Program Overview

# Training course description

Hone your management skills, build your network, and level up your impact. Whether you are steering direct service programs or overseeing back-office support, your work as a manager shapes how the mission comes to life. MNA’s Accelerator is built with you in mind. From best practices in project and budget planning to exploring performance management strategies, Accelerator provides participants with opportunities to learn, practice, and discuss how to deliver organizational strategy through effective management of programs and people.

### Throughout the Accelerator experience, participants will be invited to:

* Discover personal strengths as a manager
* Deepen knowledge of nonprofit management fundamentals and responsibilities
* Connect with peers across the state

This program is built on our Nonprofit Management Fundamentals. Participants will be introduced to these fundamentals, explore them within the cohort, and be prepared to practice and master them throughout and after the program.

**Participants will take part in nine (9) sessions over ten weeks, totaling OVER 15 hours of live classroom time on Zoom**. This learning will be supplemented with online content delivered via our learning management system. Participants will explore the nonprofit fundamentals and leave with tools, protocols, and confidence implementing best practices in areas from performance management to budget planning to team culture.

This program has been developed for new nonprofit managers that oversee at least one employee. Those with more management experience, those who manage a program but don’t oversee employees, or those on track for executive leadership may also find value in this program.

## Montana Nonprofit Association believes managers of people and programs achieve impactful results when they:

1. Cultivate self-awareness.
2. Develop and sustain relationships built on trust.
3. Create comprehensive, realistic plans that align with overall organizational needs.
4. Accurately evaluate project and organizational outcomes.
5. Support employee growth and development.
6. Prioritize and advocate for inclusive and equitable approaches and outcomes

# Curriculum schedule

Below is a curriculum schedule, subject to change if needed. Participants are asked to notify MNA of any absences, and course recordings and materials will be posted on our LMS for review. There is an additional time commitment of homework/pre-work.

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| --- | --- | --- |
| Session Date | Session Length | Topic |
| Oct 11th | 3 hours | Program Introduction  Cultivating self-awareness  Introduction to inclusion and equity |
| Oct 18th | 1.5 hours | Develop and sustain relationships built on trust |
| Oct 25th | 1.5 hours | Create comprehensive, realistic plans that align with overall organizational needs |
| Nov 1st | 1.5 hours | Create comprehensive, realistic plans that align with overall organizational needs |
| Nov 8th | 1.5 hours | Evaluate project and organizational outcomes |
| Nov 15th | 1.5 hours | Support employee growth and development: Delegation, Conflict, Communication |
| Nov 22nd | NO CLASS | |
| Nov 29th | 1.5 hours | Supporting employees: HR 101 |
| Dec 6th | 1.5 hours | Support employee growth and development: Performance Management |
| Dec 13th | 3 hours | Prioritize and advocate for inclusive and equitable approaches and outcomes  Program Close + Review |

**Total class time**

* **In Class: 16.5 hours**

**Additional homework + pre-work:** *Estimate average of 60 minutes/week*

* **Total: 9 hours**

## **Total Time Commitment: 25.5 hours**

# Cost

$495 | 10% discount for teams that send 4 or more participants

Certificate provided at program completion

# About MNA

Montana Nonprofit Association’s mission is to provide leadership for Montana’s nonprofit sector and partner with charitable nonprofits to promote a sustainable, networked, and influential sector.

# Trainers

Accelerator is facilitated primarily by MNA staff, with additional expert instructors and guests invited for select sessions. The 2022 facilitators are:

**Adam Jespersen, Director of Innovation**

Adam joined the Montana Nonprofit Association in 2019 as its first Director of Innovation after more than a decade of progressive experience in nonprofit management, leadership, fundraising, and grant writing. Raised in rural Montana, Adam received his bachelor’s degree from Carroll College and his master’s in business administration from the University of Montana. Trained and experienced in Lean management and person-centered design, Adam is passionate about helping people, teams, and organizations across Montana find their stride in being more effective and impactful and has been recognized for his ability to dive headlong into finding solutions and for his cooperative and thoughtful leadership approach. Adam lives in Helena with his wife and two daughters and enjoys hiking, skiing, and all that Montana has to offer.

**Shelby Rogala, Professional and Organizational Development Director**

Shelby has been with Montana Nonprofit Association since 2018, serving as the lead on nonprofit training and education programming. Passionate about adult education and community resilience, Shelby believes firmly in learning as a cornerstone of personal and professional fulfillment. She has worked with adult learners for over a decade in classrooms, virtual settings, and on mountainsides. In her role at MNA, Shelby enthusiastically partners with consultants and MNA team members to develop and deliver educational programming for nonprofit professionals ranging from use-at-work toolkits to extensive leadership training to conferences serving over 1,500 attendees. She is a currently pursuing a Masters Degree in Adult Education and Training at Colorado State University, and is a graduate of Montana State University – Bozeman with degrees in History and Philosophy.

# Questions?

Contact Shelby Rogala at MNA | (e) [srogala@mtnonprofit.org](mailto:srogala@mtnonprofit.org) | (p) 406-449-3717