting: T. Pinckney & Associates understands that an organizations success depends on its ability to work as a system. Working from our philosophy "Mission First," we provide holistic services that benefit the organization and its clients. Our services include conducting needs assessments, developing strategic plans, monitoring programs and evaluating programs.

Leadership & Supervisor Development: Failure is inevitable without strong leadership. Strategic planning, fundraising and program evaluation are important factors, but inefficient governance can in many instances be detrimental to those efforts. Board development and supervisor trainings can have a long term impact on sustaining your organization. T. Pinckney & Associates provides a broad range of training for the leadership within your organization.

Staff Professional Development: Allow T. Pinckney & Associates to provide training seminars for your organization on topics such as diversity in the workplace, team building, effective communication skills, personal development and interpersonal relations. By increasing employee productivity, your organization will have much success in achieving its goals.

T. Pinckney & Associates Philosophy

Your needs are unique and they deserve a unique solution—one that's tailored for you. T. Pinckney & Associates has a team of professionals with over 15 years of experience in providing tailored leadership and staff development solutions. Each one of our associates lives by our corporate philosophy-Mission First-meaning that your mission serves as our foundation for any services that we provide.

T. Pinckney & Associates specializes in developing management, organizational and business solutions to help you move into the 21st century with success. We believe that certain key elements must be addressed if a successful improvement is to occur. These elements include: **organizational leadership support, planning, customer focus, training, recognition, teamwork and measuring results.**

T Pinckney & Associates design customized services based on your organizational structure, culture and governance to devise an action plan that best meets your organization's needs!

About our Services

Organizational Consulting

Organizational Development:

Without a cultural change, improvement efforts do not last and can become book shelf exercises. Organizational development services include:

- Board Governance
- Written Policies and Procedures
- Communications Strategy
- Non-Profit Incorporation
- Technical Assistance on Grant Writing

Performance Measurement:

Performance measurement and monitoring is a vital part of any organizations overall success. The performance of an organization is measured in terms of input of resources and output of services and outcomes of the organization. Through development, monitoring and evaluation organizations can measure their areas where improvement is needed. Services include:

- Program Development
- Program Monitoring
- Program Evaluation

Strategic Planning:

Strategic Planning is critical since it focuses the energies, resources and efforts toward the achievement of the overall aim of the organization. It creates a road map to the future and a frame work for day-to-day operation. Let us assist you in developing a road map that allows the improvements to become the way things are done rather than something else to do.

Community Needs Assessment:

Any improvement within an organization must be customer/client focused. The most critical reason for improvement is to ensure that customer/clients needs are being met. The strategic process of identifying community needs guarantees that the organization is focusing its energy in the right direction.

Leadership & Supervisor Development

Leadership Training:

Effective leadership is crucial to the success of any organization. Leaders need to begin culture change within themselves. Without a unified focus, commitment and urgency, synergy will not occur. Examples of customized training seminars include new supervisor training, effective leadership strategies, board governance, and volunteer management.

Employee Involvement & Teamwork: Ensuring that you have the full benefit of all staff will make the improvement easier and ensure its success. Staff members need to be set free within defined boundaries. Individuals and teams need to be given the authority, responsibility and accountability to create, innovate, experiment, suggest, implement, monitor and adjust. T. Pinckney & Associates will perform an organizational assessment, conduct team building exercises with organizations staff members and develop a personalized leadership plan for incorporating effective strategies for continued team building.

Staff Professional Development

Employee Training:

New roles will require new skills. It is management's responsibility to see that all employees possess all the skills to do their jobs. Training must be all encompassing: technology, techniques, behavioral, interpersonal, management, leadership, and personal development. We are the training experts. We will be partners with you to meet your training needs. We know training. Training sessions include, but are not limited to:

- Team building
- Volunteer recruitment, retention and recognition
- Effective communication skills with clients and key stakeholders
- Youth development strategies
- Tutor training
- Program monitoring and implementation of performance measurement.

Training Techniques and Strategies

Our training modules provide organizations with an overview of adult learning principles, learning styles, facilitative learning, and interactive participatory learning techniques.

How Can We Help You?

Custom designed consulting services and training seminars are available to address the issues of various types of organizations. T. Pinckney & Associates incorporates a variety of methodologies and resources, such as diagnostic instruments, games, exercises, case studies, simulations, practice sessions, role plays, and videos. Give us a call. We'd love to discuss your unique needs and how we might work together.

Contact Points:

Contract Consulting & Training Information
Teresa Thompson-Pinckney
910/322-6198
910/222-8910 Fax
contact@tpinckneyassociates.com
www.tpinckneyassociates.com

Seminar Title & Summary	SD	LD	BD	YLT
Leadership Skills For the New Manager: A new manager must understand the importance of walking-the-talk; but just exactly how does one do that? In the old position you did a great job. Yet, the skills that made you a great team player won't necessarily make you a great supervisor or manager. This seminar is a comprehensive course designed to meet the needs of the newly promoted front line supervisor or any supervisor wishing to enhance his/her supervision skills. This seminar teaches one how to make the transition, develop a management style, get organized, write and conduct a performance evaluation, motivate staff, use effective coaching skills and give effective feedback.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Team Building: This seminar covers the essentials of team building success. Learn how to develop the skills necessary to become both a successful team member and an interactive team leader. Participants will go through the experience of building and functioning in their own teams during this seminar. By the conclusion of the seminar, the participants will have a better understanding of their role as a team member, team leader and become more comfortable working with teams.		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Developing your Presentation Skills: This seminar is a comprehensive, hands-on, approach to learning the skills needed for delivering a powerful presentation. Participants will learn and practice the techniques necessary for delivering successful presentations. Attendees will learn the essential elements of an effective presentation recognize presentation strengths and weaknesses, plan your presentation content and delivery style, incorporate analogies, quotes and stories into your presentation, realize the importance of rehearsing your presentation.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Program Evaluation for Funding and Sustainability: This seminar discusses the who, when, why and how of program evaluation. What does it take to incorporate an effective and comprehensive program evaluation? Why does program evaluation have an impact on sustainable services? This course is designed to be introductory and very basic. Those in attendance will learn ways in which program evaluation impacts potential funding and organizational sustainability. Participants will walk away with basic tools for effective program evaluation to build on and use within their organization.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
How to Develop a Strategic Plan: Do you, your staff, and your Board of Directors have a clear picture of where your organization is, where it should be going, and how to get there? Strategic Planning is a process that helps answer these questions. Strategic planning is a process for determining long-term goals and identifying the best approach for achieving those goals. Developing a strategic plan can help your organization identify and act upon new opportunities for organizational growth. This workshop will introduce a 10-step process that your organization can use in developing a strategic plan. This introductory course will allow participants to gain a full understanding of what their organization can gain from the strategic planning process.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Becoming a Young Effective Leader in the 21st Century: This seminar focuses on strategies for successful leadership among young aspiring leaders. Topics include characteristics of an effective leader, professional growth through networking and understanding opportunities for growth.	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
SD=Staff Development, LD=Leadership Development, BD=Board Development, YLT=Young Leader Training				

<p><u>Time Management and Organizational Skills:</u> Do you have impossible demands on your time? Does it seem as if everyone wants you to get more done — and in less time? Time is the most valuable commodity we have. It cannot be renewed, recycled, or recovered. This workshop is for professionals who would like to focus on becoming more effective in handling multiple tasks and managing timelines. Topics covered include: identifying priorities, establishing and meeting deadlines, avoiding time wasters, controlling procrastination, managing multiple priorities, tracking projects and deadlines and minimizing pressure & stress from the workday.</p>	☑	☑		☑
<p><u>Board of Directors and Organization Governance:</u> What role does the Board of Directors play in nonprofit governance? Nonprofit leadership is a delicate matter as the roles of staff and board are often confused. During this session attendees explore the policies, procedures, and structures used to guide the work of nonprofit organizations. Participants will learn how to effectively develop policies and procedures, identify appropriate roles for staff and Board members, the essential relationship between the board and the agency and how to monitor and respond to change.</p>		☑	☑	☑
<p><u>How to Become an Effective Board Member:</u> What is the role that the board of directors plays in nonprofit governance? There are a few chosen from the many who take on the principal responsibility for fulfillment of the organization's mission and the legal accountability for its operations. Governing boards are receiving more attention than ever before., learn how to become one of the chosen few.</p>		☑	☑	☑
<p><u>Monitoring and Evaluation:</u> Learn how to develop strategies for evaluation and monitoring programs and processes within the nonprofit sector. Learn how to develop guidelines to determine what strategies need to be employed, who needs to be involved and what criteria must be assessed when considering evaluation. Discover the basic skills necessary to conduct program/project monitoring and evaluation and the tools to assist in meeting program evaluation challenges.</p>		☑	☑	☑
<p><u>Building Effective Partnerships and Coalitions:</u> Develop practical skills and perspectives essential to participate effectively in partnerships (partnerships with business, government, community groups, and other nonprofit organizations). The formation of coalitions are increasingly being used to address complex public problems around the world. Learn why and when to partner; types of partnerships—from the informal to the transformational; stages of partnership development; role of corporate social responsibility; how to foster inclusive partnerships; tools for resolving differences; and why and how to evaluate partnerships.</p>	☑	☑	☑	☑
<p><u>Leadership:</u> Effective leadership skills is vital in the non profit sector. Learn how to enjoy success in your career and gain more control over your destiny. Leadership skills can be learned and developed, even if you don't hold a leadership position. Have the following questions answered: <i>What makes a good leader?, How does one lead oneself?, What type of leader are you?</i> This course will teach the principles of great leaders to achieve success in any organization that they work in.</p>	☑			☑
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<p>Recruiting and Retaining Volunteers: Volunteers are often referred to as the heart of a nonprofit. Learn how to design a volunteer program. Explore ways in which to link volunteer activities to the needs of the organization and identify volunteer resources. Learn effective strategies for volunteer recruitment, retention and rewarding.</p>	☑	☑		☑
<p>Seminar on Capacity Building and Organizational Effectiveness: This workshop takes on a systems approach to nonprofit capacity building. Capacity is one of those words that means many things to different people, and nonprofits have approached and interpreted capacity building in many different ways. This training series is designed to enhance the skills of nonprofit leaders who want to improve the quality and effectiveness of their organization. To strengthen an organizations ability to fulfill its mission it must have capable leaders, sound management, and strong governance. Capacity building is an action that improves nonprofit effectiveness and enhances leadership’s ability to work toward the mission of the organization.</p>	☑	☑	☑	☑
<p>Effective Communication Skills: Communication is the tool to success. As a leader it is important to have intra personal communication skills. What is self-concept? Self-esteem? Self-disclosure? How do values, perception, language affect your communication ability? What role does non-verbal communication play? In addition interpersonal skills are just as important such as What are the components of listening?</p>	☑	☑		☑
<p>Managing Across Generations: Generation differences around important issues like work habits, commitment, rewards and change do not have to create conflict within organizations. The nonprofit sector is a generational melting pot. This seminar will provide an understanding of differences and teach individuals how to capitalize on the unique contributions of each generation.</p>	☑	☑	☑	☑
<p>How to Write a Successful Grant proposal: Grantwriting is one skill that serves as an asset for organizational fundraising. This seminar serves as an introduction to the step-by-step process of competitive grantwriting. The seminar focuses on the key elements of a successful proposal that includes the statement of problem/need, objectives, evaluation, budget, and sustainability plan. Through interactive exercises and activities, this seminar provides proven techniques that can be put into practice which can ultimately lead to winning grant awards.</p>	☑	☑	☑	☑
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