



ASTD Golden Gate Chapter

Community Outreach Program

Training strengthens the capabilities of Bay Area non-profits.



"A training session by the ASTD Community Outreach Program volunteers helped the Council's staff hone our skills and gave us new tools to help us work more efficiently."

- Karen Kidwell
Development Director, Bay Area Ridge Trail Council

How We Help Nonprofit Organizations

The Community Outreach Program (COP) provides four-hour workshops that help nonprofits increase the effectiveness of their employees, their managers and their organizations. These workshops are tailored to the organization's needs and are conducted at your worksite for your employees.



Who We Are

We are members of the ASTD (American Society for Training & Development) Golden Gate Chapter (ASTD-GGC), a nonprofit organization with more than 200 members. Our Community Outreach Program volunteers include human resource specialists, instructional designers, organizational development practitioners, technical trainers and educators.



"Not only did our COP mentor help us develop a workshop which incorporated learning theory in a way we hadn't been able to before, she showed us how to develop documentation and package everything so that others can put on the same great workshops elsewhere. Thank you Community Outreach Program!"

- Helen Seal
Associate Director, Healthy and Secure Computing, CompuMentor



How Your Organization Can Benefit from Training

No matter what the need—increasing staff retention, improving performance or morale, or fine-tuning critical skills—ASTD-GGC Community Outreach Program professionals can help. Our mission is to build strength within the nonprofit community. Our dedicated volunteers carefully evaluate your needs, then provide you with a customized professional training session at a fraction of the typical cost. We are passionate about training and dedicated to making a difference.



Workshop Topics:

- ✓ Career Management
- ✓ Communication Skills
- ✓ Conflict Resolution
- ✓ Customer Service
- ✓ Diversity/Cross-Cultural Training
- ✓ Group Facilitation
- ✓ Management Development
- ✓ Planning and Conducting Effective Meetings
- ✓ Sexual Harassment
- ✓ Stress Management
- ✓ Supervisory Skills
- ✓ Team Building
- ✓ Time Management
- ✓ Training Design
- ✓ Design Your Own Training
- ✓ Large Group Facilitation

How We Can Help Your Nonprofit

Typically, COP workshops last four hours—although they can range from two to eight hours—and they may be attended by up to 25 participants. A COP program has two steps: free needs solution development and implementation. First, we meet with you to analyze your organization's needs, free of charge. Second, once we determine that training is the best course of action, we prioritize your training options and focus on a solution. Finally we design, develop and deliver a workshop tailored to your requirements. To ensure the best results from your investment, we conduct the training at your worksite, helping to insure our training is productive and effective.

The cost of a four-hour workshop (including assessment, design, development and delivery) is a \$300 contribution to the ASTD-GGC. Depending on the needs of your organization, you can contract with us to provide multiple on-site workshops.

The Community Outreach trainers from ASTD-GGC were so helpful in supporting our staff during our six month long organization transition. They used the 'appreciative inquiry' approach, which focused us on what we do well and brought staff together. When the dust settled, everyone was engaged, committed and feeling positive about the future."

- Gina Moreland
Executive Director, Habitot Children's Museum



Contact us:

volunteer_astdcop@astdgoldengate.org (for potential volunteers)
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