

PANO Trainer Application

(Please complete this form online using the Survey Monkey link provided to you by PANO.)

Topic Areas of Interest

- | | |
|---|---|
| <input type="checkbox"/> Advocacy and Public Policy | <input type="checkbox"/> Long and Short Range Planning |
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Marketing, Communications, and Public Relations |
| <input type="checkbox"/> Fundraising and Resource Development | <input type="checkbox"/> Organizational Development |
| <input type="checkbox"/> Governance and Board Structure | <input type="checkbox"/> Program Evaluation |
| <input type="checkbox"/> Human Resources and Personnel | <input type="checkbox"/> Standards for Excellence – Ethics & Accountability |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Volunteer Management |
| <input type="checkbox"/> Leadership Development | <input type="checkbox"/> Work Skills Development |
| <input type="checkbox"/> Legal | |

At your option, list other topics on which you are qualified to teach (and, of course, would like to teach).

Location Preferences/Willingness

Please indicate the areas of Pennsylvania to which you are willing to travel as a PANO trainer:

- | | | | |
|---------------------------------------|--|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Central PA | <input type="checkbox"/> Southeast PA | <input type="checkbox"/> Southwest PA | <input type="checkbox"/> Northeast PA |
| <input type="checkbox"/> Northwest PA | <input type="checkbox"/> Lehigh Valley | | |

References

Please provide three references from nonprofit organizations (or for-profit organizations should you not have nonprofit references) that you have worked with within the past two years (one page or less per reference). Make sure to include the name, address, and current phone number, as well as the other information requested. Please also provide copies of evaluation forms from at least two programs which you have previously presented. (PANO assumes you have obtained permission from these clients to share this information.)

REFERENCE #1

Name of Client: _____ Organization: _____
Address: _____
City/State/Zip: _____
Current Phone: _____ Fax: _____ Email: _____
Dates of Project: _____

Please briefly describe the nature of the consulting or training project and the type of agency served.

(Please limit response to 100 words.)

REFERENCE #2

Name of Client: _____ Organization: _____
Address: _____
City/State/Zip: _____
Current Phone: _____ Fax: _____ Email: _____
Dates of Project: _____

Please briefly describe the nature of the consulting or training project and the type of agency served.

(Please limit response to 100 words.)

REFERENCE #3

Name of Client: _____ Organization: _____
Address: _____
City/State/Zip: _____
Current Phone: _____ Fax: _____ Email: _____
Dates of Project: _____

Please briefly describe the nature of the consulting or training project and the type of agency served.

(Please limit response to 100 words.)

Specialties and Expertise

Please **check the boxes** that you consider to be your specialty. The box(es) that you check should reflect your areas of expertise not areas of experience. **Please Note:** PANO does not currently provide programming in all of these areas, but that does not mean that we might not do so in the future. We will gather this information and utilize it to potentially create new training programs and/or to fulfill requests for specific training programs.

ADVOCACY & PUBLIC POLICY

- | | |
|---|--|
| <input type="checkbox"/> Legislative Process | <input type="checkbox"/> Federal Nonprofit Legislation/Regulations |
| <input type="checkbox"/> Regulatory Process | <input type="checkbox"/> State Nonprofit Legislation/Regulations |
| <input type="checkbox"/> Government Affairs/Relations | <input type="checkbox"/> Local Nonprofit Legislation/Regulations |
| <input type="checkbox"/> Media/Training | <input type="checkbox"/> Other _____ |

FINANCIAL MANAGEMENT

- | | | |
|---|--|--|
| <input type="checkbox"/> Accounting and Reporting | <input type="checkbox"/> Budgeting | <input type="checkbox"/> Cash flow analysis |
| <input type="checkbox"/> Cost benefit analysis | <input type="checkbox"/> Facilities management | <input type="checkbox"/> Financial policies & procedures |
| <input type="checkbox"/> Internal controls | <input type="checkbox"/> Investment management | <input type="checkbox"/> Policy development |
| <input type="checkbox"/> Other _____ | | |

FUNDRAISING AND RESOURCE DEVELOPMENT

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Annual campaign | <input type="checkbox"/> Capital Campaigns | <input type="checkbox"/> Corporate donations | <input type="checkbox"/> Earned income |
| <input type="checkbox"/> Endowments | <input type="checkbox"/> Feasibility studies | <input type="checkbox"/> Foundations | <input type="checkbox"/> Grant writing |
| <input type="checkbox"/> Grassroots fundraising | <input type="checkbox"/> Income planning | <input type="checkbox"/> Individual gift solicitation | <input type="checkbox"/> Major gifts |
| <input type="checkbox"/> Planned giving | <input type="checkbox"/> Proposal writing | <input type="checkbox"/> Special events | <input type="checkbox"/> Sponsorships |
| <input type="checkbox"/> Policy development | <input type="checkbox"/> Other _____ | | |

GOVERNANCE AND BOARD STRUCTURE

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Board development | <input type="checkbox"/> Bylaws | <input type="checkbox"/> Organizational structure | <input type="checkbox"/> Roles and responsibilities |
| <input type="checkbox"/> Policy development | <input type="checkbox"/> Conflict resolution | <input type="checkbox"/> Board and staff team work | <input type="checkbox"/> Board retreat facilitation |
| <input type="checkbox"/> Board retreats | <input type="checkbox"/> Committee development | <input type="checkbox"/> Board composition/ diversity | |
| <input type="checkbox"/> Other _____ | | | |

HUMAN RESOURCES AND PERSONNEL

- | | | |
|--|--|--|
| <input type="checkbox"/> Benefit plans | <input type="checkbox"/> Job descriptions | <input type="checkbox"/> Policies/ evaluation |
| <input type="checkbox"/> Staff development | <input type="checkbox"/> Policy development | <input type="checkbox"/> Volunteer/Intern management |
| <input type="checkbox"/> Pension planning | <input type="checkbox"/> Salary administration | <input type="checkbox"/> Staffing structure/plan |
| <input type="checkbox"/> Executive search | <input type="checkbox"/> Diversity | <input type="checkbox"/> Other _____ |

INFORMATION TECHNOLOGY

- | | | |
|---|--|--|
| <input type="checkbox"/> Data collection/analysis | <input type="checkbox"/> Technology plans | <input type="checkbox"/> Computer repair & support |
| <input type="checkbox"/> Policy development | <input type="checkbox"/> Database design | <input type="checkbox"/> Website design |
| <input type="checkbox"/> Network management | <input type="checkbox"/> Software training | <input type="checkbox"/> Other _____ |

LEADERSHIP DEVELOPMENT

- | | | |
|--|---|--|
| <input type="checkbox"/> Change Management | <input type="checkbox"/> Executive Coaching | <input type="checkbox"/> Executive Leadership Skills |
| <input type="checkbox"/> Ethics | <input type="checkbox"/> Leadership development | <input type="checkbox"/> Other _____ |

LEGAL

- | | | |
|---|---|--|
| <input type="checkbox"/> Contracts | <input type="checkbox"/> Incorporation | <input type="checkbox"/> Regulatory/reporting requirements |
| <input type="checkbox"/> Employment law | <input type="checkbox"/> Tax Exemption | <input type="checkbox"/> Landlord/tenant relations |
| <input type="checkbox"/> Merger | <input type="checkbox"/> Policy development | <input type="checkbox"/> Other _____ |

LONG AND SHORT RANGE PLANNING

- | | | |
|---|--|---|
| <input type="checkbox"/> Annual planning | <input type="checkbox"/> Community needs assessments | <input type="checkbox"/> Management audit |
| <input type="checkbox"/> Program planning | <input type="checkbox"/> Organization evaluation | <input type="checkbox"/> Strategic planning |
| <input type="checkbox"/> Policy development | <input type="checkbox"/> Other _____ | |

MARKETING AND PROMOTIONS

- | | | |
|--|--|---|
| <input type="checkbox"/> Stakeholder surveys | <input type="checkbox"/> Collaterals and promotional materials | <input type="checkbox"/> Marketing plans |
| <input type="checkbox"/> Media relations | <input type="checkbox"/> Press conferences | <input type="checkbox"/> Public relations |
| <input type="checkbox"/> Video tapes/films | <input type="checkbox"/> Policy development | <input type="checkbox"/> Other _____ |

ORGANIZATIONAL DEVELOPMENT

- | | | | | |
|--------------------------------------|-----------------------------------|---------------------------------|---|---|
| <input type="checkbox"/> Dissolution | <input type="checkbox"/> Start-up | <input type="checkbox"/> Merger | <input type="checkbox"/> Interim leadership | <input type="checkbox"/> Policy development |
| <input type="checkbox"/> Other _____ | | | | |

PROGRAM EVALUATION

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Mission/ vision | <input type="checkbox"/> Evaluation | <input type="checkbox"/> Feasibility studies | <input type="checkbox"/> Goals and objectives |
| <input type="checkbox"/> Issue research | <input type="checkbox"/> Program development | <input type="checkbox"/> Program outcomes | <input type="checkbox"/> Policy development |
| <input type="checkbox"/> Other _____ | | | |

STANDARDS FOR EXCELLENCE – ETHICS & ACCOUNTABILITY

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Mission and Program | <input type="checkbox"/> Governing Body | <input type="checkbox"/> Conflict of Interest | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Financial and Legal | <input type="checkbox"/> Openness | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Public Affairs & Public Policy |

***Note:** If you are interested in becoming a Standards for Excellence Trainer, additional training is required.

VOLUNTEER MANAGEMENT

- | | | | |
|--|--------------------------------------|---|---|
| <input type="checkbox"/> Risk and Liability | <input type="checkbox"/> Evaluation | <input type="checkbox"/> Committees | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Recruitment/Retention | <input type="checkbox"/> Recognition | <input type="checkbox"/> Community Organizing | |
| <input type="checkbox"/> Staff/Volunteer Relations | | | |
| <input type="checkbox"/> Other _____ | | | |

WORK SKILLS DEVELOPMENT

- | | | | |
|-------------------------------------|--|--|---------------------------------------|
| <input type="checkbox"/> Stress | <input type="checkbox"/> Time Management | <input type="checkbox"/> Communication | <input type="checkbox"/> Facilitation |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Other _____ | | |

List your top 5 specialty areas in order of preference

- 1.
- 2.
- 3.
- 4.
- 5.

Proposed Training Session

1. **Title** (up to 69 characters).
2. **Level of Complexity** (Introductory (0-2 years in field), Intermediate (3-5 years), Advanced (6 or more years), or All)
3. **Training Program Description** (a single paragraph of up to 250 words) as you would like it to appear on the program flyer and website. In a single paragraph, describe your training program. See our current program listing for examples. It might start out posing questions about problems your target audience might be facing. Include the program objective(s) (what participants will know or be able to do by participating in your training program), why people should attend and what they will get out of it, the topics covered, the job titles of the target audience, what prerequisites a participant should have. To manage participant expectations, you may want to clarify both what the program is as well as what the program is NOT. (For example, "This is a program about using QuickBooks, not a program about Accounting.")
4. **Full Name(s) and Title(s) of Trainer(s)** (as you would like them to appear on the printed program materials and on our website).
5. **Trainer Bio(s)** Please provide at least one brief biography (bio) of no more than 50 words in length for our program flyers. If you choose to do so, you can submit a longer bio of no more than 250 words in length for the program page on our website. PANO programs are not commercials for your organization. That said, your bio is your opportunity to promote yourself and/or your organization. Use your bio to demonstrate how you and/or your organization are uniquely qualified to present this training program and, perhaps, serve the nonprofit community. If you are team teaching, please provide a bio for each trainer. (No instructor substitutions without prior consent of PANO, *please*.)