

Ready to Retire? What you need to know before you ditch the day job!

**2:00-4:00 PM, THURSDAY, OCTOBER 18
HARMONY LIBRARY**

Presenter: Carrie Pinsky, M.Ed, LPC

If you are considering retirement or if you just entered this next phase of life, now is the perfect time to begin to envision, plan, and prepare to ensure you sail smoothly into your new chapter. Participants in this workshop will engage in hands-on activities to clarify values, identify goals, and set the stage for the retirement of their dreams. Whether “ditching the day job” feels like a dream come true or is causing considerable anxiety, (or a little of both!) this workshop is for you! Note: This is not a financial planning workshop. It is a career and life design event.

Compete and Succeed: Maximize Your Job Search Self-Marketing

**1:00-3:00 PM, THURSDAY, NOVEMBER 1
OLD TOWN LIBRARY**

Presenter: Mike Kohler

Many experienced, highly-skilled workers of all ages discover barriers as they look for job opportunities in a tight labor market. Too often, employers may make assumptions or have biases that mistakenly screen out some of the best qualified candidates. Through a blend of attitude and action, you can overcome those barriers.

Job Search Strategies

**10:00-11:30 AM, TUESDAY, NOVEMBER 13
HARMONY LIBRARY**

Presenter: Tammy Olivas,

Larimer County Workforce Center

This workshop will help you understand today’s job market and the best practices for job searching in Northern Colorado. At the end of this workshop, you will have the knowledge and tools to execute a strategic job search that is effective and most likely to get you the results you desire.



www.poudrelibraries.org . 221-6740

Thriving at Work: Steps you can take to bring greater ease, joy, and personal satisfaction into your life!

**2:00-4:00 PM, TUESDAY, NOVEMBER 13
HARMONY LIBRARY**

Presenter: Carrie Pinsky, M.Ed, LPC

Workplace stress is a real issue in our community! As a career counselor, part of my focus is to help people learn to create ways of working that are sustainable. We cannot relegate self-care to evenings and weekends and expect to thrive. This workshop focuses on helping people make health and wellbeing a priority all throughout the day... regardless of their work setting. This workshop is for those who are ready to take their health and wellbeing into their own hands. Come learn with others and create your own “thriving at work” plan.

Labor Market Information

**10:00-11:30 AM, WEDNESDAY, NOVEMBER 28
HARMONY LIBRARY (COMPUTER LAB)**

Presenter: Sara Robertson,

Larimer County Workforce Center

Are you exploring your next career move or starting a new job search? In this interactive workshop, we will demonstrate several online tools that will give you up-to-date labor market information and data. These tools offer valuable insight into wage, industry, and hiring trends.

FINANCIAL EDUCATION

Stock Market Savvy

**6:00-7:00 PM, WEDNESDAY, AUGUST 15
HARMONY LIBRARY**

Presenter: Nancy Patton, PSCU

The Stock Market can seem mysterious and strange, but here’s how you can get your foot in the door. Learn the symbols, terminology, and slang of playing with stocks and get an overview on how the market works. This workshop will teach you how to get started, the associated fees, plus provide an understanding of risk tolerance and asset allocation.

**OLD TOWN LIBRARY, 201 Peterson St.
COUNCIL TREE LIBRARY, 2733 Council Tree Ave.
HARMONY LIBRARY, 4616 S. Shields St.**

Student Loan Strategies

**6:00-7:00 PM, WEDNESDAY, SEPTEMBER 19
HARMONY LIBRARY**

44 million Americans hold over 1.4 trillion in student loan balances, with the cost of repayment often leading to tremendous financial burden. This class will discuss options for repaying, reducing, or avoiding student loans. We’ll talk about

- Grant and scholarship options
- Types of student loans
- Refinancing & Consolidating
- Public Service Loan Forgiveness
- Resources for more information

Medicare Planning

**6:00-7:00 PM, WEDNESDAY, OCTOBER 17
HARMONY LIBRARY**

Presenter: Robin Hastings, Licensed Medicare Agent

Planning your retirement and new to Medicare, or just need a refresher? Please join us for an informative educational session. You will learn about the four Medicare parts, Part A, Part B, Part C, Part D and about Medicare Supplement insurance. You may know a little or a lot about Medicare. You may be already enrolled or just starting to think about signing up. You may be interested for yourself or for a loved one. Whatever your situation, this class will help you understand Medicare and your choices.

Dollars + Sense = ???

**6:00-7:00 PM, WEDNESDAY, NOVEMBER 14
HARMONY LIBRARY**

The money decisions we make often are not logical or in our own best interest. Join us for a look at the psychology behind our money behaviors and get a glimpse into the weird world of our relationship to money, spending, and the social/emotional side of our finances.

MOLLY THOMPSON, Business Librarian
amacdonald@poudrelibraries.org

SARAH SCOBAY, Nonprofit Resources Librarian
sscobey@poudrelibraries.org

ANNE MACDONALD, Jobs and Careers Librarian
mthompson@poudrelibraries.org

NONPROFIT, BUSINESS & CAREER CLASSES

Fall 2018



CONNECT
TO CURIOSITY

NONPROFIT BUSINESS PROGRAMS

Budgeting Best Practices for Nonprofits

**3:00-5:00 PM, WEDNESDAY SEPTEMBER 5
HARMONY LIBRARY**

*Presenter: Chyla Graham, President/CPA CNRG
Accounting*

Join nonprofit CPA Chyla Graham as she outlines best practices in budget development. Attendees will leave with:

- Timeline for developing an annual budget
- Tips for developing a program-based versus revenue-based budget
- How to maximize work group time.

Steps to Creating a Successful Nonprofit

**3:00-5:00 PM, WEDNESDAY, SEPTEMBER 12
HARMONY LIBRARY**

Presenter: Kim Fisher, Chief Strategist with Vision Catalyst

Kim Fisher has 30 years experience as a Nonprofit executive. Join her as she walks you through forming a 501(C)(3). You will learn how to:

- Clarify your Vision and Mission;
- Draft and file the Articles of Incorporation;
- Determine your Bylaws and establish your Board of Directors;
- Produce your 3-year budget;
- Plan your initial fundraising strategy

Kim's extensive experience in both domestic and international organizations has enabled her to create and implement the financial, administrative and fundraising infrastructure that ensures an organization's long-term success.



www.poudrelibraries.org . 221-6740

**OLD TOWN LIBRARY, 201 Peterson St.
COUNCIL TREE LIBRARY, 2733 Council Tree Ave.
HARMONY LIBRARY, 4616 S. Shields St.**

Creating Legacy Relationships with Individual Donors

**3:00-5:00 PM, WEDNESDAY, OCTOBER 3
HARMONY LIBRARY**

Presenter: Art Bavoso, Third Sector Enterprises

Is your organization prepared to do what it takes to build a solid base of financial support from individuals? To do that it starts with putting into place a proven process for how to "move" individuals through a process of identification, qualification, cultivation and eventually stewardship stages. This two-hour workshop will not only teach about those best practice stages, giving participants an opportunity to learn (or perhaps even re-learn) those elements but will also allow participants the opportunity to share with others their best ideas and tactics for each stage. We will also allow time for participants to develop a "to-do" list of what needs to happen with their donor development efforts in the months ahead.

Get Ready to Win Grants in 2019!

**3:00-5:00 PM, WEDNESDAY, OCTOBER 10
HARMONY LIBRARY**

Presenter: Maggie Dennis, Grant Strategist

Does your organization receive more rejection letters than grant awards? Are you new to the world of grants and wondering how to get started? Or maybe you need to expand your grant seeking to reach new funders? In this workshop, participants will learn a more strategic approach to foundation funding that will include:

- Common mistakes foundation program officers say will tank a grant proposal.
- Assessing your organization's grant readiness.
- How to search for foundation grant opportunities.
- The value of stewarding relationships with funders.
- How to determine if a foundation is a good fit.
- What to do when you receive a rejection letter.
- Ensuring all elements of a grant proposal are telling the same story.

Finding Grants Using the Foundation Center Database

**3:00-4:30 PM, WEDNESDAY, NOVEMBER 14
HARMONY LIBRARY (COMPUTER LAB)**

Learn how to search the Foundation Center Database for grants with Nonprofit Resources Librarian, Sarah Scobey. There will be time at the end of this class to start your own search.

FoCo Nonprofit Networking Group

**3:00-4:00 PM, WEDNESDAYS, AUGUST 22
SEPTEMBER 26, OCTOBER 24, HARMONY
LIBRARY** (No meetings in November or December)

Join the Fort Collins based peer-to-peer networking group for nonprofit organizations. Come to share your experiences and learn from others by discussing the most pressing issues you're facing or ask questions you've never been sure where to find the answers. Work with our own Poudre River Public Library District, Nonprofit Resources Librarian to find and share resources for nonprofit management. Whether you're supporting a start-up or a seasoned organization, we'd love for you to join us. Join our Facebook group to stay in touch and keep posted on the next meeting and any follow-up resources from our discussions. <https://www.facebook.com/groups/169414506916147/>

JOB SEARCHING

Insider Edge on Hiring: Meet and Greet with Local Businesses

**3:30-5:00 PM, THURSDAYS, AUGUST 30,
OCTOBER 4, DECEMBER 6,
HARMONY LIBRARY**

Presenter: Local Business Panel

Join us for a moderator-led question and answer session with local businesses. Have you ever wondered who they are? What they do? What are the occupations they hire? What the company culture is like? Best ways to get a foot in the door? This is your opportunity to learn, to ask, to get to know!

How to Make Your Resume ROAR (Results Oriented and Relevant)

**10:00-12:00 PM, FRIDAY, JULY 27
1:00-3:00 PM, THURSDAY, AUGUST 23
1:00-3:00 PM, THURSDAY, SEPTEMBER 27,
1:00-3:00 PM, THURSDAY, OCTOBER 25
1:00-3:00 PM, THURSDAY, NOVEMBER 29,
HARMONY LIBRARY**

*Presenter: Tammy Olivas,
Larimer County Workforce Center*

Gain Insight as to what employers are looking for in a resume, and learn how to tailor your resume to each opportunity you are pursuing

Secrets to a Great Job Interview

**10:00-11:30 PM TUESDAY, SEPTEMBER 18
HARMONY LIBRARY**

Presenter: Jim Brokish

What are the secrets to being great in a job interview? You need to tell specific stories from your past in a compelling way that show you are the perfect candidate. In this job and career class, Jim Brokish, an interview coach and retired Hewlett Packard manager, will give real examples, discuss why this works, and how you can make it work for you.

Present Your Skills with Power Presentation in an Interview

**10:00-11:30 PM, THURSDAY, OCTOBER 11
OLD TOWN LIBRARY**

Presenter: Jim Brokish

Grouping job requirements/skills under the right three headings shows you deeply understand the job and also enables you to discuss your skills in an organized, compelling way. In this workshop we will first understand the basic principles and then spend time individually with each participant to generate the 3 key headings for their dream job. Be sure to bring along a job description for a job you would love to go after!