

The **Manager's Playbook**

BOOST your productivity as a nonprofit manager

The Manager's Playbook is a four-day, cohort based in-person training designed to equip mid-level nonprofit professionals and leaders of small nonprofits with tools to better understand and optimize nonprofit operations, strengthen financial and program planning and management, and implement systems and technology. The curriculum focuses on business planning, operations management, financial systems, and strategic resource deployment.

Objectives

- + Learn how to use business process and operations management techniques to boost team and organizational performance.
- + Build stronger strategic planning skills to improve efficiency.
- + Strengthen productivity in financial management, program planning, and technology use.
- + Create a personalized Management Development Plan with measurable productivity goals.

Calgary and area

November 2025 to February 2026

- + Four modules over four months
- + 24 hours of instruction
- + All modules are in-person instruction
- + Limit of 24 people per cohort
- + Certificate on completion

Learning is assessed via participation and completion of Personal Management Plan.

INVESTMENT: \$1,750

The Manager's Playbook may be eligible for the Canada-Alberta Productivity Grant. Your organization can apply to subsidize 50% of the training cost, bringing your final investment to \$875 if approved.

Note: CAPG program will be opening in late September.



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Outline

Day 1 Wed, Nov 19 9:00-4:00pm	Understanding Nonprofit Management Build a foundation in nonprofit structures, governance, and legislation. Participants explore human resources topics, including labour laws, staff management, and designing effective staffing models. They also begin a Management Development Plan with productivity benchmarks and complete an assessment to identify and apply skills for greater organizational effectiveness.
Day 2 Wed, Dec 10 9:00-4:00pm	Financial Management Understand nonprofit accounting, budgeting, and financial sustainability strategies. Participants learn to diversify funding sources and gain hands-on experience with grant writing and funding applications to support their organization's financial goals. There will also be a half-day grant session equipping participants to master the full grant cycle, target the right funders, harness AI to cut proposal time, and build budgets that win funder confidence.
Day 3 Wed, Jan 14 9:00-4:00pm	Program Planning and Management Participants focus on strategic and operational planning, program evaluation, and data analysis. Participants explore process improvement, change management, and risk management to help programs adapt and achieve better outcomes.
Day 4 Wed, Feb 11 9:00-4:00pm	Technology and Systems Participants examine how technology and systems can improve nonprofit operations and apply tools to boost efficiency in financial, HR, and program management and finalize their Management Development Plans with actionable strategies.

Facilitators



and adapt by building personal and organizational capacity.

Mike Grogan Mike is President and CEO of IntegralOrg and has worked in the nonprofit sector for more than 25 years. He excels at inspiring nonprofit teams and leaders to tackle complex organizational issues in sustainable ways. Mike's passion is helping folks understand the ever-evolving ecosystem



sector as the Principle of Leslie Tamagi Leadership Solutions.

Leslie Tamagi Leslie has more than 25 years of experience as CEO of diverse organizations. For more than a decade, Leslie has worked with nonprofit leaders and organizations to strengthen capacity and develop strategic direction. Leslie is currently consulting in the nonprofit