



National Learning Community for HIV CBO Leadership

A product of Capacity for Health at the Asian & Pacific Islander American Health Forum

Course Catalog 2022

Course Title

Description

Orientation Courses

Introduction to LMS	<u>Faculty: Donovan Ramos</u> Learn the advantages of the learning management system (LMS), and how to engage with the interface.
Introduction to Learning Online	<u>Faculty: Donovan Ramos</u> Learn best practices for learning in an online environment and the basic tools of the Slack app, a free online communication tool.
EHE for CBO Managers	<u>Faculty: Dr. Michael Terry Everett, Jacobi Hunter-Wright, Adrian Neil Jr, Jamila Shipp</u> Learn about Ending the HIV Epidemic: A Plan for America (EHE), following the four pillars established by Health and Human Services: Diagnose, Treat, Prevent, and Respond. Learn to align your practices to contribute to EHE.
Core Competencies of Management	<u>Faculty: Jamila Shipp, Dana Williams</u> A foundational tool to build capacity in the core competencies of managing people, programs, and organizations needed to fulfill your agency's vision and mission.

Foundational Courses

Managing People

Talent Acquisition	<u>Faculty: Bolivar Nieto</u> Learn the concepts and techniques to effectively and efficiently explain job positions, design job descriptions, and engage in the processes of talent recruitment and selection.
Building Staff Capacity	<u>Faculty: Bolivar Nieto</u> Learn fundamental management and supervision concepts, techniques, habits, and tools that will help assess your management style, determine the best management and supervision techniques to use with staff, and build a customized management and supervision system to develop the professional development capacity of staff.
From Intention to Retention: Strategies for Engaging and Retaining Your Staff	<u>Faculty: Dr. Michael Terry Everett</u> Introductory course on the manager's role in supporting staff retention and preventing high turnover among community-based organization (CBO) staff within the HIV workforce.

Managing Programs

Bridging the Gap: Collaborations and Partnerships	<u>Faculty: Adrian Neil Jr.</u> Learn the importance of collaborations and partnerships in order to help ensure the success of HIV programs. Think about innovative ways to develop new and existing partnerships. Review the components of a mutually beneficial partnership.
Achieving Your Program Deliverables	<u>Faculty: Melanie Graham</u> An introduction on how SMART goals, logic models, work plans, and data-informed planning are necessary to achieving program deliverables. Learn how these tools can help

to communicate progress and results to their team, community, and funders.

Reaching Your Priority
Population

Faculty: Miguel Bujanda

Learn how to identify hard-to-reach populations and develop a targeted recruitment strategy through a six-question approach and segmentation to reach these populations.

Managing Organizations

Working with
Stakeholders

Faculty: Melanie Graham

Learn how to identify key stakeholders and their interests and create a plan for engaging stakeholders.

Busting the Nonprofit
Budget Mystique

Faculty: Jacob Yang-Smith

Build confidence working on the financial and budget components of program management.

Organizational Culture

Faculty: Dr. Michael Terry Everett

Learn to develop HIV workforce managers' skills and help them understand concepts and mindsets that foster organizational sustainability.

Advanced HIV Program Courses

Orientation

Continuing Your
Management Learning
Journey

Faculty: Dr. Michael Terry Everett

Learn to design your learning journey through the supplementary courses offered in the Learning Community. Learn strategies for assessing current strengths and gaps in skills, mindsets, and knowledge in each of the management domains and incorporate reflection into the learning process to maximize growth.

Managing People

Coaching

Faculty: Robin Pearce

Learn the definition of workplace coaching, how to use three core coaching skills, how to apply workplace coaching skills during supervision, how to identify workplace coaching skills in action, and how to conduct a peer coaching circle.

Interviewing

Faculty: Bolivar Nieto

Learn about the different types of interviews, interview questions, approaches to evaluating interviews, and best practices for conducting interviews.

Onboarding – From
Organizational Outsider to
Insider

Faculty: Bolivar Nieto

Learn to design formal onboarding processes that will support new employees in their transitions from being an organizational outsider to an organizational insider who is familiar with and confident in navigating a workplace's organizational culture.

Developing Job
Descriptions

Faculty: Bolivar Nieto

Learn about the key characteristics of each component of a job description: job title, job summary, purpose, job duties and responsibilities, people requirements, working conditions and environment, and call to action.

Managing Burnout

Faculty: Dr. Michael Terry Everett

Learn to manage burnout at the organizational level. Learn tools and strategies to help set up policies, procedures, and systems that promote wellness, and prevent and address burnout.

Managing Programs

Pre-Funding

Faculty: Jacobi Hunter-Wright

Learn how to apply to Notices of Funding Opportunity (NOFOs) and improve your ability to acquire federal funding for your organization. Learn to assess organizational capacities; create specific, measurable, achievable, relevant, and time-bound (SMART) goals; and

develop a logic model in response to program requirements within a NOFO.

Post-Funding

Faculty: Jacobi Hunter-Wright

Learn how to transform a logic model into an actionable work plan and then how to implement the work plan.

Managing Organizations

Change Management

Faculty: Robin Pearce, Maria Martens

Learn how to implement a change management framework developed by the Harvard Business School.

What to Expect When
Managing Budgets

Faculty: Jacob Yang-Smith

Learn how to use Notices of Funding Opportunities (NOFOs), Requests for Proposals (RFPs), and Notices of Awards (NOAs) to inform budget management; how to estimate expenses to build a program budget; and when and how to adjust budget expenses.