HTML and CSS 101

10:00AM-11:30PM SATURDAY MAY 9
HARMONY LIBRARY COMPUTER LAB
Presenter: Digital Workshop Center

This class is designed for students who are new the languages of all web pages: Hypertext Markup Language (HTML5) and Cascading Style Sheets (CSS3). Students in this class should want to learn how to create and edit the code behind basic web pages. Students who have the desire to learn web design for their personal use or for business related purposes will benefit equally.

Topics include:
• HTML and CSS basic terminology
• How to create a functional web page using HTML5 and CSS3
• How to create a basic webpage layout
• How to structure content
• How to apply styles to your page
• How to navigate through your site by creating hyper-links
and more!

JOB SEARCHING

Job Search Strategies

5:30 - 7:30 PM, THURSDAY MARCH 19
Harmony Library Computer Lab
Presenter: Larimer County Economic & Workforce Development

This workshop will help you understand Northern Colorado's job market and the best practices for job searching. Gain knowledge and tools to execute an effective job search to get you the results you desire.

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

5:30 - 7:30 PM THURSDAY FEBRUARY 20
5:30 - 7:30 PM WEDNESDAY MARCH 25
5:30 - 7:30 PM THURSDAY APRIL 30
5:30 - 7:30 PM THURSDAY MAY 21
HARMONY LIBRARY COMMUNITY ROOM
Presenter: Larimer County Economic & Workforce Development

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

LinkedIn Fundamentals 101

3:30 - 5:00 PM THURSDAY MAY 14
Harmony Library Computer Lab
Presenter: Larimer County Economic & Workforce Development

LinkedIn Network Fundamentals is for individuals who are thinking about joining LinkedIn or are wondering how it could benefit their job search. The purpose and value of LinkedIn are discussed, participants are encouraged to create an account in the workshop, basic site navigation and settings are explored to familiarize yourself with LinkedIn.

FINANCIAL EDUCATION— MONEY MATTERS

Avoiding ID Theft

6:00-7:00 PM WEDNESDAY FEBRUARY 19
Harmony Library

Make yourself less susceptible to Identity Theft and learn how to avoid the pain, expense, and hassle caused by fraudsters. Arm yourself by knowing the types of ID theft and getting pro-active tips to protect yourself.

Long Term-Care Planning

6:00-7:00 PM WEDNESDAY, MARCH 18
Harmony Library

In this seminar on Long-Term Care Planning, you'll learn:
• What long-term care is and where it's provided
• Strategies to pay for long-term care
• Key features and government incentives for long-term care insurance
• How Medicare and Medicaid factor into long-term care planning

Do the Side Hustle

6:00-7:00 PM WEDNESDAY, APRIL 15
Harmony Library

Are you considering a Side Hustle to make money outside of your regular job? This seminar will cover a variety of options that can bring in more cash for the short term or possibly become your new entrepreneurial business!

POUDRE RIVER PUBLIC LIBRARY DISTRICT

CONNECT TO CURIOSITY

www.poudrelibraries.org, 221-6740

SARAH SCOBEY, *Nonprofit Resources Librarian*
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MATTHEW WEST, *Business Librarian*
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OLD TOWN LIBRARY, 201 Peterson St.
COUNCIL TREE LIBRARY, 2733 Council Tree Ave.
HARMONY LIBRARY, 4616 S. Shields St.

SPRING 2020
NONPROFIT, BUSINESS & CAREER
CLASSES

POUDRE RIVER PUBLIC LIBRARY DISTRICT | CONNECT TO CURIOSITY

POUDRE RIVER PUBLIC LIBRARY DISTRICT

NONPROFIT/BUSINESS PROGRAMS

FoCo Nonprofit Networking Group

3:00 - 4:00 PM, WEDNESDAYS, FEBRUARY 26, MARCH 25, APRIL 22, Harmony Library
Presenter: Sarah Scobey

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

Excel 101

10:30 AM - NOON, SATURDAY MARCH 7
Harmony Library Computer Lab
Presenter: Digital Workshop Center

Learn the fundamental tools for navigating and editing spreadsheets in Microsoft Excel! In Excel 101, we will explore the powerful features of the Excel environment and learn the best ways to use the program effectively.
Topics include:
• Excel Navigation & Terminology
• Quick Access Toolbar / Customized Ribbon
• Data Entry techniques
• Using Worksheets
• Using Formulas
• and more!
No registration required.

Excel 201

10:30 - 12:00 PM SATURDAY MARCH 14
Harmony Library Computer Lab
Presenter: Digital Workshop Center

Building on the basics covered in Excel 101, Excel 201 dives further into fundamental productivity tools in the Microsoft Excel program.
Topics include:
• Function terminology and basic concepts
• Using basic functions
• Using Cell References
• Using Copy / Paste
• and more!
No registration required.

Introduction to Board Service Workshop

5:30 - 7:00 PM, WEDNESDAY, MARCH 11
Harmony Library Community Room
Presenter: Spark the Change Colorado (Formerly Metro Volunteers)

Board membership is an opportunity to connect the community leadership goals and aspirations of individuals to organizations making an impact on our society's most pressing needs. It provides an environment for learning and sharpening those leadership skills in the company of other committed men and women. For the individuals with little or no board experience, the Introduction to Board Leadership Class will provide:
• A foundational understanding of the Basic Roles and Responsibilities of Boards and Board Members;
• An opportunity for self-reflection so that the individual can assess his or her own goals in the context of board service commitments and opportunities; and
• Practical next steps to finding a meaningful leadership opportunity.
This class is brought to you by Estes Park Nonprofit Resource Center, the United Way of Larimer County, and the Poudre River Public Library District.
This workshop is free, but registration is required and space is limited. https://www.sparkthechangecolorado.org/BoardMatch

Childcare will be provided.
For more information, contact nonprofit resources librarian, Sarah Scobey, sscobey@poudrelibraries.org, 970-204-8429.

WordPress 101

10:00AM - 11:30 PM SATURDAY APRIL 4
Harmony Library Computer Lab
Presenter: Digital Workshop Center

WordPress is one of the most widely used content management systems, found on 25% of the world websites. This class is intended for those who are new to WordPress and need to learn the basics of the software, the terminology, and managing content effectively. Our goal is to help you understand the history and terminology of WordPress, the basics of the WordPress interface, and provide you with the skills and confidence to start your own WordPress website.
Topics include:
• An introduction to WordPress
• History of WordPress
• Costs vs. Pages
• Using media in WordPress (images and links)
• Choosing and installing a Theme
• Using plug-ins
• and more!
No registration required.

BoardMatch Connection Event

5:00 - 6:30 PM, THURSDAY APRIL 30
Better Business Bureau, 8020 S County Road 5, Unit 100, Fort Collins
Presenter: Spark the Change Colorado

This event provides an opportunity for nonprofit organizations seeking board members to talk directly to interested board candidates in a casual setting. Nonprofit organizations set up a table with materials describing their mission, work and skills sought for open board positions. Candidates travel through the room, stopping to learn more and possibly scheduling future communication to pursue a board position.

This program is brought to you by the Estes Park Nonprofit Resource Center, Poudre River Public Library District, and the United Way of Larimer County.

Registration is required for nonprofits to have a table at the event. https://www.sparkthechangecolorado.org/BoardMatch

Childcare will be provided.

For more information contact PRPLD nonprofit resources librarian, Sarah Scobey at sscobey@poudrelibraries.org, 970-204-8429.

Getting Started with Social Enterprise for Nonprofits

1:00 - 4:00 PM WEDNESDAY MAY 6
Harmony Library Community Room
Presenter: interSector Partners, LC3

In an interactive session, interSector Partners will share the key building blocks of considering a new social enterprise or earned income activity through a combination of training and interactive exercises. Key topics in this session will include:
• Understanding readiness: deciding if your organization is ready for social enterprise, right now
• What you know: considering your organizational assets and core competencies
• What the market needs: examining gaps in the market for clients and the community
• How to make money: brainstorming ideas for turning assets and market gaps into revenue opportunities
• Testing the water: sharing ideas and gathering feedback
Participants will leave with tools to bring back to their nonprofits to further consider social enterprise or earned income opportunities. Sessions include presentation materials, readiness assessment and worksheets to continue the process of exploring social enterprise.
Space is limited and registration is required, please contact the Answer Center at 970-221-6740.