



CTAC Core Series

The **Practical,**
essential skills that Board and Staff need
to build & bolster community-based organizations.

LEADERSHIP

Got leadership? Evaluate your leadership style and learn why smart leadership is the secret to sustaining organizations.

10/22/09. Instructor: Rex P. Gatto, Ph.D, Gatto Associates, LLC

BASIC BOARD

Basically, everything you wanted to know about organizational structure/bylaws but were afraid to ask. Second portion of the class focuses on board and staff roles and responsibilities.

11/5/09. Instructor: Marjorie E. Howard, Senior Community Development Specialist, CTAC

EFFECTIVE MEETINGS

Making meetings matter: tips on managing meeting time so you can get more stuff done.

11/19/09. Instructor: Marjorie E. Howard, CTAC

COMMUNICATION

Get the communication skills you need to win friends and influence stakeholders.

1/14/10. Instructor: Sandie Akerman Grindel

STRATEGIC PLANNING

Whatever your organizational goals might be, learn how to convene a planning team to define those goals and create a strategy document that gets you just where you want to be.

1/28/10. Instructor: Karen M. Breaun, Executive Director, CTAC

FUNDRAISING

Explore techniques and strategies to raise the funds you'll need to get your job done.

2/11/10. Instructor: Constance Schwartz-Bedo, CFRE, M.Ed., Director of Development, Blind & Vision Rehabilitation Services of Pittsburgh

FINANCIAL MANAGEMENT

This is the dollars and sen\$e class. Learn practical financial principles, what works, what is legal, how to recognize danger signs and how to do what it takes to build a stable financial foundation for your organization.

2/25/10. Instructor: TBA

Space is limited. Pre-register today!



Contact Diane Smith at the Community Technical Assistance Center: 412.231.2822 or dianesmith@ctaonline.org

All classes are held in CTAC's conference facility in Allegheny West: 901 Western Avenue, Pittsburgh, PA 15233

Each session starts at 4:00 p.m. and ends at 6:30 p.m. and includes refreshments.

Enroll in one class or sign up for the whole series. Courses are free to organizations located in Allegheny County*.

*Some exceptions apply. See registration form for details.