

## Study Guide

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### 1. Welcome and Introduction

#### Welcome!

We are thrilled that you have decided to include us in your journey to success in your nonprofit career. This study guide is designed to help you navigate the course and make the most of the resources available. Whether you are looking to join a nonprofit committee or board, gain a staff position, or simply enhance your impact through nonprofits, this course will provide you with valuable insights and practical tools. You will be equipped with the skills and confidence to transition into the nonprofit sector and make a significant impact.

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## 2. Your Learning Pathway

### Understanding Your Learning Pathway

The course is designed to take you on a structured learning pathway. This pathway maps out where you are now, where you need to be, and how the course will guide you to achieve these outcomes. Here's an overview of your learning journey:

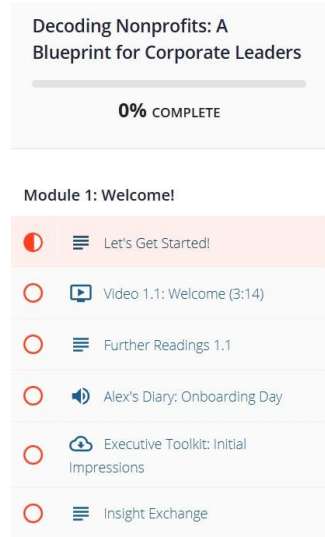
- **Starting Point:** Understanding the foundations of nonprofits and how they differ from for-profit organizations.
    - Module 1: Introduction
    - Module 2: The Basics
  - **Progression:** Learning how to transfer your for-profit knowledge in operational considerations, compliance, resource management, stakeholder engagement, and financial management into the nonprofit sector. Each module in the course builds upon the previous one, ensuring a coherent and comprehensive learning experience.
    - Module 3: Navigating Rules
    - Module 4: Harnessing Resources
    - Module 5: Engaging With Stakeholders
    - Module 6: Controlling Finances
    - Module 7: Unlocking Talent
  - **Practical Application:** Exploring how and why the application of the operational issues discussed in the course are applied to create purposeful nonprofit achievements.
    - Module 8: Harnessing Knowledge
    - Module 9: Building Credibility
    - Module 10: Charting Your Future
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### 3. Interactive Learning Tools

The course offers ways to apply the theoretical knowledge learned in each module through interactive tools:

- **Insight Exchange:** Engage with a community of fellow learners, past and present. Reflect on the course material, share experiences, and bridge your corporate expertise with the nonprofit framework through moderated discussions.
  - **Alex's Diary:** Practice what you learn with the "Essence of Life Approach," where you guide Alex, a new Executive Officer, through their first crucial days in a nonprofit position. Each module features hypothetical scenarios distilled from real-world examples, presented via audio recordings and prototypical information snippets, providing a hands-on approach to applying your course learnings.
  - **Executive Toolkit:** Your workbook is designed to help you compile your learning into a practical, personalized resource. Fill it with summaries, memory prompts, elevator pitches, and strategic models to make a strong impact as you transition into the nonprofit sector. The workbook allows you to make iterative changes, so feel free to make and change notes as you go.
  - **Mastery Moments:** At the end of each module, assess your understanding and retention of key concepts. These short, multiple-choice quizzes help ensure you're ready to move forward with confidence and fully grasp the material.
  - **Personal Planning Session:** One hour of one-on-one coaching, either in a single session or two half-hour sessions. This is your opportunity to discuss viewpoints, questions, and concerns, and to receive personalized guidance to help you engage deeply with the course material. Use this time to ensure you're fully prepared for your transition into the nonprofit sector.
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## 4. How to Progress



Each module features a series of lessons as shown in the navigation bar on the left of your screen. As you know how you best learn, you are not required to engage with the material in any particular way. However, it is recommended that you at least take a moment to review each lesson even if you feel confident in the topic.

- Briefing:** A reminder of the learning objectives the module covers and the major issues to be discussed.
- Introductory Video:** The first video in each module is a short introduction to the discussion, building upon the course and outlining what the module is about. Videos include subtitles and the opportunity to take notes within the video player. Videos include the duration in brackets.
- In-Depth Videos:** All main modules (i.e., except the first and last) contain several in-depth videos on a particular aspect of the topic. These in-depth videos also include a downloadable handout summarizing the key points in the video.
- Further Readings:** Annotations of thoughtful articles and reports from the sector to help you build your awareness of the issue outside the course. There is no expectation you will study the original article, but they are accessible via “Click to read” in case the summary is interesting to you.
- Infographics and Presentations:** Most modules include one or more infographics or presentations. These are linked from Prezi and may take a minute to download.
  - For Infographics: Click on the grey ‘full size on screen’ circle to maximize, and ‘Esc’ to shrink. Some of these include interactive options to hover your pointer over highlights for more information; or turn categories off and on for better insights.
  - For Presentations: Click ‘Start Presentation’ to begin. Click the right diagonal arrows to expand the presentation to full size on screen, and ‘Esc’ to shrink. Use the arrows at the bottom of the screen to move forward or backward through the presentation.
- Executive Toolkit:** Your workbook is provided via Wobo. It will open directly in the lesson when you enter the page. It may take a minute to do so. The workbook includes blue, ‘Back’ and ‘Next’ buttons on the workbook pages to navigate. Read the instructions and enter your notes in the boxes provided. The workbook is downloadable as a PDF at the end of the course.

- **Insight Exchange:** The discussions are on the Teachable Community page for the course, with prompt questions available on the lesson page and in the module topic in the Exchange itself. You are not limited to those questions, so feel free to discuss your own thoughts and ideas.
- **Alex's Diary:** Each module includes a practical application for you to try with Alex's Diary. There is a short audio clip to listen to, an infographic with the sort of information typically found in nonprofits. You can answer the reflection questions under the infographic in the "Post a comment" box at the base of the lesson.
- **Mastery Moment:** The multiple-choice quizzes near the end of each module are based on the information within the module itself. They may have one correct option or multiple correct answers. Click on your answer, then 'Check' to see if your answer is right. Correct answers will have the word 'correct', a green border, and a tick; while incorrect answers will have the word 'incorrect', a red border, and a cross. You must attempt each quiz but are not obligated to get a pass, as these are specifically to help you self-assess your knowledge and understanding.
- **Section Summary:** Each module concludes with a section summary that discusses what was in the module. Clicking 'Complete and Continue' will move you directly into the next module.

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## 5. Using Third-Party Plugins

There are three key third-party plugins linked directly into the course to give you the most seamless experience possible. These plugins may take a minute or two to download. If they fail to download, please navigate to the previous lesson, and click back in. If it continues, please contact student support. The third-party plugins for this course are:



**Personal planning session  
calendar**



**Infographics and  
presentations**



**Workbook**

## 6. Tips for Success

### Stay Organized

- **Set a Schedule:** Allocate regular times for course study to ensure consistent progress.
- **Take Notes:** Actively take notes during videos and readings to reinforce learning.

### Engage with the Community

- **Discussion Boards:** Participate in Insight Exchange discussions to share your experiences and learn from others.
- **Networking:** Connect with fellow learners and industry professionals to expand your network.

### Utilize Support Resources

- **Coaching Sessions:** Make the most of your personal coaching sessions by preparing questions and topics in advance.
  - **Help Desk:** Reach out to technical support if you encounter any issues with the platform or third-party plugins.
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## 7. Support and Resources

### Course Coordinator

- **Name:** Clayton S Jan
- **Email:** cjan@internode.on.net
- **Planning Session Scheduler:** <https://calendly.com/csjan>

### Learning Support

- **Discussion Boards:** Moderated by course facilitators to help guide discussions and provide insights.
  - **Resource Library:** Access a comprehensive library of additional readings, templates, and tools.
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## 8. Thank You

We hope this study guide helps you navigate the course effectively and make the most out of your learning experience.

**Welcome aboard and happy learning!**