

# Non-Profit Fundamentals

## Art of Authentic Latino Leadership, Certificate Program

Latinos are quickly becoming the majority group in California and a much larger minority group in the United States, and are already the majority in LA County. While baby boomers are beginning to leave a vacuum of leadership in Government, Nonprofit and Corporate sectors, there is a vacuum of strong, prepared leadership among the Latino population. The Certificate Program in the Art of Authentic Latino Leadership provides a forum to discuss specific leadership development topics from a Latino/Hispanic perspective. As a participant, you will learn how to become a stronger leader, and grasp ways to enhance and strengthen your personal credibility and success as an emerging leader in your community. Participants will address key issues from personal, interpersonal, and organizational perspectives. You will explore how to best use your cultural competency, vision, passion, commitment and character within the Latino context of social, economic, cultural, and political power.

### Framing Leadership in the Latino Context

Students will examine the pillars of leadership and its evolution. They will identify Authentic Latino and non-Latino Leaders, and deconstruct their characteristics. Students will then chart their own map towards leadership.

### Latino Leadership

Students will explore Character Development vs. Leadership Development, and self awareness. There will also be a discussion on Credibility, Capacity, and Character as pillars of overcoming the attraction to power over the greater good.

### Powerful Communications and Conflict

Transformation in the Latino Context: What drives effective communication? The answer lies in non verbal communications, the art of listening and its relationship to the Art of Leadership. This section includes an exercise entitled "Mini Lecture & Teaching One Another" where the participants demonstrate their ability to listen and then teach what they learned to someone else in the workshop, thus practicing in both speaking and listening.



## Overcoming Corruption with Best Practices, Systems of Development and Organizational Strengthening & Mentoring:

In this class we will explore why accountability and best practices go together in supporting a great leader. We will also analyze different organizational systems and assess their strengths and weaknesses based on an assessment tool that will be handed out in class. Also, we must identify and work with mentors, and also become mentors to emerging leaders. We will also discuss how character and capacity are two fundamental characteristics a leader cannot be without to ensure accountability and success.

## Persuasive Presentations by Class Members:

Each student will give a 10 minute speech aligning their personal mission and values with their cause. The intent will be to influence and inspire the class/audience by applying what they have learned. Certificates will be given out this day to those who attended all of the 5 part series.

*\*You must attend all class meetings to receive a Certificate of Achievement.*

**Date: Apr 5, 12, 19 & 26**  
**50255 Mon 6:00-10:00pm \$265\***  
**& Sat, May 1 9:00am-2:00pm**

*\*Material Fee: \$45 due to instructor on first day of class.*

Instructor: Marta Segura

## Grant Writing Fundamentals

An invigorating, informative, hands-on workshop created for new and experienced grant writers, executive directors, organizers, board members, community volunteers, development officers, and individuals who want to get a detailed look at the grant writing process. Participants will be introduced to the secret of writing a successful grant proposal. You will learn how funding is announced, how applications are judged, and how to construct each element of a winning proposal.

**Date: Jan 30**  
**50036 Sat 9:00am - 4:00pm**  
**\$95\***

*\*Material Fee: \$30 workbook payable first day of class.*

Instructor: John Drew

## Grant Writing Intermediate

During this session, participants will learn the methodology, evaluating/assessment, and how to meet programmatic expectations. Participants will learn how to project timelines for performance reporting; how to leverage resources for maximum impact; and the differences between in-kind and dollar-for-dollar match contributions.

**Date: Feb 6**  
**50038 Sat 9:00am-4:00pm \$95\***

*\*Material Fee: \$30 workbook payable first day of class.*

Instructor: John Drew

## Fundraising Fundamentals

Fundraising looks easy, but it isn't. "Unlike sales," says Dr. Drew, "fundraising requires exceptional political, interpersonal, and research skills." In this course, an award winning author, trainer and consultant introduces a series of simple, but proven ideas that make the dull fundraising literature surprisingly exciting and valuable.

**Date: Mar 20**  
**50037 Sat 9:00am-4:00pm \$95\***

*\*Material Fee: \$30 workbook payable first day of class.*

Instructor: John Drew

# Parenting & Nutrition Classes

## The 99¢ Gourmet

Do you want to cut your food costs by 25% to 50%? If you answered yes then this course is for you. This class will help you find good food at lower prices and prepare it the way we want it. It's simple and once you know-how, you can easily feed your family high quality, good tasting, well balanced, and nutritious meals on a tight budget. You will take home a workbook/planner with shopping tips to stretch your food budget, including low-cost recipes.

**Date: Jan 27**  
**50087 Wed 6:30- 9:30pm \$45\***

*\*A \$20 fee is payable in class for workbook and a tasting based on what is prepared in class.*

Instructor: Mike Rounds

## How to Get Your Teens & Young Adults to Independence

Worried that your teen won't go to college and will never have a good job? Worried that your college graduate will never leave the couch and find a job? Are you sick of still parenting your young adult as though they were still in high school without responsibilities, their own money, and their own place? If the answer is yes, you're not alone. Don't send your kids out into the world unprepared. Learn how to have a better relationship while helping your teen/young adult move to independent adult living.

### Session 1

**Date: Jan 30**  
**50160 Sat 11:00am-2:00pm**  
**\$39\***

### Session 2

**Date: Mar 20**  
**50161 Sat 11:00am - 2:00pm**  
**\$39\***

*\*Material Fee: A \$30 fee is payable in class for workbook & CD. Optional Materials: Parenting book for \$24.95 or 39.95 with CD. Instructor: Ellen Gibran-Hesse*