

# New Partnership to Support Your Development



We are excited to partner with NonprofitReady to bring you a wide variety of self-paced, on-demand learning resources. This new partnership will provide local organizations with more than 500 free learning resources in addition to our current offerings in Spillett Leadership University. The attached catalog provides just a sample of the many online courses organized into 5 categories: Safety, Leadership Development, Professional Development, Skill Build and Technology. We have aligned the course to the various leader levels, including Board Members, making it easier to identify the best audience for each learning opportunity.

Get Started Today!



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OF AMERICA**

## *Getting Started*

### Steps:

1. Click on the link below to access the welcome page.
2. Once there, click the "Get Started, It's Free" tab
3. Complete the Registration Information and click "Log In" and you're done.
4. Don't forget to save your password for future access.

**Click Here to**  
**Get Started**

We wish you the best on your Development Journey

**This is a sample of distance learning courses available through NonprofitReady. [Click Here](#) to Register and Access all Courses.**

Category	Online Course Title	Online Course Description	Leader Level	Provider
Safety	Bystanders Protecting Children from Sexual Abuse - <i>This course does not replace Prasedium and Mandated Reporter Training</i>	In this 10-minute Ready to Go Mobile Guide, you will learn how to react responsibly when you feel a child's boundaries have been violated. Darkness to Light designed this guide in collaboration with the Cornerstone OnDemand Foundation to encourage any adult to be an active bystander who decides to act when he or she sees or suspects harm to a child...	All Levels	Cornerstone
Safety	Fire Extinguisher Safety 104-02	This 50-minute online course explains the four fuel sources and the appropriate extinguisher to use to put out a small, incipient fire and apply the safest procedures for extinguishing a fire in the workplace. Objectives: Describe the principles of fire extinguisher operation. Classify fuels to determine the proper fire extinguisher to...	All Levels	Martech
Safety	Fire Prevention and Protection Program 104-01	This 60-minute online course teaches you to plan, practice, and apply the standards of the fire protection program in the workplace Objectives: Describe the fire tetrahedron and its role in fire prevention and extinguishing. Apply fire prevention strategies. Identify the four classes of fires. Apply fire extinguisher inst...	All Levels	Martech
Safety	First Aid 103-01 - <i>Does not replace Certification</i>	This 1-hour and 10-minute online course describes common injuries that require first aid treatment and how to provide aid for such injuries. The course identifies major emergencies requiring the services of emergency personnel and provides initial treatment for such injuries. When providing aid, you will learn to adhere to the universal precautions...	All Levels	Martech
Safety	First Aid Resuscitation – Choking, CPR, and AED 103-03 - <i>Does not replace Certification</i>	This 50-minute online course teaches you to identify the signs of choking, cardiac arrest, heart attack, and stroke. Learn how to assist victims using appropriate first aid techniques including the Heimlich Maneuver, Cardiopulmonary Resuscitation (CPR), and the use of an Automated External Defibrillator (AED). Objectives: Identify the warning...	All Levels	Martech
Safety	Introduction to Travel Safety and Personal Security	In this 1-hour course, you will learn important information to help you stay safe while traveling, living, or working in a new location. Managing risk is necessary wherever you are. This course provides guidance on how to create your own personal safety and security plan to help improve your security awareness and to make informed decisions to redu...	All Levels	Cornerstone
Safety	Medical Emergency Management for Organizations - <i>Does not replace Certification</i>	In this 10-minute Ready to Go Mobile Guide, you will learn how your organization and county-level management teams can effectively plan, prepare, and respond to medical emergencies in the workplace. AHT Insurance designed this guide in collaboration with the Cornerstone OnDemand Foundation to provide relief and development organizations with key in...	All Levels	Cornerstone
Safety	Medical Emergency Management for Travelers	In this 10-minute Ready to Go Mobile Guide, you will learn how to prepare for and respond to a medical emergency while traveling and working onsite for a local or international relief and development organization. AHT Insurance designed this guide in collaboration with the Cornerstone OnDemand Foundation to inform humanitarians, field staff, and vo...	All Levels	Cornerstone
Safety	Performing CPR on Adults - <i>Does not replace Certification</i>	In this 10-minute Ready to Go Mobile Guide, you will learn how to safely and correctly perform CPR on adults in a life-threatening emergency. NuMose eMed designed this guide in collaboration with the Cornerstone OnDemand Foundation for healthcare providers and people trained in CPR. This resource provides guidance on correct body positioning, chest...	All Levels	Cornerstone
Safety	Road Traffic Safety	In this 10-minute Ready to Go Mobile Guide, you will learn how to prepare for, prevent, and respond to a vehicle or roadside accident while traveling or working for a local or international relief and development organization. Road traffic accidents are the leading source of traumatic injury for international relief and development workers in both ...	All Levels	Cornerstone
Safety	Soft Skills in Crisis Management for Responders	The goal of this course is to equip participants with the skill set to provide effective emotional support to a person affected by a crisis. Audience: This course has been developed by the United Nations' Emergency Preparedness and Support Team and the Medical Services Division. While the course is targeted at UN personnel, the content of thi...	All Levels	ENEPST
Safety	Managing Risks	In this 10-minute Ready to Go Mobile Guide, you will learn how to identify, assess, rate, and mitigate risks in any level and for any purpose. AHT Insurance designed this guide in collaboration with the Cornerstone OnDemand Foundation for managers, teams, and organizations managing potential risks and threats that could affect their working environ...	Mgmt/Exec	Cornerstone

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Category	Online Course Title	Online Course Description	Leader Level	Provider
Leadership	Dan Pallotta: The Way We Think About Charity is Dead Wrong	In this 20-minute video course, activist and fundraiser Dan Pallotta calls out the double standard that drives our broken relationship to charities. Too many nonprofits, he says, are rewarded for how little they spend -- not for what they get done. Instead of equating frugality with morality, he asks us to start rewarding charities for their big go...	All Levels	TED Talks
Leadership	Kathryn Schulz: On Being Wrong	In this 18-minute video course, "Wrangologist" Kathryn Schulz makes a compelling case for not just admitting but embracing our fallibility. Most of us will do anything to avoid being wrong. But what if we're wrong about that?	All Levels	TED Talks
Leadership	Avoid Common Conflicts of Interest Faced by Nonprofit Leaders	Avoid Common Conflicts of Interest Faced by Nonprofit Leaders	Exec/Board	Cornerstone
Leadership	Common Misconceptions of New Managers	In this 3-minute online course you will learn to recognize the common misconceptions of new managers to give you an advantage and clearer understanding of what it means to be someone's boss.	Management	Grovo
Leadership	Are There Fixed Leadership Traits?	In this 4-minute online course you will learn if there are specific traits that make a great leader and how context plays a critical role in effective leadership.	Mgmt/Exec	Grovo
Leadership	Break Down Job Competencies Into Behaviors	Break Down Job Competencies Into Behaviors	Mgmt/Exec	Grovo
Leadership	Conducting Effective Performance Reviews	In this 10-minute Ready to Go Mobile Guide, you will learn how to conduct effective performance reviews. This resource provides guidance on preparation, providing ratings, and conducting discussions. Ready to Go Mobile Guides, with a downloadable PDF included with the course, are designed specifically for mobile devices (smartphones and ta...	Mgmt/Exec	Cornerstone
Leadership	Defining Key Performance Indicators	In this 10-minute Ready to Go Mobile Guide, you will learn how to set key performance indicators (KPIs) to effectively measure the achievement of operational and strategic goals and objectives for yourself, your team, and your organization. Orange Capacity Building Organization designed this guide in collaboration with the Cornerstone OnDemand Foun...	Mgmt/Exec	Cornerstone
Leadership	Develop High-Potential Employees	Develop High-Potential Employees	Mgmt/Exec	Grovo
Leadership	Duty of Care for Managers	In this 10-minute Ready to Go Mobile Guide, you will learn how to implement the key principles of duty of care as a manager to promote a safe and healthy working environment for you and your teams. Duty of Care International designed this guide in collaboration with the Cornerstone OnDemand Foundation for managers and team leads at any level workin...	Mgmt/Exec	Cornerstone
Leadership	Employee Engagement Surveys	In this 10-minute Ready to Go Mobile Guide, you will learn how to create an employee survey to measure and improve employee engagement in your organization. Agenda Consulting designed this guide in collaboration with the Cornerstone OnDemand Foundation for human resource professionals, managers, and leaders working for humanitarian or nonprofit org...	Mgmt/Exec	Cornerstone
Leadership	Find Quick Wins as a New Manager	In this 3-minute online course you will learn some quick wins to help ensure success as you transition into your new leadership role.	Mgmt/Exec	Grovo
Leadership	Fostering and Maintaining Motivation	This 15-minute online course is designed for leaders seeking to improve their motivational skills. Objectives: Identify motivational levers Undertake effective action to motivate colleagues Delegate in a motivating and effective manner Please note that this course has been generously donated by Cegos for use only by those currentl...	Mgmt/Exec	Cegos
Leadership	Guiding Team and Individual Actions - Part A	This 15-minute online course is designed for leaders seeking to improve their management of teams.Objectives for Part A and Part B:Identify the stakes of a team projectDefine a team project Communicate the project to the team Please note that this course has been generously donated by Cegos for use only by those currently working or volunteering f...	Mgmt/Exec	Cegos

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<b>Leadership</b>	Guiding Team and Individual Actions - Part B	This 15-minute online course is designed for leaders seeking to improve their management of teams.Objectives for Part A and Part B:Identify the stakes of a team projectDefine a team project Communicate the project to the team Please note that this course has been generously donated by Cegos for use only by those currently working or volunteering f...	Mgmt/Exec	Cegos
<b>Leadership</b>	Handling Team Conflict	In this 30-minute online course, you will learn what causes conflict on a team and the important role of healthy communication in handling conflict. You will also discover best practice approaches to dealing with conflict. and explore the tenets of principled negotiation in managing conflict. Finally, you'll learn guidelines for resolving conflict ...	Mgmt/Exec	Skillsoft
<b>Leadership</b>	Help Others Be Accountable	Help Others Be Accountable	Mgmt/Exec	Grovo
<b>Leadership</b>	Identify Performance Issues in Your Team	Identify Performance Issues in Your Team	Mgmt/Exec	Grovo
<b>Leadership</b>	Know What Your Direct Reports Really Care About	Know What Your Direct Reports Really Care About	Mgmt/Exec	Grovo
<b>Leadership</b>	Leading Through Positive Influence	In this 30-minute online course, you will be guided through numerous methods and strategies for being persuasive and effectively influencing a team to accept your ideas. You will be introduced to the importance of political awareness and the essential skills involved in using positive politics and avoiding negative politics to persuade others. You ...	Mgmt/Exec	Skillsoft
<b>Leadership</b>	Leading Your Team Through Change,	In this 30-minute online course, you will learn about types of resistance and obstacles to change and how to overcome them in a collaboration. You will also learn about how to overcome barriers to introducing change at your organization. and effective approaches for communicating change when working on a team.	Mgmt/Exec	Skillsoft
<b>Leadership</b>	Managing Change in Your Organization	In this 10-minute Ready to Go Mobile Guide, you will learn how to effectively implement, adapt, and maintain positive change in your organization. Orange Capacity Building Organization designed this guide in collaboration with the Cornerstone OnDemand Foundation for individuals, teams, and managers who are planning and leading a change effort for t...	Mgmt/Exec	Cornerstone
<b>Leadership</b>	Nancy Duarte: The Secret Structure of Great Talks	In this 20-minute video course, presentation expert Nancy Duarte shares practical lessons on how to make a powerful call-to-action. From the "I have a dream" speech to Steve Jobs' iPhone launch, many great talks have a common structure that helps their message resonate with listeners.	Mgmt/Exec	TED Talks
<b>Leadership</b>	Perform a Job Analysis to Define a New Role	Perform a Job Analysis to Define a New Role	Mgmt/Exec	Grovo
<b>Leadership</b>	Recognize Leadership in Others	In this 2-minute online course you will learn how to identify potential leaders in your organization by identifying distinct leadership attributes in others.	Mgmt/Exec	Grovo
<b>Leadership</b>	Sarah Lewis: Embrace the Near Win	In this 12-minute video course, you learn how art historian Sarah Lewis, at her first museum job, noticed something important about an artist she was studying: Not every artwork was a total masterpiece. She asks us to consider the role of the almost-failure, the near win, in our own lives. In our pursuit of success and mastery, is it actually our ...	Mgmt/Exec	TED Talks
<b>Leadership</b>	Simon Sinek: Why Good Leaders Make You Feel Safe	In this 12-minute video course, Simon Sinek suggests that a good leader is someone who makes their employees feel secure, who draws staffers into a circle of trust. But creating trust and safety — especially in an uneven economy — means taking on big responsibility.	Mgmt/Exec	TED Talks
<b>Leadership</b>	Stay Calm Under Pressure as a Manager	Stay Calm Under Pressure as a Manager	Mgmt/Exec	Grovo
<b>Leadership</b>	The Emotional Skills of the Manager	This 20-minute online course is designed for all levels of managers and team leaders. Objectives: Understand how emotions work Identify and manage your own emotions Manage emotionally-charged situations Please note that this course has been generously donated by Cegos for use only by those currently working or volunteering for a nonprofit o...	Mgmt/Exec	Cegos

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<b>Leadership</b>	What is the Difference Between Management and Leadership?	In this 4-minute online course you will learn the difference between management and leadership and how to lead as a manager.	Mgmt/Exec	Grovo
<b>Leadership</b>	How to Manage Difficult Conversations	In this 29-minute online course you will learn some basic guidelines about when and where to initiate difficult conversations, and useful steps for managing the associated stress. In addition, you will learn how to prepare for a difficult conversation using a four-step process, so that you're confident and can make the conversation as constru...	Mgmt/Exec/Board	Skillsoft
<b>Leadership</b>	Jim Hemerling: 5 Ways to Lead in an Era of Constant Change	In this 14-minute video course, change expert Jim Hemerling thinks adapting your business in today's constantly-evolving world can be invigorating instead of exhausting. He outlines five imperatives, centered around putting people first, for turning company reorganization into an empowering, energizing task for all.	Mgmt/Exec/Board	TED Talks
<b>Leadership</b>	Lead Your Virtual Team	In this 15-minute course, you will examine some of the challenges in leading a virtual team. By recognizing the challenges that come with leading virtual teams and taking intentional steps to combat them, you can prevent problems that might otherwise derail your work. In fact, many of the things you do to lead a co-located team are...	Mgmt/Exec/Board	Eleventure
<b>Leadership</b>	Never Skip a One on One	Never Skip a One on One	Mgmt/Exec/Board	Grovo
<b>Leadership</b>	Recognize the Signs of Burnout	Recognize the Signs of Burnout	Mgmt/Exec/Board	Grovo
<b>Leadership</b>	Recognize the Signs of Stress on Your Team	In this 5-minute online course you will learn how the APGAR method makes it easy for managers to identify signs of stress on their team.	Mgmt/Exec/Board	Grovo
<b>Leadership</b>	Simon Sinek: How Great Leaders Inspire Action	In this 19-minute video course, Simon Sinek shares a simple but powerful model for inspirational leadership all starting with a golden circle and the question "Why?" His examples include Apple, Martin Luther King, and the Wright brothers.	Mgmt/Exec/Board	TED Talks
<b>Leadership</b>	Why Leadership Isn't About the Leader	In this 5-minute online course you will learn how tapping into your team's group identity will help you develop your leadership skills.	Mgmt/Exec/Board	Grovo

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Professional Development	Bounce Back From Failure	In this 15-minute course, you will learn that while everyone experiences failure; it provides golden opportunities to learn from your mistakes.	All Levels	Elevation
Professional Development	Carol Dweck: The Power of Believing That You Can Improve	In this 11-minute video course, Carol Dweck researches “growth mindset” — the idea that we can grow our brain's capacity to learn and to solve problems. She describes two ways to think about a problem that’s slightly too hard for you to solve. Are you not smart enough to solve it? Or have you just not solved it yet? A great introduction to this i...	All Levels	TED Talks
Professional Development	Competency Based Interviewing	This 30-minute online course explores competency based interviewing and consists of a short self-paced animated module, including various examples and activities. Objectives Learning how to position your talents and skills to match a job announcement Preparing for a competency based interview via phone and Skype The content of this cour...	All Levels	UNICEF
Professional Development	Gender Justice: An Introduction	This 90-minute online course provides the learner with a solid understanding of the terms and ideas related to gender justice and women’s rights. Through practical examples, the course illustrates Oxfam’s approach to Gender Justice and how Gender Justice impacts humanitarian work. Topics: Basic concepts and terms related to gender justice ...	All Levels	Oxfam
Professional Development	How Do Nonprofit Organizations Generate Revenue?	How Do Nonprofit Organizations Generate Revenue?	All Levels	Cornerstone
Professional Development	Interviewing Skills	In this 10-minute Ready to Go Mobile Guide, you will learn how to stand out during an interview and convince employers that you have the skills, knowledge, and experience for the job. Upwardly Global designed this guide in collaboration with the Cornerstone OnDemand Foundation to help anyone build essential skills and techniques to use before, duri...	All Levels	Cornerstone
Professional Development	Navigate the 4 Generational Workplace	In this 10-minute course, you will learn that today's workplace includes several generations working together. Having this many viewpoints and expectations in one environment can be both challenging and stimulating as well as provide a wealth of learning opportunities.	All Levels	Elevation
Professional Development	Nigel Marsh: How to Make Work-Life Balance Work	In this 14-minute video course, Nigel Marsh says work-life balance is too important to be left in the hands of your employer. Marsh lays out an ideal day balanced between family time, personal time and productivity -- and offers some stirring encouragement to make it happen.	All Levels	TED Talks
Professional Development	Personal Technology Wellness: Preventing Burnout	In this 10-minute microlearning course, internationally recognized thought leader and nonprofit expert – Beth Kanter demonstrates how the daily use of technology can result in emotional, mental, and physical burnout. She provides a self-assessment that indicates your risk for burnout as well as practical tips for effectively managing your personal ...	All Levels	Cornerstone
Professional Development	Prepare for a Behavior-Based Job Interview	Prepare for a Behavior-Based Job Interview	All Levels	Grovo
Professional Development	Preparing a Written Application	This 30-minute online course will teach you how to identify and successfully apply for appropriate job opportunities. Objectives: Understanding how to research and analyse a vacancy announcement in order to prepare an effective written application Learning how to effectively present your qualifications and highlight your competencies and...	All Levels	UNICEF
Professional Development	Susan Colantuono: The Career Advice You Probably Didn't Get	In this 15-minute video course, Susan Colantuono shares a simple, surprising piece of advice you might not have heard before about why you’re just not moving up despite doing everything right and taking all the right advice. This talk, while aimed at an audience of women, has universal takeaways for men and women, new grads and midcareer workers.	All Levels	TED Talks
Professional Development	Turn Conflict Into Collaboration	This 12-minute online course will demonstrate that although conflict is often thought of negatively, it can result in positive outcomes if managed properly. In fact, it can be the first step toward improved relationships.	All Levels	Elevation
Professional Development	Writing Grant Reports	In this 10-minute Ready to Go Mobile Guide, you will learn how to write an effective follow up, intermediate and/or final report to keep donors, funders, managers, and other stakeholders informed about your projects and programs. ProLiteracy designed this guide in collaboration with the Cornerstone OnDemand Foundation for program and project manage...	All Levels	Cornerstone
Professional Development	Zeynep Tufekci: Online Social Change. Easy to Organize, Hard to Win	In this 17-minute video course, sociologist Zeynep Tufekci suggests, even though online activism is easy to grow, it often doesn't last. Why? She compares modern movements -- Gezi, Ukraine, Hong Kong -- to the civil rights movement of the 1960s, and uncovers a surprising benefit of organizing protest movements the way it happened before Twitter.	All Levels	TED Talks

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<b>Professional Development</b>	Handling Stress	This 15-minute online course is designed for anyone seeking to reduce the negative effects of stress. Objectives: Reduce the negative effects of stress Recognize and respond to stress signals Apply breathing techniques for relaxing Please note that this course has been generously donated by Cegos for use only by those currently working or v...	All Levels	Cegos
<b>Professional Development</b>	Impact of Emotions in the Workplace - Part A	This 15-minute online course is designed for anyone seeking to better identify and manage their emotions. Objectives: Identify how emotions work Develop your perception of emotions Use emotions to improve your relationship Please note that this course has been generously donated by Cegos for use only by those currently working or volunteer...	All Levels	Cegos
<b>Professional Development</b>	Impact of Emotions in the Workplace - Part B	This 15-minute online course is designed for anyone seeking to better identify and manage their emotions. Objectives: Develop your emotional balance Resolve simple conflicts Please note that this course has been generously donated by Cegos for use only by those currently working or volunteering for a nonprofit organization. By requesting thi...	All Levels	Cegos
<b>Professional Development</b>	The Role of Nonprofit Board Members in Revenue Generation	This 45 minute online course is designed for new and veteran board members seeking to develop or refine their understanding of their role in supporting their nonprofit's revenue generation. Course Objectives: • Identify ways to generate revenue • Explain the role of board members in revenue generation • Explore how to plan for diversified r...	Exec/Board	Cornerstone
<b>Professional Development</b>	Are You Asking the Right Questions as a Manager?	Are You Asking the Right Questions as a Manager?	Management	Grovo
<b>Professional Development</b>	Making Your New Management Position Successful - Part A	This 12-minute online course is designed for new managers as well as those looking for a basic refresher on the core principles of management. This is Part A of a two part series. Objectives for Part A and Part B:Clarify the implications of your new position as managerSucceed in the first steps of your new positionIdentify the key points of d...	Management	Cegos
<b>Professional Development</b>	Making Your New Management Position Successful - Part B	This 15-minute online course is designed for new managers as well as those looking for a basic refresher on the core principles of management. This is Part B of a two part series. Objectives for Part A and Part B:Clarify the implications of your new position as managerSucceed in the first steps of your new positionIdentify the key points of d...	Management	Cegos
<b>Professional Development</b>	Anticipating Project Risks - Part A	This 15-minute online course focuses on how to identify, evaluate, process and supervise project risks. The course is designed for anyone responsible for managing projects and/or programs and and/or programs.Objectives for Part A and Part B:Establish process to better anticipate, identify, and manage risksImprove team collaboration to reduce and re...	Mgmt/Exec	Cegos
<b>Professional Development</b>	Anticipating Project Risks - Part B	This 15-minute online course focuses on how to identify, evaluate, process and supervise project risks. The course is designed for anyone responsible for managing projects and/or programs and and/or programs.Objectives for Part A and Part B:Establish process to better anticipate, identify, and manage risksImprove team collaboration to reduce and re...	Mgmt/Exec	Cegos
<b>Professional Development</b>	Drawing Up a Project Budget Part A	This 15-minute online course is designed for anyone responsible for managing projects and/or programs.Objectives for Part A and Part B:Create accurate budget estimatesAppropriately allocate funds over timeRemain in control of your budget Please note that this course has been generously donated by Cegos for use only by those currently working or vo...	Mgmt/Exec	Cegos
<b>Professional Development</b>	Drawing Up a Project Budget Part B	This 15-minute online course is designed for anyone responsible for managing projects and/or programs.Objectives for Part A and Part B:Create accurate budget estimatesAppropriately allocate funds over timeRemain in control of your budget Please note that this course has been generously donated by Cegos for use only by those currently working or vo...	Mgmt/Exec	Cegos
<b>Professional Development</b>	How Does A Funding Model Support Growth and Sustainability?	How Does A Funding Model Support Growth and Sustainability?	Mgmt/Exec	Cornerstone
<b>Professional Development</b>	Melinda Gates: What Nonprofits Can Learn from Coca-Cola	In this 17-minute video course, Melinda Gates makes a provocative case for nonprofits taking a cue from corporations such as Coca-Cola, whose plugged-in, global network of marketers and distributors ensures that every remote village wants -- and can get -- a Coke. Why shouldn't this work for condoms, sanitation, vaccinations too?	Mgmt/Exec	TED Talks
<b>Professional Development</b>	Recruiting and Retaining Employees	In this 10-minute Ready to Go Mobile Guide, you will learn how to implement an effective recruitment process and strategies to retain top-performing employees in your organization. The Orange Capacity Building Organization designed this guide in collaboration with the Cornerstone OnDemand Foundation for human resources staff and managers. This reso...	Mgmt/Exec	Cornerstone

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<b>Professional Development</b>	The Management Styles	This 20-minute online course shows how to adopt an effective management style. The course is designed for all levels of managers and team leaders. Objectives: Understand the value and purpose of different management styles and when to apply them Incorporate the positive aspects of each management style when leading teams Determine when...	Mgmt/Exec	Cegos
<b>Professional Development</b>	Find the Root Cause of Performance Problems	Find the Root Cause of Performance Problems	Mgmt/Exec	Grovo
<b>Professional Development</b>	Effective Decision-Making - Part A	This 15-minute online course is designed for nonprofit leaders seeking to improve their decision-making skills. Objectives for Part A and Part B: Develop reflexes for prioritizing information Identify practical methods and tools to reduce uncertainties Leverage good communications skills to secure buy-in from other stakeholders Pl...	Mgmt/Exec/Board	Cegos
<b>Professional Development</b>	Effective Decision-Making - Part B	This 15-minute online course is designed for nonprofit leaders seeking to improve their decision-making skills. Objectives for Part A and Part B: Develop reflexes for prioritizing information Identify practical methods and tools to reduce uncertainties Leverage good communications skills to secure buy-in from other stakeholders Pl...	Mgmt/Exec/Board	Cegos
<b>Professional Development</b>	Protect Your Nonprofit with a Code of Ethics	Protect Your Nonprofit with a Code of Ethics	Mgmt/Exec/Board	Cornerstone
<b>Professional Development</b>	Raise Money Like a Pro	In this 10-minute Ready to Go Mobile Guide, you will learn the fundamental elements of fundraising. Experienced and new nonprofit professionals will learn about the essentials of a Unique Value Proposition, building fundraising calendars, developing a case statement to support your mission and the basic elements of a Foundation Proposal. Thi...	Mgmt/Exec/Board	Cornerstone



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Skill Build	Aligning Goals and Priorities to Manage Time	In this 30-minute online course, you will learn to align your goals with your employer's expectations, clarifying your goals, and prioritizing your most important work. You'll also learn how to ask questions to clarify goals, and how to establish and schedule priorities based on these goals.	All Levels	Skillsoft
Skill Build	Audience and Purpose in Business Writing	In this 29-minute online course you will learn how to identify your readers and create messages that convey the appropriate tone for different reader roles. You'll also explore how to write effectively for the three most common purposes: to inform, respond, or persuade.	All Levels	Skillsoft
Skill Build	Become a Great Listener	In this 24-minute online course you will learn how to sharpen your listening skills and get yourself in the right receptive mindset for communicating. You'll learn how to recognize the behaviors that indicate receptivity, as well as to identify the different types of listener. You will also learn how to ask the right questions to ensure t...	All Levels	Skillsoft
Skill Build	Being an Effective Team Member	In this 30-minute online course, you will learn strategies and techniques to help you become a more effective and valued team member. You will explore ways to adopt a positive mindset toward teamwork, so that you can make a significant contribution; learn constructive ways to acknowledge differences and specific strategies for team collaboration.	All Levels	Skillsoft
Skill Build	Building a Leadership Development Plan	In this 30-minute online course you will learn how to assess yourself as a leader, establish a vision for the future, and identify obstacles to that vision. You will also learn about practical approaches for setting objectives, identifying appropriate actions, sustaining your leadership development plan and how to evaluate your plan.	All Levels	Skillsoft
Skill Build	Building Your Presentation	In this 30-minute online course you will learn how to write the key parts of a presentation so they're memorable and effective. You will also learn how to select and use eye-catching visual aids to bring your PowerPoint presentations to life. Finally, you'll learn how to rehearse your presentation - a key step for public speaking that wi...	All Levels	Skillsoft
Skill Build	Clarity and Conciseness in Business Writing	In this 31-minute online course you will learn about the importance of using short and familiar words, appropriate connotations, concrete and specific language, and transitional words and phrases. You'll also explore tips for being more concise in your writing and best practices for organizing content.	All Levels	Skillsoft
Skill Build	Conflict Mediation in the Workplace	In this 10-minute Ready to Go Mobile Guide, you will learn how to resolve conflicts with others in the workplace using self-mediation or third-party mediation techniques. Operation Mercy and the Nordic School of Management (NSM) designed this guide in collaboration with the Cornerstone OnDemand Foundation for individuals, teams, and managers workin...	All Levels	Cornerstone
Skill Build	Conquering the Challenges of Public Speaking	In this 26-minute online course you will learn about the basics of good speech delivery and dealing with some of the most common challenges of public speaking, such as overcoming anxiety and handling difficult questions or hecklers in your audience.	All Levels	Skillsoft
Skill Build	Craft a Persuasive Message	Craft a Persuasive Message	All Levels	Grovo
Skill Build	David McCandless: The Beauty of Data Visualization	In this 20-minute video course, David McCandless turns complex data sets (like worldwide military spending, media buzz, Facebook status updates) into beautiful, simple diagrams that tease out unseen patterns and connections. Good design, he suggests, is the best way to navigate information glut -- and it may just change the way we see the world.	All Levels	TED Talks
Skill Build	Do We Have a Failure to Communicate?	In this 30-minute online course, you will learn common communication challenges and how you can successfully navigate them. By showing patience, perseverance, and accountability, you can effectively deal with tough conversations, communicate your message, and reach mutual understanding and agreement.	All Levels	Skillsoft
Skill Build	Email Management: From a Frustrating Chore to a Powerful Tool	In this 25-minute course, you will learn the skills needed for better email management and to use email as the effective tool it is meant to be. Objectives: List three goals of an email management strategy Describe the two types of bad email strategies Identify the five primary built-in email folders and their purpose Understand the benefi...	All Levels	Bigger Brains
Skill Build	Ensuring Successful Presentation Delivery	In this 31-minute online course you will learn how to set up the right environment for your business presentations. You will also learn techniques for managing stage fright and using your verbal communication skills and body language to deliver your message clearly and effectively. Finally, you'll learn about how to deal with audience questions in ...	All Levels	Skillsoft

**This is a sample of distance learning courses available through NonprofitReady. [Click Here](#) to Register and Access all Courses.**

<b>Skill Build</b>	Focusing on Your Priorities	This 15-minute online course is designed for anyone seeking to learn how differentiate between two key dimensions of priority-setting: urgency and importance. Objectives: Understand how to apply the CAUT (Critical Analysis of your Use of Time) matrix to clarify your priorities. Effectively plan your activities in accordance with your prioritie...	All Levels	Cegos
<b>Skill Build</b>	Form Your Virtual Team	This 12-minute online course will help you re-examine what it takes to construct a virtual team. Many of us fall into the trap of thinking we know what it takes to lead or participate in a virtual team because we know how to be a team member in co-located teams. However, you might be surprised to realize just how many things you tak...	All Levels	Eleventure
<b>Skill Build</b>	Getting Started with Walking Meetings	In this 5-minute microlearning course, internationally recognized thought leader and nonprofit expert –Beth Kanter will share how you can integrate walking meetings into your organization. Walking meetings not only improve physical health, but can improve productivity, increase creativity and strengthen work relationships. Beth provides practical r...	All Levels	Cornerstone
<b>Skill Build</b>	Improving Your Technical Writing Skills	In this 23-minute online course you will learn techniques for better writing that will help you avoid common pitfalls and structure your business writing more effectively. You'll find out how to tailor your written communication to the specific requirements of different types of technical material so that whether you want to persuade or to ins...	All Levels	Skillssoft
<b>Skill Build</b>	Make the Time You Need: Get Organized	In this 28-minute online course you will learn how schedule management can help you regain control of your time, how to leverage your personality to boost your productivity and explore techniques for dealing with time stealers. In addition you will learn how to create practical to-do lists and keep them relevant and realistic.	All Levels	Skillssoft
<b>Skill Build</b>	Making an Impact with Non-Verbal Communication	In this 25-minute online course, you will learn how our attitude and tone, as well as body language such as posture, gestures, and facial expressions, can have significant impact on the way we communicate. You will explore techniques to help you project a positive attitude and presence.	All Levels	Skillssoft
<b>Skill Build</b>	Margaret Heffernan: Dare to Disagree	In this 13-minute video course, Margaret Heffernan shows us, good disagreement is central to progress. She illustrates (sometimes counterintuitively) how the best partners aren't echo chambers -- and how great research teams, relationships and businesses allow people to deeply disagree.	All Levels	TED Talks
<b>Skill Build</b>	Organizing Your Computer Files: Find Things Quickly and Save Time in Your Day	In this 30-minute course, you will learn how to create an organized, searchable file and folder structure that will make your more efficient and save time in your day. Objectives: Describe common mistakes people make in naming their electronic files Identify the different uses for file names and folder structure in searching and browsing Di...	All Levels	Bigger Brains
<b>Skill Build</b>	Planning an Effective Presentation	In this 29-minute online course you will learn how to define and understand your audience's characteristics, knowledge, needs, and responses. You will also learn how to organize your presentation's timing, purpose, key points, and approach so that it is engaging, focused, and relevant. Finally, you will learn about different presentation methods, s...	All Levels	Skillssoft
<b>Skill Build</b>	Preparing and Structuring an Oral Presentation	This 40-minute online course is designed for any professional seeking to improve their public speaking skills.Objectives:Better manage your nervesEffective preparation for a presentationPlease note that this course has been generously donated by Cegos for use only by those currently working or volunteering for a nonprofit organization. By requestin...	All Levels	Cegos
<b>Skill Build</b>	Qualitative Data Analysis	In this 10-minute Ready to Go Mobile Guide, you will find key tips and steps to analyze qualitative data effectively. Intrac designed this guide in collaboration with the Cornerstone OnDemand Foundation for anyone working in the areas of program management, monitoring and evaluation, accountability, and learning, (MEAL). This resource provides guid...	All Levels	Cornerstone
<b>Skill Build</b>	Recover From Burnout	Recover From Burnout	All Levels	Grovo
<b>Skill Build</b>	Sangu Delle: There's No Shame in Taking Care of Your Mental Health	In this 10-minute video course, Sangu Delle shares how he learned to handle anxiety in a society that's uncomfortable with emotions. As he says: "Being honest about how we feel doesn't make us weak -- it makes us human."	All Levels	TED Talks
<b>Skill Build</b>	Storytelling in Business: Narrating Your Story of Success	In this 1 hour and 30-minute course, you will learn how to utilize the power of storytelling within your business to better connect with teammates and customers and narrate your story of success. Objectives: Describe how storytelling can benefit business List professional storytelling tips Gather business stories Create your own pers...	All Levels	Bigger Brains

**This is a sample of distance learning courses available through NonprofitReady. [Click Here](#) to Register and Access all Courses.**

<b>Skill Build</b>	The 12 Guidelines of Effective Time Management	This 15-minute online course is designed for anyone seeking to develop strategies to save time.Objectives:Develop a strategy to optimize the relationships in your environmentUse a planner to plan your activityRecognize the importance of your personal organization and the organization of your work areaPlease note that this course has been generously...	All Levels	Cegos
<b>Skill Build</b>	The First Steps in Negotiating	In this 24-minute online course you will learn how to sharpen your negotiating skills through effective preparation and by focusing on the important issues at hand. You will explore the tools that will help you communicate for success and learn common best practices for countering ineffective negotiation techniques, and for overcoming neg...	All Levels	Skillssoft
<b>Skill Build</b>	Time Management: 6 Powerful Tips to Get More Done	In this 15-minute course, you will learn the skills for better time management derived from some of the world's top experts on the subject including Stephen Covey, Dave Crenshaw, Peter Drucker, and Time Ferriss. Objectives: Describe the Time Audit, including use of the Time Audit form Identify your Priorities Discuss the benefit of focusing o...	All Levels	Bigger Brains
<b>Skill Build</b>	Want to be happy? Be grateful: David Steindl-Rast	In this 15-minute video Brother David Steindl-Rast, a monk and interfaith scholar suggests that the one thing all humans have in common is that each of us wants to be happy and that happiness is born from gratitude. An inspiring lesson in slowing down, looking where you're going, and above all, being grateful.	All Levels	TED Talks
<b>Skill Build</b>	Writing and Preparing an Effective Speech	In this 23-minute online course you will learn how to write a speech by setting the aim of your speech and considering your audience and theme as well as best practices for planning and researching a speech.	All Levels	Skillssoft
<b>Skill Build</b>	Basic Budgeting for Non-financial Professionals	In this 28-minute online course, you will learn to identify the characteristics of an effective budget, the stages in planning one, and how to distinguish between budgets types. You will also explore budgeting concepts and techniques such as historical and zero-based budgeting, variance analysis, capital budgeting, and performing budgeting calculat...	Mgmt/Exec	Skillssoft
<b>Skill Build</b>	Becoming a Coaching Manager - Part A	This 15-minute online course is designed for managers seeking to improve their ability to coach employees to higher performance. This is Part A of a two part series. Objectives for Part A and Part B: Identify ideal coaching situations Explore tools for coaching success Understand how coaching can assist both individuals and teams wi...	Mgmt/Exec	Cegos
<b>Skill Build</b>	Becoming a Coaching Manager - Part B	This 15-minute online course is designed for managers seeking to improve their ability to coach employees to higher performance. This is Part B of a two part series. Objectives for Part A and Part B: Identify ideal coaching situations Explore tools for coaching success Understand how coaching can assist both individuals and teams wi...	Mgmt/Exec	Cegos
<b>Skill Build</b>	Deliver a Sticky Message	Deliver a Sticky Message	Mgmt/Exec	Grovo
<b>Skill Build</b>	Effectively Directing and Delegating as a Manager	In this 30-minute online course you will learn the key proficiencies of managing people, such as setting direction and establishing clear objectives and goals for your direct reports. This course also addresses best practices for planning delegation and the techniques you need to carry through with delegation. Finally, the course details the i...	Mgmt/Exec	Skillssoft
<b>Skill Build</b>	Facing the Management Challenges of Difficult Behavior and Diverse Teams	In this 31-minute online course, you will learn useful techniques and processes for conflict resolution, effectively managing team conflict and understanding and dealing with conflict in the workplace as a whole.	Mgmt/Exec	Skillssoft
<b>Skill Build</b>	Feedback is a Gift	Feedback is a Gift	Mgmt/Exec	Grovo
<b>Skill Build</b>	Get Grant Ready	This 8-minute video course will help you prepare for the grant application process and increase your likelihood of being selected to receive the financial support of third-party funders. #NPRfav, #newtosector_NPR, #Grantseeking_resources_NPR, #grantwriter_NPR,	Mgmt/Exec	Cornerstone
<b>Skill Build</b>	Making Change Stick	In this 25-minute online course you will learn how make change more comfortable, communicate change to different groups, and use training and performance management to make change last.	Mgmt/Exec	Skillssoft
<b>Skill Build</b>	Managing Multigenerational Employees	In this 22-minute online course, you will learn best practices and successful techniques for managing multigenerational employees in the workplace. you will also explore methods for overcoming multigeneration challenges such as ageism and stereotypes to ensure that all employees feel respected and can make a positive contribution to your organ...	Mgmt/Exec	Skillssoft
<b>Skill Build</b>	Motivating Your Employees	In this 24-minute online course, you will learn why inspiring and motivating strategies are important as a leader. It also provides you with practical techniques to help you inspire employees to work together toward the goals of your organization.	Mgmt/Exec	Skillssoft

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<b>Skill Build</b>	Negotiating the Best Solution	In this 30-minute online course, you will learn how to build and maintain trust so you can find common ground with the other party. You will hone your negotiation skills by exploring how people with different personality types may react during negotiations and how to manage emotions and interests, facilitate agreements, and overcome continued resis...	Mgmt/Exec	Skillssoft
<b>Skill Build</b>	Planning Meetings Fit for Purpose	In this 20-minute online course, you will learn how to conduct effective meetings by establishing a clear purpose and objectives. If you struggle to start meetings on the right note, this course can help you get the most out of them, saving you valuable time.	Mgmt/Exec	Skillssoft
<b>Skill Build</b>	Project Management Essentials Part A	This 15-minute online course is designed for anyone responsible for managing projects and/or programs.Objectives for Part A and Part B:Define the life cycle of a project and structure it around milestonesControl your project using flexible toolsCreate a plan for day-to-day project managementPlease note that this course has been generously donated b...	Mgmt/Exec	Cegos
<b>Skill Build</b>	Project Management Essentials Part B	This 15-minute online course is designed for anyone responsible for managing projects and/or programs.Objectives for Part A and Part B:Define the life cycle of a project and structure it around milestonesControl your project using flexible toolsCreate a plan for day-to-day project managementPlease note that this course has been generously donated b...	Mgmt/Exec	Cegos
<b>Skill Build</b>	Project Planning - Part A	This 15-minute online course is designed for anyone responsible for managing projects and/or programs.Objectives for Part A and Part B:Define methodology to create detailed analysis of project constraintsEnsure creation of realistic timetables for completionBetter anticipate and accommodate future delaysPlease note that this course has been generou...	Mgmt/Exec	Cegos
<b>Skill Build</b>	Project Planning - Part B	This 15-minute online course is designed for anyone responsible for managing projects and/or programs.Objectives for Part A and Part B:Define methodology to create detailed analysis of project constraintsEnsure creation of realistic timetables for completionBetter anticipate and accommodate future delaysPlease note that this course has been generou...	Mgmt/Exec	Cegos
<b>Skill Build</b>	Proposal Writing	In this 10-minute Ready to Go Mobile Guide, you will learn how to write effective and persuasive proposals to gain funding and support for new projects and grant programs. ProLiteracy designed this guide in collaboration with the Cornerstone OnDemand Foundation for anyone writing grant applications, project proposals, or business cases for new proj...	Mgmt/Exec	Cornerstone
<b>Skill Build</b>	Responding Effectively to Risks	In this 27-minute online course, you will learn how to create an effective strategy for responding to risk, such as risk exposure adjustment and contingency planning. It also outlines specific strategic plans for dealing with a risk that may be a threat or an opportunity.	Mgmt/Exec	Skillssoft
<b>Skill Build</b>	Strategies for Building a Cohesive Team	In this 30-minute online course, you will learn methods for effectively building and managing teams that focus on improvements in three areas: communication, cooperation, and trust. You will also earn specific strategies for improving communication and promoting collaboration among staff members working on a team, what signs suggest a lack of trust...	Mgmt/Exec	Skillssoft
<b>Skill Build</b>	Tamekia MizLadi Smith: How to Train Employees to Have Difficult Conversations	In this 9-minute vido course, Tamekia MizLadi Smith says it's time to invest in face-to-face training that empowers employees to have difficult conversations. In a witty, provocative talk, Smith shares a workplace training program called "I'm G.R.A.C.E.D." that will inspire bosses and employees alike to communicate with compassion and respect. Bot...	Mgmt/Exec	TED Talks
<b>Skill Build</b>	The Advantages of a Behavior-Based Interview	The Advantages of a Behavior-Based Interview	Mgmt/Exec	Grovo
<b>Skill Build</b>	The Art and Science of Communication	In this 21-minute online course you will learn about the art and science of communication. You will explore techniques for connecting with your audience and building trust with them so that your communication intention is clear and understood. You will also learn the basic principles of assertive communication that is positive and not aggressive.&n...	Mgmt/Exec	Skillssoft

**This is a sample of distance learning courses available through NonprofitReady. [Click Here](#) to Register and Access all Courses.**

<b>Skill Build</b>	The Many Approaches to Facing Workplace Conflict	In this 30-minute online course, you will learn about various conflict management styles, and discover how managing team conflict quickly and appropriately can benefit both those involved and the organization as a whole. You will explore different approaches to conflict resolution, when to use them, and when to adapt your style. You will also learn...	Mgmt/Exec	Skillssoft
<b>Skill Build</b>	The Project Framework - Part A	This 15-minute online course is designed for anyone responsible for managing projects and/or programs.Objectives for Part A and Part B:Outline the key elements of project preparationEstablish clear scope and objectives for implementationCreate a project charter to improve accountabilityPlease note that this course has been generously donated by Ceg...	Mgmt/Exec	Cegos
<b>Skill Build</b>	The Project Framework - Part B	This 15-minute online course is designed for anyone responsible for managing projects and/or programs.Objectives for Part A and Part B:Outline the key elements of project preparationEstablish clear scope and objectives for implementationCreate a project charter to improve accountabilityPlease note that this course has been generously donated by Ceg...	Mgmt/Exec	Cegos
<b>Skill Build</b>	The Relationship Skills of the Manager - Part A	This 15-minute online course is designed for all levels of managers and team leaders.Objectives for Part A and Part B:Communicate effectively with your co-workersPrepare and conduct a team meetingConduct an individual interviewManage sensitive situationsPlease note that this course has been generously donated by Cegos for use only by those currentl...	Mgmt/Exec	Cegos
<b>Skill Build</b>	The Relationship Skills of the Manager - Part B	This 15-minute online course is designed for all levels of managers and team leaders.Objectives for Part A and Part B:Communicate effectively with your co-workersPrepare and conduct a team meetingConduct an individual interviewManage sensitive situationsPlease note that this course has been generously donated by Cegos for use only by those currentl...	Mgmt/Exec	Cegos
<b>Skill Build</b>	Trust Building Through Effective Communication	In this 25-minute online course, you will learn how a clear intention is the basis of an effective communication, and how understanding your audience ensures that the message gets delivered. You will also learn how body language, vocal tone, and managing emotions can influence your communications and build trust with your audience.	Mgmt/Exec	Skillssoft
<b>Skill Build</b>	Why You Need to Use Structured Interviews	Quick and to-the-point overview of the importance of structured interviews.	Mgmt/Exec	Grovo
<b>Skill Build</b>	Planning an Effective Performance Appraisal	In this 20-minute online course you will learn about developing an employee performance plan and monitoring ongoing performance so there are no unhappy surprises at performance review time.	Mgmt/Exec/Board	Skillssoft
<b>Skill Build</b>	Preparing and Structuring the Annual Performance Review - Part A	This 10-minute online course is designed for anyone responsible for administering performance reviews.Objectives for Part A and Part B:Prepare a well-structured annual interviewAdopt an attitude that encourages constructive dialogImplement the main steps of an annual performance reviews and its regular follow-upsPlease note that this course has bee...	Mgmt/Exec/Board	Cegos
<b>Skill Build</b>	Preparing and Structuring the Annual Performance Review - Part B	This 15-minute online course is designed for anyone responsible for administering performance reviews.Objectives for Part A and Part B:Prepare a well-structured annual interviewAdopt an attitude that encourages constructive dialogImplement the main steps of an annual performance reviews and its regular follow-upsPlease note that this course has bee...	Mgmt/Exec/Board	Cegos
<b>Skill Build</b>	Regina Hartley: Why the Best Hire Might Not Have the Perfect Resume	In this 11-minute video course, Regina Hartley says that given the choice between a job candidate with a perfect resume and one who has fought through difficulty, human resources executive, she always gives the "Scrapper" a chance. As someone who grew up with adversity, Hartley knows that those who flourish in the darkest of spaces are empowered w...	Mgmt/Exec/Board	TED Talks
<b>Skill Build</b>	Running Meetings in Better Directions	In this 20-minute online course, you will learn how to kick off meetings and how to ensure maximum participation and buy-in. Then you will be introduced to what to do when meetings go off track, when to intervene, and how to deal with productivity problems and how to close and follow up on a meeting.	Mgmt/Exec/Board	Skillssoft
<b>Skill Build</b>	The Building Blocks of Building Trust	In this 30-minute online course, you will explore trust what makes you and others trustworthy, and how to demonstrate trustworthiness through you own professional accountability.	Mgmt/Exec/Board	Skillssoft

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Category	Online Course Title	Online Course Description	Leader Level	Provider
Technology	Encrypt Your Data	Encrypt Your Data	All Levels	Grovo
Technology	Excel 2013 - Advanced	In this 3-hour course, you will learn functions such as SUMIF, AVERAGEIF, and COUNTIF, advanced lookup functions, and complex logical and text functions. Additionally, you will experiment with auditing formulas and error checking, use the What-If Analysis tools, learn the options for worksheet and workbook protection, review advanced use of PivotT...	All Levels	Intellezy
Technology	Excel 2013 - Beginner	In this 4-hour course, you will learn to create, save, enter data, and print spreadsheets in addition to learning how to create formulas and use functions to calculate in Excel. You will learn how to format spreadsheets, manipulate columns and rows, add headers and footers, and use page setup options to prepare them for printing. You will also lear...	All Levels	Intellezy
Technology	Excel 2013 - Intermediate	In this 4-hour and 30-minute course, you will learn intermediate functions and formulas, be introduced to and work with PivotTables and Tables, work with Charts, work with Flash Fill, work with subtotals and outlining, and learn how to customize the Excel environment. For the course to register as complete within the LMS, you must pass its asses...	All Levels	Intellezy
Technology	Excel 2016 - Advanced	In this 2-hour and 30-minute course, you will learn functions such as SUMIF, AVERAGEIF, and COUNTIF, advanced lookup functions, and complex logical and text functions. Additionally, you will experiment with auditing formulas and error checking, use the What-If Analysis tools, learn the options for worksheet and workbook protection, review advanced...	All Levels	Intellezy
Technology	Excel 2016 - Beginner	In this 4-hour and 45-minute course, you will learn to create, save, enter data, manipulate columns and rows, add headers and footers, and format/print spreadsheets, in addition to learning how to create formulas and use functions to calculate in Excel. You will also learn how to handle large worksheets or multiple workbooks, use styles and themes...	All Levels	Intellezy
Technology	Excel 2016 - Intermediate	In this 4-hour course, you will learn to link workbooks and worksheets, work with named ranges, and intermediate Logical and Lookup functions and formulas. You will also be introduced to and work with Tables and PivotTables, including sorting and filtering. Additionally, you will work with Charts, work with Flash Fill, work with subtotals and out...	All Levels	Intellezy
Technology	Excel 365 - Advanced	In this 4-hour and 30-minute course, you will learn functions such as SUMIF, AVERAGEIF, and COUNTIF, advanced lookup functions, and complex logical and text functions. Additionally, you will experiment with auditing formulas and error checking, use the What-If Analysis tools, learn the options for worksheet and workbook protection, review advanced...	All Levels	Intellezy
Technology	Excel 365 - Beginner	In this 5-hour course, you will learn to create, save, enter data, and print spreadsheets in addition to learning how to create formulas and use functions to calculate in Excel. You will learn how to enter data, format spreadsheets, manipulate columns and rows, add headers and footers, and use page setup options to prepare them for printing. You ...	All Levels	Intellezy
Technology	Excel 365 - Intermediate	In this 4-hour and 45-minute course, you will learn to link workbooks and worksheets, work with range names, sort and filter range data, and analyze and organize with tables. You will also apply conditional formatting, outline with subtotals and groups, display data graphically with charts and sparklines. Additionally, you will also understand Piv...	All Levels	Intellezy
Technology	Manage Confidential Content	Manage Confidential Content	All Levels	Grovo
Technology	Manage Your Browser	Manage Your Browser	All Levels	Grovo
Technology	Office 365 - Collaborating in Office 365	In this 1-hour and 15-minute course, you will learn to create a plan, create and share a document, and create a library. You will learn to co-author in Office, use an Outlook group to get feedback, and collaborate in Skype and OneNote. Also, you will learn to use Delve, Yammer, and Teams. Microsoft Office 365 is a productivity suite that allow...	All Levels	Intellezy
Technology	Office 365 - Core Applications	In this 1-hour course, you will receive an introduction to the Microsoft Word, Excel, and PowerPoint Online apps as part of the Office 365 suite of products. Microsoft Office 365 is a productivity suite that allows a user to access many of the Office tools and features online from any device with an Internet connection. It helps facilitate shari...	All Levels	Intellezy

**This is a sample of distance learning courses available through NonprofitReady. [Click Here](#) to Register and Access all Courses.**

<b>Technology</b>	Office 365 Overview	In this 30-minute course, you will receive an overview of Office 365 features, functionality, and navigation of the online environment. You will learn to customize the environment to your specifications and download the Office apps to your mobile device. Microsoft Office 365 is a productivity suite that allows a user to access many of the Offic...	All Levels	Intelleyz
<b>Technology</b>	Password Habits That Protect You	Password Habits That Protect You	All Levels	Grovo
<b>Technology</b>	PowerPoint 2016 - Advanced	In this 5-hour and 15-minute course, you will learn the various collaboration tools in Microsoft PowerPoint 2016 such as reusing slides, creating slides from Word, and working with Excel. You will learn to utilize the power of Slide Masters, create custom themes, and design custom templates. In addition, you will learn to create exciting presentati...	All Levels	Intelleyz
<b>Technology</b>	PowerPoint 2016 - Beginner	In this 6-hour course, you will get started with PowerPoint 2016 and become familiar with the Ribbon, interface, and navigation options. Additionally, you will create a presentation and work with various features and commands to make it easier to work in PowerPoint. You will also review presentation editing options, text formatting options, variou...	All Levels	Intelleyz
<b>Technology</b>	PowerPoint 365 - Advanced	In this 3-hour course, you will learn the various collaboration tools in Microsoft PowerPoint 365 such as reusing slides, creating slides from Word, and working with Excel. You will learn to utilize the power of Slide Masters, create custom themes, and design custom templates. In addition, you will learn to create exciting presentations by animat...	All Levels	Intelleyz
<b>Technology</b>	PowerPoint 365 - Beginner	In this 4-hour and 45-minute course, you will get started with PowerPoint 365 and become familiar with the Ribbon, interface, and navigation options. Additionally, you will create a presentation and work with various features and commands to make it easier to work in PowerPoint. You will also review presentation editing options, text formatting op...	All Levels	Intelleyz
<b>Technology</b>	Project 2016 - Advanced	In this 1-hour and 45-minute course, you will learn how to update tasks, split tasks, reschedule project work, move a project and set new baselines. In addition, one will learn to use the variance table, display progress lines, edit and create custom tables, create custom views, and sort and filter project information. You will work with Project ...	All Levels	Intelleyz
<b>Technology</b>	Project 2016 - Beginner	In this 2-hour course, you will learn the fundamentals of working with Microsoft Project. You will learn to work with task, resource, and other views, and work with tables. You will then create a new project plan, set plan properties, create and customize a plan calendar. Additionally, one will add tasks, create recurring task, import tasks fro...	All Levels	Intelleyz
<b>Technology</b>	Protect Your Computer from Attack	Protect Your Computer from Attack	All Levels	Grovo
<b>Technology</b>	Protect Your Mobile Device from Attack	Protect Your Mobile Device from Attack	All Levels	Grovo
<b>Technology</b>	Recognize Email Phishing Attempts	Recognize Email Phishing Attempts	All Levels	Grovo
<b>Technology</b>	Secure Your Wi-Fi Router	Secure Your Wi-Fi Router	All Levels	Grovo
<b>Technology</b>	Security Risks from Third-Party Apps	Security Risks from Third-Party Apps	All Levels	Grovo
<b>Technology</b>	Sharing Company Information on Social Media	Sharing Company Information on Social Media	All Levels	Grovo
<b>Technology</b>	Skype for Business - Beginner	In this 2-hour and 30-minute course, you will learn about instant messaging with Skype for Business (formerly Lync). Users will learn about contacts, groups, meetings, and various presentation capabilities.	All Levels	Intelleyz
<b>Technology</b>	What Are Security and Privacy	What Are Security and Privacy	All Levels	Grovo
<b>Technology</b>	What Is a Firewall	What Is a Firewall	All Levels	Grovo
<b>Technology</b>	What Is a Third Party Application	What Is a Third Party Application	All Levels	Grovo
<b>Technology</b>	What is a VPN	What is a VPN	All Levels	Grovo
<b>Technology</b>	What Is an IP Address	What Is an IP Address	All Levels	Grovo

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<b>Technology</b>	What Is Identity Theft?	What Is Identity Theft?	All Levels	Grovo
<b>Technology</b>	What Is Malware	What Is Malware	All Levels	Grovo
<b>Technology</b>	What to Watch Out For When Browsing	What to Watch Out For When Browsing	All Levels	Grovo
<b>Technology</b>	Word 2016 - Advanced	In this 2-hour and 45-minute course, you will automate with Microsoft word through the use of building blocks, Quick Parts, fields, and Macros. You will also utilize reference tools such as bookmarks, hyperlinks, cross references, footnotes, endnotes, bibliography tools, sources, and placeholders. You will also learn techniques to manage long docu...	All Levels	Intellezy
<b>Technology</b>	Word 2016 - Beginner	In this 4-hour and 45-minute course, you will learn the basics of saving and opening documents and review the interface. You will practice text navigation, selection, entry, and various other text formatting and editing commands and features. Additionally, you will work with bulleted and numbered lists, tables, and their various features and opti...	All Levels	Intellezy
<b>Technology</b>	Word 2016 - Intermediate	In this 5-hour course, you will work with, create, manage, and customize Styles, Templates, and Themes. You will also work with various types of data in Word using Tables, advanced Copy and Paste commands, and Charts. You will then review advanced document layout options in Word and various collaboration tools. Lastly, you will work with graphic ...	All Levels	Intellezy
<b>Technology</b>	Word 365 - Advanced	In this 5-hour and 45-minute course, you will automate with Microsoft Word 365 through the use of building blocks, Quick Parts, fields, and Macros. You will also utilize reference tools such as bookmarks, hyperlinks, cross references, footnotes, endnotes, bibliography tools, sources, and placeholders. Additionally, one will learn techniques to man...	All Levels	Intellezy
<b>Technology</b>	Word 365 - Beginner	In this 4-hour and 30-minute course, you will learn the basics of saving and opening documents and review the interface. You will practice text navigation, selection, entry, and various other text formatting and editing commands and features. Additionally, you will work with bulleted and numbered lists, tables, and their various features and opti...	All Levels	Intellezy
<b>Technology</b>	Word 365 - Intermediate	In this 6-hour and 30-minute course, you will work with, create, manage, and customize Styles, Templates, and Themes. You will also work with various types of data in Word using Tables, advanced Copy and Paste commands, and Charts. You will then review advanced document layout options in Word and various collaboration tools. Lastly, you will wor...	All Levels	Intellezy