Pre-registration is required for all workshops. People wishing to attend should call/email first as space may be limited. Registration - 201 568-7474.
There is no fee for workshops for staff and board members of nonprofits unless otherwise noted.

**Grief, Loss, Stress and Vicarious Trauma in the Workplace**
October 11, 2018 -- 9:30-1:00
Flat Rock Brook Nature Association, 443 Van Nostrand Avenue, Englewood, NJ 07631
**Presenter:** Kathryn (Bedard) Townsend

*Description:* This workshop is designed for program administrators, supervisors and individuals in the social service field who deal with the increasing impact of stress, burnout, compassion fatigue and/or vicarious trauma in the workplace. Participants will be asked to complete a self-assessment to assist in measuring their job satisfaction and the impact of stress on their work. The results of this assessment will also be used to develop an agency plan for managing workplace stress and developing strategies for remediation. The session will also examine a supervision model to create a strength-based culture that lowers stress and builds resiliency.
Offered in conjunction with The Rutgers Department of Continuing Education in the School of Social Work. 3 CEU’s will be given.

**Strong Executive Director/Board Relationships - The Key to a Smooth-Functioning Organization**
December 4, 2018 -- 9:30-3:30
Bergen County Human Services Department, 1 Bergen County Plaza, Hackensack NJ 07601
**Presenter:** Dr. Shelly Wimpfheimer

*Description:* All nonprofit organizations are required by the IRS to have a Board of Directors to represent the interests of the community. Board members come to their positions with varying types of knowledge and experience. The learning curve to good board member management can be a long and arduous one. Although Executive Directors and their Board Chairs have different roles in the organization, they are partners in carrying out the work of their agency. This workshop will help to clarify the roles that each plays and assist both in developing the skills needed to accomplish the nonprofit’s mission successfully.
It is recommended that the Executive Director and the Board Chair attend this workshop together. In the absence of the Chair, another board officer can attend. Offered in conjunction with The Rutgers Department of Continuing Education in the School of Social Work. 3 CEU’s will be given.

**Be Compelling – Perfect the Pitch**

January 8, 2019 -- 9:30-1:00  
Vantage Health System, 2 Park Ave., Dumont, NJ 07628

**Presenter:** Sandra Bodin-Lerner  
**Description:** The training will focus on presentation pitches to perspective funders. The interactive program will involve the group in discussion and actual presentation including presentation preparation and delivery. Participants should come prepared to present a 5-minute pitch to potential funders including any necessary visual aids. These will be critiqued to bring them to the next level. Presentations will be videoed and made available to participants. Participant will be required to complete a questionnaire before attending.  
Pre-registration is required. Contact: Karen@karenadler.net  
There are no CEU’s given for this workshop  
Snow Date: January 15, 2019

**An Introduction to Planned Giving – Offered in Partnership with Regent Atlantic**

February 12, 2019 – 9:30-1:00  
Vantage Health System, 2 Park Avenue, Dumont, NJ 07628  
**Presenter:** James R. Sonneborn, Lesley Draper  

**Description:** This workshop will discuss what planned giving is from the view of the nonprofit and the donor. Common planned giving strategies will be discussed and where they may fit best to incorporate recent tax law changes. Attention will be given to integrating financial and estate planning with planned giving. Participants will learn what nonprofits should be doing for planned giving success.  
There are no CEU’s given for this workshop.  
Snow date: February 21, 2019

**Board Members As Ambassadors**

June 10, 2019 -- 4:00 – 5:30 pm  
Englewood Health (hospital) Conference room A/B 350 Engle Street, Englewood, NJ 07631  
**Presenter:** Joan Garry  

**Description:** The workshop is intended for those looking to ignite their Board members to increase their outreach and network with the hope of motivating people to not
only increase their footprint, but to sustain motivation beyond their Gala or event; thus not losing track of what is truly important to sustain their organization. Pre-registration is required. Please contact Karen@karenadler.net
There are no CEU’s offered for this workshop

**Ethics workshop: If It Isn’t in Writing, It Didn’t Happen: Documentation to Protect Your Client, Yourself and Your Organization**
June 19, 2019 -- 9:30-1:00
Vantage Health System, 2 Park Avenue, Dumont, NJ 07628
**Presenter:** Christine Heer, Esq., LCSW, DVS
Offered in conjunction with the Rutgers Department of Continuing Education in the School of Social Work. 3 CEU’s will be given.

**Description:** Documentation is a vital part of the professional’s responsibility; however it is often given insufficient attention. Writing progress notes, reports and letters requires the human service professional to consider many factors, including the purpose of the communication, the recipient of the communication, and the goal(s) of the writer. This workshop will focus on best practices in professional documentation for social workers and other professionals, with topics including, but not limited to how to memorialize your assessment, prognosis and action plan in your documentation; how to appropriately convey these issues in communication to others; when to draft reports narrowly versus broadly; how to advocate and persuade on your client’s behalf; how to convey objectivity; and ethical and legal issues in documentation. This workshop does not qualify for NBCC clock hours.

**Live Local, Give Local**
Rescheduled for Fall 2019 - date and time TBD
Corethia Oates, Dr. Tracy Scheller

*CEUs Available for NJ License Holders in Social Work and Licensed Professional Counselors*
Continuing education credits in NJ are offered for some workshops for Social Workers and Professional Counselors.

Supported in part by the Rotary Club of Englewood and TD Bank