NETI
Nonprofit Education & Training Institute

NETI Membership
Face-to-Face Trainings
Peer Learning Circles
One-on-One Computer Training
Online Classes
NETI Open House
Quarterly Newsletters

269-965-4134  •  www.kellogg.edu/neti  •  Fall 2015
Nonprofit Education & Training Institute (NETI)

ABOUT
NETI is a membership-based organization designed to offer those in the nonprofit sector opportunities for training, peer learning and networking, and conferences and luncheons around the state of the sector, connecting with funders and nonprofit hot topics.

MEMBERSHIP
Individual Memberships for the Nonprofit Education & Training Institute are $20 per year (October 1 - September 30).

NETI member benefits include discounts on trainings, conferences, peer circles and other events, as well as access to the NETI quarterly newsletter.

Please make checks payable to Kellogg Community College
Mail the form below with payment to:
NETI-Lifelong Learning, 450 North Ave, Battle Creek, MI 49017

NETI FALL 2015 REGISTRATION FORM
INSTRUCTIONS: You may use this form to register in person, by mail, or by FAX. If registering by mail, return this form with payment to: NETI-Lifelong Learning, 450 North Ave, Battle Creek, MI 49017. If registering by FAX, complete the form, including credit card information, and dial 269.565.2129. To register in person, visit our office on KCC’s Main Campus, Ohm Building, Room 102. This form must be received and processed prior to the class meeting. Forms without payment will not be processed.

NOTE: You can find prices in parenthesis; member prices are listed first, non-member prices second.

___ I am a NETI Member    ___ I would like to become a NETI Member ($20)

NAME _________________________________ PHONE _________________
ORGANIZATION ____________________________________________
ADDRESS ____________________________________________________________
CITY/STATE/ZIP _________________________________________________________
EMAIL ________________________________________________________________
D.O.B. ____________

NONPROFIT TRAININGS
___ Windows 10 Overview ($10/$20)  ___ Holiday Special Event Marketing ($15/$25)
___ Intro to Excel ($15/$25)  ___ Basic Grant Writing ($10/$20)
___ Increase Your Nonprofit’s Funding w/ Earned Revenue ($15/$25)  ___ Create a Free Website or Blog with Weebly ($25/$35)
___ The 3 R’s of Volunteer Engagement ($10/$20)  ___ Nonprofit Marketing: Digital Blueprint ($15/$25)

NONPROFIT PEER LEARNING CIRCLES
___ Grant Writing & Fund Development– Oct 30 ($5/$10)
___ Marketing– Nov 20 ($5/$10)
___ Advancing Your Career in the Nonprofit Sector– Dec 18 ($5/$10)

CARD TYPE    ___ VIS   ___ MC   ___ DIS   ___ AMX
TOTAL DUE $ ____________
CARD NUMBER _________________________________ EXP DATE _____ / _____
LOCATIONS

NETI Trainings are held on KCC’s Main Campus in either the Classroom Building, Room 102 or in the Ohm Information Technology Center, Room 103.

NETI Peer Learning Circles are held in the Ohm Information Technology Center, Room 109.

contact us

PHONE 269.965.4134
FAX 269.565.2129
EMAIL ll-info@kellogg.edu
WEB www.kellogg.edu/neti
MAIL NETI-Lifelong Learning
450 North Avenue
Battle Creek MI 49017
IN PERSON KCC Ohm Building
Room 102

For information about resources available to nonprofits please visit the webpage: www.kellogg.edu/resourcesfornonprofits

Check out the Fall 2015 Lifelong Learning Schedule at www.kellogg.edu/lifelong

Find us on Facebook! www.facebook.com/KCCNETI

Nonprofit Trainings

NETI Trainings are held on Kellogg Community College’s Main Campus, 450 North Ave, Battle Creek. Classrooms are specified in the course descriptions.

Windows 10 Overview: What’s New, What’s Different?
Yes, Windows 10 has some big differences from earlier versions, and in this workshop we’ll share those differences along with handy reference guides you’ll be able to use at your desk later. Don’t miss a minute of productivity, or get frustrated wondering where Microsoft has hidden what you need, right now! This new class with our favorite computer guy is sure to give you what you need to navigate the new Windows 10 with ease.

Friday
Member: $10
October 2, 2015
Non-Member: $20
2:30pm - 3:30pm
Classroom, C102
Randy Dirks NPAT CA001-01

Holiday Special Event Marketing
The upcoming holidays make this a busy time of year for nonprofit fundraising. Donors have a number of special events to choose from, so what makes people want to attend your event? How can you reach the right audience in a way that appeals to them and makes them want to come out to support your organization and cause? Come to this class to learn marketing tips and tactics that will make your holiday special event a huge success!

Friday
Member: $15
October 9, 2015
Non-Member: $25
2:30 pm - 4:30 pm
Classroom, C102
Michelle Frank NPAT CG002-01

Intro to Excel
In this introductory course, you will explore Excel activities that go beyond the basics. After successful completion of this session, you can expect to have the skills required to work efficiently in an existing worksheet and to also create new worksheets from a template or from scratch. Topics covered will include the advantages of electronic spreadsheets; creation of a basic worksheet by entering text, values, and formulas; creating formulas by using some of Excel’s built-in functions; moving and copying data by using shortcut menus,
drag-and-drop editing, and toolbar buttons; changing the appearance of worksheet data by using a variety of formatting techniques; printing a document using a variety of options; using the three-dimensional aspect of the Excel workbook environment by creating formulas that refer to cells on multiple worksheets; and saving an Excel workbook as a Web page.

Friday  
October 16, 2015  
2:30 pm - 5:00 pm  
Randy Dirks

**Basic Grant Writing**
This class is designed for those interested in learning the basics of developing a grant proposal to apply for funding for a nonprofit organization. A broad overview of the grant writing process will be provided and you will be sent home with various handouts useful to diving further into the process on your own. This class is most appropriate for those with little grant writing experience.

Friday  
October 16, 2015  
2:30 pm - 5:00 pm  
Kim Andrews-Bingham

**Increase Your Nonprofit’s Funding with Earned Revenue**
Nonprofit organizations are always searching for ways to diversify funding, and earned income should be a part of that mix. Come to this class to discuss what works, what doesn’t and develop some new thinking around what your organization can do to earn revenue to support your work in the community.

Friday  
November 6, 2015  
2:30-4:30 pm  
Michelle Frank

**Create a Free Web Site or Blog with Weebly**
Your organization needs a great website, and it’s surprisingly easy to create a website, blog or online store for free! Weebly is a handy tool you can use to create a simple website that is easy to manage and

---

Please Join Us

**NETI**
Open House
October 1, 2015

Join us to learn more about the new Nonprofit Education & Training Institute through Kellogg Community College’s Lifelong Learning Department

4 pm “Mocktail” Hour
5 pm Presentation

**Kellogg Community College**
Binda Performing Arts Center
450 North Avenue, Battle Creek

Sign up for your NETI membership at the open house!
Online Trainings
ed2go

A to Z Grantwriting
Advanced Grant Proposal Writing
Get Grants!
Introduction to Nonprofit Management
Leadership
Marketing Your Nonprofit
Nonprofit Fundraising Essentials
Starting a Nonprofit
Writing Effective Grant Proposals
Wow, What a Great Event
and many more...

The Nonprofit Education and Training Institute offers online courses in a variety of topics through Education To Go.

These are 6-week classes, with a start date beginning each month. The cost is $110 per course and includes all required materials.

Registration is completed online. You can find the entire course catalog, course descriptions, start dates and registration information at:

www.ed2go.com/kellogg

update. It automatically creates a mobile version of your site and also supports basic features for blogging and e-commerce so site owners can develop simple stores and process payments through either PayPal or Google Checkout. This class is hands-on and will walk you through website design concepts and layout step-by-step. Working at your own computer, you’ll leave having created a functioning website.

Friday
December 4 & December 11, 2015
2:30 pm - 4:30 pm
Randy Dirks
NPAT CA004-01

Member: $25
Non-Member: $35

The Three R's of Volunteer Engagement: Recruitment, Recognition, and Retention
NETI at KCC and Hands On Battle Creek are pleased to partner and provide this training that shares the essential components for every organization to consider when engaging volunteers. A focus on the “Three R’s of Volunteer Management” will help volunteer coordinators make volunteer experiences more successful, meaningful and engaging to deepen the impact of their efforts.

Friday
December 4, 2015
2:30-4:30 pm
Abby Lumbard & Ben Nyhoff
NPAT CT002-01

Member: $10
Non-Member: $20

Nonprofit Marketing: The Digital Blueprint
Join digital marketers Vincent Rominger and Jake Smith from Loopwork for an important class that can help your organization tackle the sometimes mysterious world of digital marketing. In this class you will learn about the three key areas of digital marketing: Website Design, Search Engine Marketing (SEM), and Social Media Campaigns. All three topics will be tailored to illustrate best practices for nonprofits, as well as highlight the best resources that nonprofits should be taking advantage of. When done well, digital and internet marketing is not only the most cost effective way to market, but also drives the most results.

Friday
December 11, 2015
2:30-4:30 pm
Vincent Rominger & Jake Smith
NPAT CM002-01

Member: $15
Non-member: $25

Computer Lab, Ohm 103
Classroom, C102
Nonprofit Peer Learning Circles

These facilitated, informal gatherings are held to share topic related resources and to learn from your peers.

Rotating circle topics include Grant Writing and Fund Development, Marketing, Nonprofit Sector Hot Topics, Nonprofit Leaders of Color, and Essential Nonprofit Leadership Skills.

Learning circles are held monthly on Friday mornings from 8:30-10 am on KCC’s Main Campus, Ohm Building, Room 109.

The cost is $5 (member)/$10 (non-member) and includes coffee and pastries.

REGISTRATION IS REQUIRED DUE TO LIMITED SEATING

Grant Writing & Fund Development Circle

Friday, October 30
Facilitator: Alicia Barry, Director of Development
Food Bank of South Central Michigan

Marketing Circle

Friday, November 20
Facilitator: Amanda Lankard
Project 20/20 & The Center for Entrepreneurship

Nonprofit Sector Hot Topics Circle

Advancing Your Career in the Nonprofit Sector
Friday, December 18
Facilitator: Jackie De Haan
Nonprofit Consultant & Retired Executive Director of Guardian Finance and Advocacy

One-on-One Computer Classes

We’ve designed 2-hour computer classes on focused topics for those whose schedules won’t allow time for our regular classes. Learn in a one-on-one environment. Our experienced and patient instructor will meet you at either our main campus location or at the Regional Manufacturing Technology Center, based on space availability and your schedule.

All sessions are scheduled at your convenience and the topics are based on your training needs and level of skill. One-on-one computer classes are a minimum of two hours in length and are only $59.

Typical topics include:

- MS Word 2010 & 2013
- Tabs & Tables
- Mail Merge
- Working with Graphics
- MS Excel 2010 & 2013
- Creating Workbooks & Managing Worksheets
- Using Functions & Tables
- Creating Charts
- MS PowerPoint 2010 & 2013
- Creating & Formatting Presentations
- Enhancing Presentations with Graphics
- Presenting Data Using Tables
- Creating Charts & Animations
- MS Access 2010 & 2013
- Working with Databases & Creating Tables
- Managing Datasheets & Creating Queries
- Creating Forms
- Windows 7, Windows 8 or Windows 10
- Working with Security Settings & Software
- Understanding the Desktop & Managing Windows
- Using the Help Features & Performing Searches

Call 269-965-4134 or email ll-info@kellogg.edu to discuss the topics you are interested in and setup a one-on-one class that meets your needs.

Please register using the registration form (found on last page) or by calling the NETI Office at 269-965-4134.