



**Kania School of Management  
Nonprofit Leadership Certificate Program  
Cohort #4: January, 2023 – February, 2024**

**Schedule & Outline**

Session #	Date	Topics
OPENING	December 2022 (TBD)	Kick-Off Reception & group introductions
1	1/9/23 (snow date 1/16)	The Big Picture: What does success look like?
2	2/6/23 (snow date 2/13)	Leadership & Professional Growth – Part 1: Leadership Styles
3	3/6/23 (snow date 3/13)	Organizational & Personal Goals: Challenges to Opportunities
4	4/3/23	Leadership & Professional Growth – Part 2: Resiliency
5	5/1/23	Financial Management & Nonprofit Legal Overview
6	6/5/23	Leadership & Professional Growth – Part 3: Ethics and Decision-Making
No Sessions in July & August		
7	9/11/23	Resource Development & Organizational Sustainability
8	10/2/23	Crisis Management, Marketing and Branding
9	11/6/23	Effective Nonprofit Boards: Governance as Leadership
No Session in December		
10	1/8/24	C-Suite Bootcamp: Preparing for Organizational Leadership
CLOSING	2/5/24	Final Project Presentations & Closing Ceremony

**Scheduling Notes:** All classes will be held from 3:00pm to 7:00pm. Schedule adjustments may occur due to inclement weather. The majority of sessions will be held in-person, although it is anticipated that a few sessions will be held virtually. Course assignments and a reading list will be sent to participants in advance of each session.

**Time Commitment:** Approximately 10 hours per month, including sessions, peer group/coaching meetings, and assignments.

**Attendance Requirements.** Attendance to all sessions and group meetings is encouraged and expected. As a cohort program that includes extensive work in small groups, individual absences can also have a negative effect on others in the program. Any planned absences can be communicated in advance to the program directors and peer group coach via email while also CC'ing the participant's supervisor.

**Program Components.** This program is designed to be a comprehensive, practitioner-focused course that tackles the pressing leadership challenges of high-potential nonprofit leaders throughout northeastern Pennsylvania. The program positions its participants to successfully address both 1) their own personal leadership goals and capacity, and 2) a key organizational goal/capstone project that will strengthen their nonprofit organization.

The primary program components include:

1. **Classroom Instruction (Faculty and Practitioner Instructors):** *Includes over 40 hours of instruction led by experienced practitioners and faculty who are award winning researchers and teachers with significant expertise in practice and nonprofit organizations.*
2. **Peer Group Work:** *The program includes the formation of peer groups to assist in program reflection and the identification, refinement and solution of strategies to solve personal and organizational challenges. In addition, the peer group work is designed to build long-term relationships within the nonprofit sector that transcend the program and foster collaboration and ongoing peer support for nonprofit leaders.*
3. **Coaching:** *Each participant is assigned a coach to provide confidential and objective advice, guidance and feedback in relation to daily challenges, ideas, and opportunities generated from program.*
4. **Reflection Assignments:** *Participants are required to complete reflections after each session which are designed to provide context to each lesson in relation to their leadership approach and style. The reflections encourage the use of the tools and best practices that are taught during the program. Furthermore, the reflections assure that the lessons are immediately digested and, in some cases, implemented to provide immediate impact on each leader and their organization.*
5. **“My Leadership Journey” Sessions:** *In order to connect participants with some of the experienced nonprofit leaders within the nonprofit sector, the program includes a mini-series within the program entitled My Leadership Journey. These sessions offer a real-world perspective and advice from seasoned nonprofit leaders and include 2-3 key takeaways designed to serve as a guide for participants as they plan their own nonprofit career path and journey.*