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Pre-registration is required for all training programs.
WALK-INS WILL NOT BE ADMITTED
HEARTSAVER CPR & AED

Course Content:
This three-hour Heartsaver AED (Automated External Defibrillator) course teaches the basic techniques of adult CPR and use of an AED. Students also learn to use barrier devices in CPR and give first aid for choking in the responsive victim. The course teaches how to recognize the signs of four major emergencies: heart attack, stroke, cardiac arrest and Foreign Body Airway Obstruction (FBAO).

Course Goal:
After successful completion of this course participants will be able to:

- Describe the four links in the chain of survival
- Describe the critical importance of calling 911, getting an AED, starting CPR and performing defibrillation
- Recognize a heart attack, stroke, cardiac arrest and FBAO
- Discuss the importance of CPR and AED operation
- Describe the proper location for placement of AED pads
- Describe situations where corrective action must be taken first, prior to defibrillation
- List the signs of cardiac and respiratory arrest
- Discuss the value of early CPR
- Demonstrate proper operation of the AED

Cost: $34
Instructors: James Walsh, Rita Walsh, Jesse Manso, CCAC

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<td>9:30AM-12:30PM</td>
<td>CCAC Allegheny, Room VAC 201</td>
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</table>

PLEASE NOTE: No one will be permitted to enter the classroom after the start time. Participants will receive a two-year American Heart Association (AHA) card. AHA courses taken on the same day are combined on one card. Registration is limited.
BASIC FIRST AID TRAINING

Course Content:
This program covers the importance of scene safety for the rescuer, initial assessment, infection control, treatment for bleeding, shock, burns, muscle and joint injuries, head and spine injuries, bites and stings, diabetic problems, seizures, environmental emergencies, recovery positions and the Good Samaritan Law.

Course Goal:
Participants will receive an overview and basic understanding of first aid procedures. After successful completion of the class and the written examination participants will receive a two-year first aid card from the American Heart Association.

Cost: $34
Instructors: James Walsh, Rita Walsh, Jesse Manso, CCAC

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PLEASE NOTE: No one will be permitted to enter the classroom after the start time. Participants will receive a two-year American Heart Association (AHA) card. AHA courses taken on the same day are combined on one card. Registration is limited.
BODY MECHANICS: LIFTING AND TRANSFERRING

Course Content:
During this three-hour program, participants will increase their knowledge and skills for lifting, transferring and positioning clients who require assistance. Information on the anatomy of the spine, the function of the vertebrae and the ABCs of good body mechanics will also be discussed. Participants will gain an understanding of proper positioning to protect their backs and use their bodies in a safe way. Proper lifting and transferring techniques and the use of assistive devices will be explained and demonstrated.

Course Goal:
After successful completion of this course the participants will be able to:
• Demonstrate skills for lifting, transferring and positioning clients who need assistance.
• Discuss the anatomy of the spine and the function of the vertebrae.
• Explain the ABCs of good body mechanics.
• Use proper positioning to protect their backs and use their bodies in a safe way.

Cost: $28

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<td>May 19, 2015</td>
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Instructor: Loretta Lizzi, CCAC Instructor
HEALTH AND SAFETY

FIRE SAFETY TRAINING FOR MH/MR STAFF

PLEASE NOTE: This program is required by Chapter 6400 of the PA State Regulations.

Course Content:
During this three-hour course participants gain an understanding of the fire safety objectives that will enable them to provide a safe environment as identified by Chapter 6400 of the PA State Regulations. Information will be given on effective fire drill procedures and safe evacuation procedures.

Course Goal:
After successful completion of this course the participants will be able to:
• Practice effective fire drill procedures
• Review and list safe evacuation procedures as required
• Recognize the importance of smoke detectors, fire extinguishers and alarm systems
• Develop a comprehensive notification procedure.

Cost: $28  Instructor: Richard Wagner, Fire Safety Consultant

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<td>XGM-518-58302</td>
<td>June 4, 2015</td>
<td>1:00PM-4:00PM</td>
<td>CCAC Braddock Hills Center</td>
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INFECTIONAL CONTROL

Course Content:
During this three-hour course participants will be given information about the current OSHA regulations concerning blood borne pathogens and learn effective ways to prevent the transmission of infectious disease. Information will be given on the signs and symptoms of common infection and how to avoid the spread of these infections.

Course Goal:
After successful completion of this course the participants will be able to:
- Identify micro-organisms and infection
- Define blood borne and airborne pathogens in reference to the OSHA regulations
- Describe methods to use to avoid the spread of infection
- Identify the signs and symptoms of common infections.

Cost: $28
Instructors: CCAC Instructors

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<th>Location</th>
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<td>June 4, 2015</td>
<td>9:30AM-12:30PM</td>
<td>CCAC Braddock Hills Center</td>
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</table>
EMPATHIZING WITH THOSE WHO HEAR VOICES

Course Content:
This three-hour course is based on material developed by Patricia Deegan, PhD. This class opens with information about the voice-hearing experience and is based on personal experiences of individuals who hear voices. There will also be a review of current literature written on this topic. Participants will have the opportunity to use headphones to experience what distressing voices are like while given a task to perform.

Course Goal:
At the completion of this course, participants will be able to:
• Identify the symptoms associated with serious mental illness.
• Describe the experience of hearing distressing voices.
• List coping techniques for individuals who hear distressing voices.

Cost: **FREE
Instructor: Paul J. Wittman, MSW, LSW, MPA
Community Care Behavioral Health Organization

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PLEASE NOTE: Class size is limited to 30 students. No one will be permitted to enter the classroom after the start time.

** There is no tuition fee for this program. The costs associated with this program are being subsidized by Community Care Behavioral Health Organization.

SEATING IS LIMITED. REGISTRATIONS WILL BE ACCEPTED ON A FIRST COME, FIRST SERVED BASIS. WALK-INS WILL NOT BE ADMITTED.
YOUTH MENTAL HEALTH FIRST AID

Course Content:
This 8-hour course is an interactive certification training program designed to increase mental health literacy. Participants will learn the risk factors and warning signs of a variety of mental health challenges common among adolescents (including anxiety, depression, psychosis, eating disorders, AD/HD, disruptive behavior disorders and substance use disorders). Youth Mental Health First Aid is the initial help given to an adolescent showing symptoms of mental illness or a mental health crisis until appropriate professional or other help, including peer and family support, can be engaged.

Youth Mental Health First Aid is not a clinical course and is not intended for mental health experts. It is designed to provide interested people in the community with the knowledge, strategies and tactics they can use to understand, identify and respond to an individual undergoing a mental health crisis.

Course Goal:
At the completion of this course, participants will be able to:
- List the potential risk factors and warning signs of mental health challenges common among adolescents.
- Explain how to assess a mental health crisis, select interventions and provide initial help.
- Implement a five-step action plan to support an adolescent who is exhibiting signs and symptoms of mental illness or is in an emotional crisis.
- Recommend the appropriate professional, peer, social and self-help resources.

Cost: **FREE**

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<th>Time (8 hours)</th>
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PLEASE NOTE: Class size is limited to 30 students. No one will be permitted to enter the classroom after the start time.

** There is no tuition fee for this program. Students will also get a free course manual to use during class and take with them for future reference. The costs associated with this program are being subsidized by Allegheny Health Choices, Inc. (AHCI).

SEATING IS LIMITED. REGISTRATIONS WILL BE ACCEPTED ON A FIRST COME, FIRST SERVED BASIS. WALK-INS WILL NOT BE ADMITTED.
MENTAL HEALTH FIRST AID (ADULT)

Course Content:
This 8-hour course is an interactive certification training program designed to increase mental health literacy. MHFA is the initial help given to a person showing symptoms of mental illness or a mental health crisis (severe depression, psychosis, panic attack, suicidal thought and behaviors, etc.) until appropriate professional or other help, including peer and family support, can be engaged.

*Mental Health First Aid is not a clinical course and is not intended for mental health experts. It is designed to provide interested people in the community with the knowledge, strategies and tactics they can use to understand, identify and respond to an individual undergoing a mental health crisis.*

Course Goal:
At the completion of this course, participants will be able to:
- Recognize the prevalence of mental illness in the US and the emotional and economic cost
- List the potential warning signs and risk factors for depression, anxiety disorders, trauma, psychotic disorders, eating disorders and substance use disorders
- Implement a five-step action plan to help an individual in crisis connect to professional care
- Recommend the appropriate professional, peer, social and self-help resources available to help someone with a mental health problem.

Cost: **FREE**

Instructors: Jennifer Macioce and Lynn King

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**PLEASE NOTE:** *Class size is limited to 30 students. No one will be permitted to enter the classroom after the start time.*

**There is no tuition fee for this program. Students will also get a free course manual to use during class and take with them for future reference. The costs associated with this program are being subsidized by Allegheny Health Choices, Inc. (AHCI).**

**SEATING IS LIMITED. REGISTRATIONS WILL BE ACCEPTED ON A FIRST COME, FIRST SERVED BASIS. WALK-INS WILL NOT BE ADMITTED.**
CRISIS INTERVENTION: STAFF EFFECTIVENESS

Course Content
During this six-hour course participants will learn the theory and techniques that can assist in diffusing a potential crisis situation. They will receive information on the various categories of a crisis situation and learn ways they can utilize therapeutic interaction guidelines.

Course Goal:
After successful completion of this course the participants will be able to:
• Identify key points of staff effectiveness during a crisis situation
• Define crisis categories
• Develop an analysis of staff behavior during a crisis situation
• Explore de-escalation techniques that could be used in a crisis situation

Cost: $39
Instructor: Loretta Lizzi, CCAC

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* Class time includes one hour for lunch to be scheduled at the discretion of the instructor.

CRISIS INTERVENTION: STAFF EFFECTIVENESS REVIEW

Course Content
During this three-hour course participants will review staff behavior, defining categories of a crisis by identifying, understanding and documenting problem behaviors. Communication skills and basic safety technique procedures will be reviewed through group work.

Course Goal:
After successful completion of this course the participants will be able to:
• Review key points of staff effectiveness training as taught in previous trainings
• Solve behavior problems through exercises using role-playing situations
• Describe the guidelines for therapeutic interactions
• Demonstrate the de-escalation techniques that can be used in problem behaviors

Cost: $28
Instructor: Loretta Lizzi, CCAC

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<td>9:30AM-12:30PM</td>
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CRISIS INTERVENTION ANNUAL TRAINER UPDATEs

- Conducted by national training specialists from the Devereux Foundation.
- Participants will receive recertification verifying their status as a Crisis Intervention Trainer in good standing.

CRISIS INTERVENTION STAFF SAFETY/PERSONAL EMERGENCY INTERVENTION ANNUAL REVIEW

Cost: $430
Devereux Instructors

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<th>Time (7.5 hours)</th>
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<tr>
<td>XGM-828-58302</td>
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CRISIS INTERVENTION STAFF EFFECTIVENESS TRAINERS ANNUAL REVIEW

Cost: $215
Devereux Instructors

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<td>XGM-829-58302</td>
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CRISIS INTERVENTION SAFETY TECHNIQUES TRAINERS ANNUAL REVIEW

Cost: $215
Devereux Instructors

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<td>CCAC North, Room 3002</td>
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This is recertification training. Only Crisis Intervention trainers may attend. For more information or to receive an enrollment packet by mail, please contact Susan Kennedy:
- By phone at 412-237-6587
- Via email at skennedy@ccac.edu
INTRODUCTION TO CAREERS IN GRANT WRITING

Course Content
This three-hour course will provide information about opportunities, requirements, rewards and a 10-step career building plan for professionals who want to use their writing skills to raise funds for nonprofit organizations. Students will create a plan for grant training and professional development.

Course Goal:
After successful completion of this course the participants will be able to:
• Understand the role of grants as a tool for change, and the role of grant writers in nonprofit organizations.
• Recognize the various job titles and career opportunities that people with grant writing skills can attain, and corresponding financial compensation at entry level, professional and expert levels of experience.
• Appreciate the meaningful aspects of grant writing.
• Understand the learning curve and importance of quality feedback to the skill attainment process.
• Create a plan for grant training and professional development.

Cost: $40
Instructor: Eartha Sewell

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GRANT WRITERS’ SERIES

FUNDAMENTALS OF GRANT SEEKING

Course Content
This three-hour class provides an introduction to the process, language, proposal formats and writing styles, as well as the customs and courtesies, of grant seeking for nonprofit organizations. Students will learn how to establish objectives, goals, project timelines and more. Discussion will also include a review of the main steps in the grant seeking process and suggestions on successful ways to approach foundations, organizations and individuals for funding. The class is held in a computer lab in order to facilitate real-time hands-on learning. Although previous knowledge of grant writing is not required, students may find the learning experience more valuable if they have some grant or nonprofit experience.

Course Goal:
After successful completion of this course the participants will be able to:
• Understand the societal and philanthropic context for grant seeking.
• Understand who is eligible for grants (grant seekers) and what entities offer grants (grant makers).
• List the main steps in the grant seeking process.
• Identify the proposal formats and documents that are typically prepared by grant writers.
• Explain the basic parts of a grant proposal and the information contained in each section.
• Understand the technical use of language, especially jargon, employed in grant proposals.
• Identify the style choices and flexibility required to write grant proposals and fundraising documents, as well as writing aids that must be used by the grant writer.
• Appreciate the expertise, resources, and role of program officers and foundation staff, as well as the relationship-building process between grant seekers and grant makers.
• Understand the post-award responsibilities of grant stewardship.

Cost: $40
Instructor: Janet Emery

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<td>CCAC Allegheny, 214 Byers Hall</td>
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PREPARING COMMON GRANT PROPOSALS

Course Content
This three-hour class provides an introduction to writing and preparing the Common Grant Application Format proposal utilized by the “Grantmakers of Western Pennsylvania.” Writing sessions in the computer classroom will take participants through the step-by-step process of drafting a Common Grant proposal. Some points that will be covered in class are: learning and following guidelines of the Common Grant Application, adequate budget objectives, effective methods of preparation and submission. The class is held in a computer lab in order to facilitate real-time, hands-on learning. Some previous grant writing experience is recommended.

Course Goal:
After successful completion of this course the participants will be able to:
• Review and follow guidelines for the Common Grant Application.
• Assemble organizational information and data required to prepare a Common Grant.
• Quickly outline, format and insert sections of the proposal.
• Write logical and persuasive statements linking parts of the proposal.
• Prepare an adequate budget.
• Describe and discuss effective and acceptable methods of preparing, submitting and tracking a template grant proposal to multiple funders.

Cost: $40
Instructor: Janet Emery

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GRANT WRITING LAB

Course Content
During this two-day, four-hour class students will receive knowledge and tools to begin preparing their own grants. Because many students have not done grant writing before, they will have questions as they get under way which may cause delays in submitting a grant proposal. These labs will provide the next step in the process.
Day 1 – Students will bring an actual grant proposal they are working on (in draft format). The instructor and others in the class will critique them, assist in editing and provide helpful feedback.
Day 2 – Students will use the information learned during the first day and incorporate the feedback to revise and polish their proposal. During Day 2, the instructor and class will provide additional critique, feedback and suggestions for editing that will enable students to finalize their proposals and get them ready for submission. Completion of the “Fundamentals of Grant Seeking” class or previous grant writing experience is required.

Course Goal:
After successful completion of this course the participants will be able to:
• Formulate thoughts and ideas for proposal.
• Examine proper vocabulary to write a more effective proposal.
• Search on line for various samples and ideas to extrapolate and add to their needs.
• Incorporate feedback for a more polished proposal.
• Finalize and develop an actual grant proposal they could use for their organization.

Cost: $45
Instructor: Eartha Sewell

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VOLUNTEER MANAGEMENT

VOLUNTEER MANAGEMENT: FROM START TO SUCCESS

Course Content
This three-hour course is designed for the administrator of volunteer services who has minimal experience in the field of volunteer management. This course will discuss the role and responsibilities of a volunteer manager, the elements of a successful volunteer program, recruiting, interviewing and placing volunteers, effective supervision and troubleshooting. A number of resources will be discussed that will help volunteer managers develop and implement their program.

Course Goal:
After successful completion of this course the participants will be able to:
• List the roles and responsibilities of a volunteer manager.
• Discuss the elements of a successful volunteer program.
• Identify various skills needed for recruiting, interviewing and placing volunteers.
• Recognize the necessity for effective supervision.
• List several techniques for troubleshooting problems.
• Cite a number of resources to help develop and implement a volunteer program.

Cost: $40
Instructors: Sylvia Lynn and Randy Detweiler

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BUILDING ONE VOLUNTEER COMMUNITY: RECRUITING ALL GENERATIONS

Course Content
This three-hour course will educate participants on how to bring everyone together to benefit their nonprofit organization. All six current generations will be discussed – the G.I. Generation, the Silent Generation, Baby Boomers, Generation Jones and Generation X, Y, and Z. Participants will learn how to effectively and respectfully manage this mixture of ages, individuals, values and views to make them assets for the organization.

Course Goal:
After successful completion of this course the participants will be able to:
• Identify and understand each generation; their strong points, their ideals and other pertinent information to help them relate to each group.
• Recognize strong points of each generation and where to utilize their strengths.
• Determine goals and choose activities for all volunteers in each generation.
• Understand when to encourage intergenerational cooperation and when to separate projects/duties.
• Use various ways to celebrate volunteer actions of all groups, as well as to recognize the various generations.
• Develop effective strategies for attracting, retaining and working with all generations.

Cost: $40
Instructors: Sylvia Lynn and Randy Detweiler

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<td>April 9, 2015</td>
<td>6:30PM-9:30PM</td>
<td>CCAC Allegheny, 320 Byers Hall</td>
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CREATING A VOLUNTEER HANDBOOK

Course Content
This three-hour course is designed to provide participants with the information they need to create and organize a volunteer handbook for their nonprofit. Discussion will focus on the need for this valuable tool that will help agencies retain volunteers, assist them in achieving program goals, enhance their relationships with volunteers and provide significant risk management protection.

Course Goal:
After successful completion of this course the participants will be able to:
• Understand the structure of a volunteer handbook and the elements included in the content.
• Customize a volunteer handbook that addresses all the important aspects of the organization’s volunteer program.
• Identify which points are important for their specific nonprofit and where to put this information in their handbook.
• Develop policy and procedure manuals that effectively articulate the purpose and intent of key policies which will be understood by all volunteers.
• Create and utilize individualized forms within their nonprofit’s handbook.

Cost: $40
Instructors: Sylvia Lynn and Randy Detweiler

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<th>Course #</th>
<th>Date</th>
<th>Time (3 hours)</th>
<th>Location</th>
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<td>May 13, 2015</td>
<td>6:30PM-9:30PM</td>
<td>CCAC Allegheny, 320 Byers Hall</td>
</tr>
</tbody>
</table>
FUNDRAISING BASICS –
DEVELOPING THE ANNUAL FUND PROGRAM

Course Content
This three-hour class takes a “hands-on” approach to learning in order to provide information and ideas on how to apply fundraising basics to create a blueprint for success. As annual giving is considered the essential foundation upon which to build, participants will learn how to develop an effective annual fund program. The underlying planning process, complete with goal setting and the components of a good plan, will be explored as well as the basics of gift giving. Students will conduct on-line, real time research for collecting available data.

Course Goal:
After successful completion of this course the participants will be able to:
• Describe and identify the points to develop an effective annual fund program.
• Analyze the components of a good plan and how to incorporate it into their annual fund.
• Determine which strategies to use and when to use them.
• Utilize the annual fund to support a total development program.
• Assess the cost efficiency and effectiveness of their annual fund.
• Conduct on-line research to collect data.

Cost: $40  Instructor: Janet Emery

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<th>Course #</th>
<th>Date:</th>
<th>Time (3 hours)</th>
<th>Location</th>
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<tr>
<td>XGM-757-58301</td>
<td>April 8, 2015</td>
<td>9:00PM-12:00PM</td>
<td>CCAC Allegheny, 214 Byers Hall</td>
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</tbody>
</table>
INDIVIDUAL GIVING BASICS –
DEVELOPING EFFECTIVE RELATIONSHIPS

Course Content
In this three-hour class participants will focus on the various areas encompassed in individual giving. Students will be given instructions on how to develop a planning process for major gift giving, create a gift-range chart, accurate record keeping files and other important internal processed within a nonprofit.

Course Goal:
After successful completion of this course the participants will be able to:
• Develop a planning process to solicit individuals for major gift giving.
• Expand their nonprofit’s financial means and options to develop donors.
• Utilize the basics of gift giving by creating gift-range charts for planning.
• Identify the case for prospective relationships with donors.
• Put into action internal processes to ask for gifts, record accurately and thank donors promptly and appropriately.

Cost: $40  Instructor: Janet Emery

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<tr>
<th>Course #</th>
<th>Date</th>
<th>Time (3 hours)</th>
<th>Location</th>
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<td>April 13, 2015</td>
<td>1:00PM-4:00PM</td>
<td>CCAC Allegheny, 320 Byers Hall</td>
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</table>
CCAC’s Professional Development Programs

COST
At CCAC, we are very aware of the budget constraints that many organizations are experiencing. With this in mind, we remain committed to keeping cost of classes, workshops and customized trainings affordable. We look forward to working with you to offer programs to meet your needs for a nominal cost.

The cost of our classes varies. All prices are listed with the course descriptions.

Pre-registration is required for all training programs. No walk-ins, please.

PAYMENT OPTIONS
Check or money order – Participants may register for any class offered by submitting the accompanying Non-Credit Registration Form (page 26) with payment. A copy of the form may also be used. Registration forms MUST be signed and dated. Please remember to include your birth date on the form (or your CCAC student ID, if known).

If you mail in your registration, please include a check or money order to cover the cost of the classes you plan to attend. Make your check or money order payable to CCAC. DO NOT send cash through the mail.

Completed forms and payment may be submitted by mail to:

Professional Development Program Coordinator
CCAC–Allegheny Campus
808 Ridge Avenue Byers 202
Pittsburgh, PA 15212-6097

Payment by check, cash or money order can also be made in person by visiting any CCAC campus between 9:00AM and 4:00PM, Monday through Friday.

Credit card – Because CCAC cares about your privacy, we cannot process credit card information by mail. You may pay by credit card using one of the following registration methods:

• By phone -- Call CCAC’s non-credit registration line at 412-369-3701.
• Online -- Go to CCAC’s online store at http://shopcommunityed.ccac.edu/.
  o For Nonprofit Professional Development Programs, choose “Professional Development” from the topic list on the left.
  o For Human Services Staff Development choose “Human Services” from the topic list on the left.
  o Then choose the courses you are registering for and add them to your shopping cart. Follow the prompts to complete the registration process.
REGISTRATION AND PAYMENT

Third party billing—Your agency or organization can make arrangements to be invoiced for training taken through CCAC’s Professional Development training program. Your employer may initiate this registration and invoicing process by completing and submitting CCAC form “Employer/Agency Payment of Tuition/Expense Agreement” (page 27). Click on the link below to access the form or go to CCAC’s home page at www.ccac.edu and keyword search “expense agreement.”

http://www.ccac.edu/files/PDF_Document/0a5ac35612ac44a7b02e6d438eefa2aa.pdf

Instructions for completing the “Expense Agreement” form:

- In the top section of the form, fill in organization name, address and contact information.
- In the second section, you are agreeing to pay 100% of:
  - √ Tuition
  - √ Term (Check the current term.)
  - √ Non-Credit Courses Only (Provide specific course titles and course numbers.)
- In the bottom section, provide a list of employee names. Use birthdates instead of Social Security numbers.
- Sign and date the bottom of the form.
- Fax the “Expense Agreement” form and completed registration forms to:
  - Andy Vey at CCAC Student Accounts -- Fax: 412-369-4170
- Please note: New “Expense Agreement” forms must be completed and submitted every semester.

IMPORTANT: If you are registered for a class but are unable to attend, you must notify CCAC to cancel/withdraw from the class by the end of the last business day before the class starts. To withdraw from a class, call CCAC at 412-237-6587 and provide your name, the course title, date and time. Your organization will be billed for “no show” students who do not cancel with CCAC in advance.

REFUND POLICY

In order to receive a refund for any fees paid in advance, students who wish to withdraw from a class must do so by the end of the last business day before the class starts. To withdraw from a class, call CCAC at 412-237-6587 and provide your name, the course title, date and time. Please allow three to four weeks for processing of your refund. Refunds will be in the form that the original payment was made.

CANCELLATION POLICY

If CCAC cancels a class for any reason, a 100% refund of tuition will be given. Please allow three to four weeks for processing of your refund. Refunds will be in the form that the original payment was made.

QUESTIONS For questions and information regarding training, please call 412.237.6587.
CCAC will work with you to develop customized training solutions to meet your needs. If you’ve identified a specific area for training that would benefit your staff but don’t know how to make it happen, call CCAC. We’ll work with you to:

- Develop curriculum and program content,
- Identify qualified, experienced instructors, and
- Provide all of the support you need for program implementation.

Our customized training programs are affordable and can be conducted on-site at your location at a date and time that’s convenient for your staff. We can design programs to meet your staff development needs on a variety of topics. Here’s just a sample of the kinds of programs we can help you with:

- Leadership and supervisory skills
- Team building
- Staff management and coaching
- Intellectual disabilities
- Behavioral health
- Autism
- Grant writing
- Fundraising basics
- Volunteer management
- Children, youth and families
- Substance abuse
- Aging

Any of the courses in this catalog can also be conducted on-site. Just let us know what, where and when and we’ll handle all of the details.

To discuss training solutions for your organization or to schedule an on-site program, please call CCAC’s Professional Development Program Coordinator at 412-237-6587 or email skennedy@ccac.edu.
CERTIFICATES
Upon completion of every course, participants will receive a Certificate of Completion indicating the title of the training program, the date(s) and number of training hours. It will be the participant’s responsibility to provide the certificates to their respective employers.

CLASS ATTENDANCE
- All participants should plan to arrive on time and stay for the duration of the class in order to receive full credit for their participation in the class.
- Instructors should use their discretion on not accepting students who are more than fifteen (15) minutes late for attendance.
- A participant’s signature must be on the attendance sheet for each class - or no credit will be given for attendance without a signature.

NONDISCRIMINATION POLICY
The college does not discriminate based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, sexual orientation, disability, marital status, familial status, veteran status, age or use of a guide or support animal because of blindness, deafness or physical disability of any individual. Questions may be addressed to diversity@ccac.edu.

Individuals with disabilities who are requesting accommodations should contact the Supportive Services for Students with Disabilities office at 412.469.6215. This publication is available in alternate formats; contact 412.469.6215.
Community College of Allegheny County----Allegheny Campus
808 Ridge Avenue, Pittsburgh (North Shore), PA 15212
For directions, please call: 412.237.2525 or 412.237.6587
*Parking is available in the student lot across from F.L. Haus Co. on Ridge Avenue.*

Community College of Allegheny County----Boyce Campus
595 Beatty Road, Monroeville, PA 15146
For directions, please call: 724.327.1327 or 412.371.8651
*Parking is available on campus. For your convenience, please consider the following parking suggestions:*
  * For rooms W405, W407, W413-415 and other rooms in the west wing, drive around to the side of the building to park in the west lot and enter the building through the west entrance.
  * For rooms N480, N524 and other rooms in the north wing, drive around to the back of the building to park in the north lot and enter the building through the north entrance.*

Community College of Allegheny County----Braddock Hills Center
250 Yost Boulevard, Pittsburgh, PA 15221
For directions, please call: 412.271.0201
*Parking is available in the parking lot in front of the building.*

Community College of Allegheny County----North Campus
8701 Perry Highway, Pittsburgh, PA 15237 (McCandless Township in the North Hills)
For directions, please call: 412.366.4700
*Parking is available on campus.*
## Non-Credit Registration Form

**Allegheny Campus**  412.237.4889  
**Boyce Campus**  724.325.6700  
**North Campus**  412.369.3736  
**South Campus**  412.469.6359  
**Public Safety**  412.237.2500  
**West Hills Center**  412.788.7500  

**Mr**  
**Ms**  

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<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
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<th>Alternate Phone</th>
<th>Email Address</th>
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**Date of Birth (Required)**

- Month
- Day
- Year

**U.S. Citizenship** (Check one)

- Yes
- No

**Residency Status** (Check one): Domicile shall mean a person's true, fixed and permanent home, to which one intends to return after being absent.

- In Allegheny County
- Out of Allegheny County
- Out of Allegheny County with no Community College (Armstrong, Greene, Somerset & Washington counties)
- Out of State

**We're always open on the Web! [www.ccac.edu]**

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<thead>
<tr>
<th>TERM</th>
<th>Course #</th>
<th>Course Title</th>
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**Special Accommodations:**

- Wheelchair
  - Yes
  - No
- Other ____________________________

---

**Student Signature**

**Date**

**Organization**

**PLEASE MAIL TO:**

CCAC – Professional Development Program Coordinator  
808 Ridge Avenue, Byers 202  
Pittsburgh, PA  15212-6097
EMPLOYER/AGENCY PAYMENT OF TUITION/EXPENSE AGREEMENT

(NOTICE: THIS IS A LEGALLY-BINDING CONTRACT. CONSULT WITH LEGAL COUNSEL BEFORE SIGNING)

<table>
<thead>
<tr>
<th>Company/Agency Name</th>
<th>____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Address</td>
<td>____________________________</td>
</tr>
<tr>
<td>City</td>
<td>____________________________</td>
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<tr>
<td>State</td>
<td>____________________________</td>
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<td>ZipCode</td>
<td>____________________________</td>
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<tr>
<td>Contact Person</td>
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<td>Title</td>
<td>____________________________</td>
</tr>
<tr>
<td>Phone #</td>
<td>____________________________</td>
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Agrees to pay 100% or ________________%/$dollars of the following:

- [ ] Tuition
- [ ] Fees
- [ ] Books
- [ ] Supplies

(Check only one term)
- [ ] Fall
- [ ] Spring
- [ ] 1st Summer
- [ ] 2nd Summer

(Check only one type)
- [ ] CREDIT Courses Only
- [ ] NON-CREDIT Courses Only

Specific Course/Other

**COLLEGE REGULATIONS**

1. All bills are due and payable within 30 days of invoicing.
2. All College registration and refund policies apply to this contract.
3. Any agreement between the student and the Company/Agency will have no bearing on this contract, i.e., pass/fail/reimbursement, etc.
4. In order for a Company/Agency to sponsor a student, the student must be an “employee” of the Company or client of the Agency. The college reserves the right to verify that the student is an employee of the Company or client of the Agency.
5. All out-of-county/state companies/Agencies must pay out-of-county/state tuition and fees if the student is out-of-county/state.
6. All in-county companies, who sponsor an out-of-county student, will be charged in-county rates as long as the student is an “employee” of the Company.
7. All in-county agencies, who sponsor an out-of-county student, will be charged the appropriate out-of-county rates.
8. No information pertaining to the student will be released to the Company/Agency unless the student authorizes the release in writing.
9. The College does not enter into any performance-based contracts with any Company/Agency.
10. The College will only bill for those charges not covered by other funding sources (grants, scholarships, etc.) If this policy conflicts with your policy, please attach a letter of explanation.
11. This agreement applies only as to the term checked off above. A new agreement must be executed for each term thereafter.
12. Payment must be made either by a company check or company credit card. No personal checks will be accepted as payment.

The contract must contain a list of students. Please indicate their date of birth and name on the lines below. If additional space is needed, please attach a typed list. This contract is not valid unless the appropriate employee/client box is checked.

<table>
<thead>
<tr>
<th>DOB</th>
<th>Name</th>
<th>Emp/Client</th>
<th>DOB</th>
<th>Name</th>
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</tbody>
</table>

Company/Agency agrees to unconditionally sponsor the above student(s) in accordance with the policies of the Community College of Allegheny County regarding the registration and refund process. The Company/Agency also agrees to unconditionally make the payments as set forth above. The Company/Agency agrees that the student(s) named above are third party beneficiaries of this contract. If Company/Agency defaults on this contract, Company/Agency also understands that it will not be permitted future contracts with the College.

With the intent to be legally bound, witness the due execution by the Company/Agency

<table>
<thead>
<tr>
<th>Company/Agency Signature</th>
<th>____________________________</th>
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</thead>
<tbody>
<tr>
<td>Title</td>
<td>____________________________</td>
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<td>Date</td>
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</table>

**RECEIVED BY:**

<table>
<thead>
<tr>
<th>College Signature</th>
<th>____________________________</th>
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<tbody>
<tr>
<td>Title</td>
<td>____________________________</td>
</tr>
<tr>
<td>Date</td>
<td>____________________________</td>
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</table>

**College Use:** Sponsor # __________ Sponsorship # __________ Contract # __________ Year/Term __________

**Copies:** STUDENT ACCOUNTS (White) DEPARTMENT (Canary) COMPANY (Pink)