



SISTERS OF CHARITY FOUNDATION  
*of South Carolina*

## Learning Academy

# 2009 Team Skills Workshop

### Philosophy

As good stewards, it is the desire of the Sisters of Charity Foundation of South Carolina to provide a diverse population of nonprofit organizations addressing poverty in South Carolina with the opportunity to expand their skills and knowledge and enhance educational access, while cultivating personal and organizational responsibility and capacity.

The purpose of the Foundation's Learning Academy is to leverage training and educational opportunities for the capacity building needs of multiple nonprofit organizations in the state of South Carolina.

The Learning Academy strives to develop intentional individuals and organizations who are empowered, informed and responsible, provide learning environments that integrate emerging trends and innovation and promote continuous learning.

### Who Should Apply?

This workshop is designed for executive directors, managers, supervisors and staff who are interested in developing and sharpening skills that will enhance their ability to work as a member of a team for the benefit of the entire organization.

### About the Workshop

*Wednesday, October 21 from 10 a.m.-4 p.m.*

*(Registration begins at 9:30 a.m.)*

*Sisters of Charity Foundation of South Carolina Office*

The familiar saying "none of us is as smart as all of us" is a great summary of the recognized value of teamwork in achieving the highest level of camaraderie, efficiency and productivity of any organization. This workshop will provide the basic tools to enhance working relationships which, in turn, increases efficiency and productivity. Learn what makes a good team, how to achieve maximum potential and individual and team goals to get there.

### About the Facilitator

*Maxine R. Sumpter, M.Ed.*

Maxine R. Sumpter has over 25 years of experience as a nonprofit consultant specializing in training, human resources and grant/proposal writing and reviewing. She also has over 30 years of experience in higher education and government, serving as a college faculty member and department head in the area of career development, and as a deputy human resource director. She holds both a bachelor's degree and a Master of Education from the University of South Carolina, and is a graduate of the South Carolina Executive Institute.

To allow more interaction and learning opportunities, each workshop is limited in size. Participation in the workshop is determined by a selective process. The selection process requires the submission of a completed application form for each person seeking attendance.

Please mail, fax or e-mail your application to Katrina Spigner at the Sisters of Charity Foundation of South Carolina:

2711 Middleburg Drive | Suite 115 | Columbia, SC 29204  
o: 803.254.0230 | f: 803.748.0444 | kspigner@sistersofcharitysc.com

**APPLICATION DEADLINE:**  
**October 2, 2009**

Applicants will be notified of decisions  
October 12, 2009.



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Name \_\_\_\_\_

Current Position/Title \_\_\_\_\_ Years with Organization \_\_\_\_\_

Organization \_\_\_\_\_ Age of Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Does your organization have a 501(c)3 nonprofit status?     \_\_\_ Yes     \_\_\_ No

How did you hear about this workshop? \_\_\_\_\_

Brief overview of the work of the organization \_\_\_\_\_

Organization's Mission \_\_\_\_\_

Operating Methods (A brief explanation of how the organization works.) \_\_\_\_\_

Annual Operating Budget \_\_\_\_\_

Funding (A description of where the organizational funding comes from, with percentage breakdowns where available.) \_\_\_\_\_

\_\_\_\_\_ Grants \_\_\_ Events \_\_\_ Annual Donors \_\_\_ Other \_\_\_

Governance (An explanation of how the organization is run, to whom it is answerable and how it forms policy.) \_\_\_\_\_

Geographical Spread (The counties in which the organization is active, the presence of regional offices, the number of staff employed and the headquarters location.) \_\_\_\_\_

How does your organization (through mission or project) address poverty in South Carolina? \_\_\_\_\_

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1. Name two things you currently do to encourage staff to work together: \_\_\_\_\_

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2. What is your organization's greatest need in the area of "Team Skills"? \_\_\_\_\_

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