



# PREPARING PUBLIC AND PRIVATE SCHOOL BOARD PROFESSIONALS



IRONWOOD LEARNING'S e-LIBRARY OFFERS PUBLIC AND PRIVATE SCHOOL ORGANIZATIONS A BROAD RANGE OF COURSES THAT LEND THEMSELVES TO THE GROWTH AND DEVELOPMENT OF BOARD MEMBERS, SUPPORT STAFF AND VOLUNTEERS

- EASY ACCESS TO A SUITE OF HUNDREDS OF WEB-BASED COURSES ON GOVERNANCE, BUSINESS, FINANCE, ETHICS, LEADERSHIP AND MANAGEMENT, CUSTOMER SERVICE, PERSONAL DEVELOPMENT AND FACILITIES
- e-LIBRARY CATEGORIES SUPPORT BOARD MEMBERS, STAFF AND VOLUNTEERS WITH A BROAD ARRAY OF CONTENT
- LEARNING SUBJECTS ARE DEFINED MAKING IT EASY TO FIND COURSES OF INTEREST
- MANY COURSES ARE ELIGIBLE FOR CONTINUING EDUCATION UNITS FOR MEMBERS SEEKING PROFESSIONAL CONTINUING EDUCATION CREDIT OR TO MEET REGULATORY REQUIREMENTS

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Private and Public school boards are made up of various community members with a broad spectrum of knowledge and expertise. However, not all volunteers or elected officials who serve on school boards have the knowledge or experience to serve on various committees of the board which can expose the board and community to unknown risks or liabilities. Educating the board, staff, faculty and volunteers is a responsibility of board leadership. Making online courses available to improve the knowledge and skills of each person will ultimately benefit the school and community for which it serves.

Ironwood Learning provides a training solution that is focused on public and private school boards and various committees that make up the board. We can also provide a branded solution that that will allow your board members, administrative staff, faculty and volunteers to register and complete learning that fits their busy schedules. This can also include a social media site to discuss areas of interest, share information or to offer suggestions.

## CHANGE IS EXPECTED FOR ALL PUBLIC AND PRIVATE SCHOOL BOARDS. BEING ABLE TO KEEP PACE WITH CHANGE CAN BE A DAUNTING TASK

Most public and private school boards do not have the time or dedicated resources to focus on developing career paths or learning maps for board members, staff and volunteers. However, Ironwood Learning can now offer Private and Public School Boards comprehensive online courses for board members as well as staff and volunteer that will support the mission of the organization. Ironwood can develop a secure learning portal for your organization providing anytime, anywhere access while eliminating the expense of maintaining and supporting proprietary applications. Your learning portal can be configured to provide learning by committee or role and then deliver, track, manage and report on course consumption and completions without incurring the cost of software and hardware configurations.

## IRONWOOD LEARNING PROVIDES A FAST, EASY AND AFFORDABLE ACCESS TO AN ON-LINE e-LIBRARY FOR PUBLIC AND PRIVATE SCHOOL BOARDS

- Ironwood is an aggregator of content and provides access to you in one place eliminating the need for you to engage in several different contracts with different content vendors
- Hundreds of courses qualify for Continuing Education Credits
- Consulting: Jim Mitnick, Ironwood's CEO and President, has 40 years of operational experience and has served on many Boards as a Committee Chair and also as Chairman of the Board. Jim and his team can guide you through how to set up your learning organization so it provides your staff with the knowledge they need to meet the current business requirements. It is low cost and low maintenance



- Content Specific to the Nonprofit Boards, includes over 500 courses in the area of:
  - o Budgeting
  - o Communications
  - o Customer Service
  - o Ethics
  - o Facilities
  - o Finance
  - o Governance
  - o Investments
  - o Leadership & Management
  - o PC Skills
  - o Personal Development
  - o Safety
- Your own proprietary content as well as other third party libraries can also be hosted on the learning portal including manuals, webinars, pod casts, videos, links etc. We can also build custom courses for your board, administrative staff, faculty and volunteers



## BENEFITS TO YOUR ORGANIZATION

- FIND AND ACCESS CONTENT IN 1-2 CLICKS
- REPORTS ARE REAL TIME AND EXPORTABLE TO EXCEL
- IRONWOOD OFFERS UPFRONT CONSULTING AND ADVISEMENT TO TAILOR CONTENT TO YOUR ORGANIZATIONAL NEEDS
- ADMINISTRATORS CAN PUSH PRESCRIBED LEARNING TO SPECIFIC INDIVIDUALS, FACULTY, STAFF, VOLUNTEERS OR DEPARTMENTS
- SUBSCRIPTION PRICING IS FLEXIBLE AND AFFORDABLE
- COURSES AVAILABLE WHILE WORKING FROM HOME, YOUR OFFICE OR WHILE TRAVELING

## COMPLETE REPORTING AND GOVERNANCE

Your learning portal is web-based and available 24/7. It is ideal for board members, faculty, staff and volunteers who need easy access to training. All training can be tracked in real time.

The Portal is configured to provide administrators with the capability to:

- Access real time reports, records, and certificates
- Access course progress information for managers or site administrators
- Print certificates upon successful course completion
- Keep extensive archival records of past performance data

## FLEXIBLE AND AFFORDABLE SUBSCRIPTION PRICING

The Ironwood Learning Public and Private School e-Library offers an affordable subscription model that accommodates an unlimited number of users for an unlimited number of courses in the e-Library

### BUSINESS SKILLS COURSES

- Business Writing
- Customer Service
- How to Read a Financial Statement
- Leadership
- Managing Change
- Managing High Performers
- Management Fundamentals
- Motivation
- Negotiating
- PC Skills
- Project Management
- Presentations
- Risk Management
- Strategic Management
- Teams that Work
- Time Management

### FINANCIAL COURSES

- Auditing
- Audit Risk Assessment
- Balance Sheet & GAAP Reporting
- Budgeting Planning & Forecasting
- Capital Gains and Losses
- Cash Flow
- Employee Benefit Plans
- Federal Gift Tax
- Financial Management
- Generation Skipping Transfer Tax
- Gift Tax
- Income Taxes
- Internal Controls
- Inventory
- Investing Fundamentals
- Municipal Bonds
- Not-for-Profit Accounting
- Leases
- Pensions
- Travel Expense

### FACILITIES COURSES

- ADA Guidelines
- Asbestos Management
- Building Envelop
- Electrical Power Systems
- Environmental Risk Management
- Green Building Materials
- Green Design
- Green Infrastructure
- Groundwater
- Hazardous Waste
- LEED Certification
- MEP Systems
- Mold Remediation
- Personal Protective Equipment
- Sustainable Design
- Toxic Mold
- Workplace Safety

### GOVERNANCE COURSES

- Business Ethics
- CPA's Ethics
- Ethical Decisions
- Informational Technology
- Professional Conduct
- Project Management
- Workplace Ethics

### PROFESSIONAL DEVELOPMENT

- Coaching
- Communications
- Listening
- Managing Stress
- Mentoring
- Sexual Harassment
- Time Management
- Working with Difficult People
- Work Life Balance

**LET US HELP BUILD YOUR BOARD'S SKILLS SO YOU CAN FOCUS ON SERVING YOUR COMMUNITY**

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Ironwood Learning was founded by James Mitnick, award winning ex-Chief Learning Officer with four decades of business and learning experience. Jim is recognized in the industry for his innovation in driving technology to support learning and development. Ironwood is dedicated to assisting customers in the alignment, development and implementation of learning content that supports organizational objectives.