

# Arkansas Department of Human Services: Division of Volunteerism Training Overview

## ORGANIZATIONAL CAPACITY

- ◆ Needs Assessment
- ◆ Nonprofit Board Development and Governance
- ◆ Nonprofit Management
- ◆ Applying for Nonprofit Tax Exempt Status
- ◆ Effective Committee Involvement
- ◆ Risk Management

## FINANCIAL CAPACITY

- ◆ Organizational Assessment
- ◆ GrantStation Research
- ◆ Grant Seeking and Writing
- ◆ Fund Raising

## NETWORKING CAPACITY

- ◆ Public Relations Development
- ◆ Public Speaking
- ◆ Community Collaboration

## OUTREACH CAPACITY

- ◆ Communication Development
- ◆ Volunteering: Professional Enrichment

## PROGRAMMATIC CAPACITY (Two Areas)

### VOLUNTEER PROGRAM MANAGEMENT

- ◆ Volunteer Management 101
- ◆ Recruiting, Retaining, and Rewarding
- ◆ Screening Volunteers

### PROGRAM MANAGEMENT

- ◆ Project Planning
- ◆ Developing and Managing Faith Based Ministries and Community Organizations
- ◆ Mentoring (Adult and Youth Programs)
- ◆ Special Events

## Life Management/Other Trainings

- ◆ Time Management
- ◆ Career Enhancement Skills
- ◆ Stress Management
- ◆ Train the Trainer
- ◆ Personality Types
- ◆ Communication Styles
- ◆ Stress Management
- ◆ Diversity Training
- ◆ Leadership Skills
- ◆ Team Building

*The mission of the Department of Human Services: Division of Volunteerism is to strengthen community resources, volunteerism and national service in Arkansas.*

*We also offer customer specific trainings addressing your particular requests. Follow up technical assistance is available following training. If you are seeking assistance in an area not addressed in this overview, please call toll free 800-482-5850 Ext. 2-7540 for assistance.*