



**Non-Profit Agency Management Series**  
**Managing the High Performance Workplace**  
**Critical Management Skills for Leaders**

**Day 1**

- ◆ Planning and managing work
- ◆ Managing multiple priorities
- ◆ Making effective use of time

**Day 2**

- ◆ Running effective meetings
- ◆ Hiring staff: interviewing to get the full picture

**Day 3**

Financial management - for non-financial staff

- ◆ Understanding budgeting
- ◆ Reading financial reports
- ◆ Sound financial practices

**Day 4**

Grant writing - How to write compelling proposals

- ◆ How to read an RFP (Request for Proposal)
- ◆ Understanding services and outcomes
- ◆ How to make a compelling case
- ◆ How to present competence
- ◆ Creating a project budget

*Note: This series can be customized to focus on topics most of interest to your staff and can be done as a 3, 4 or 5 day series. It can also be combined with topics from the Non-profit Leadership Series*

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