AMPLIFY YOUR OPERATIONS STARTER GUIDE



igstarrow Developed for an AMPT Up Your Org workshop by Lenise S. Lee igstarrow

Want more in-depth knowledge on your operations as a nonprofit organization? You can watch the full Youtube Recording <u>with this link.</u>

Working ON the Business, not just <u>IN</u> the Business (What Are You Doing?)

CREATE THE VISION, MAKE THE PLAN, AND EXECUTE WELL.

PLANNING

- Have a business plan, a strategic plan, and an annual plan
- Your To-Do List Should Have Purpose (consider starting with revenue generating, long and short term goals, professional development, and close with the minutiae)

PLAN

VISIONING

Cast your vision one, three, or five or more years out



WELLNESS

Secure your oxygen mask first, and have a succession plan



RESOURCES

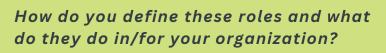
- <u>Annual Plans: Beginner's</u>
 <u>Guide to Annual Planning</u>
- Lean Model Canvas
- <u>Clever Fox Planner</u>
- The Eisenhower Matrix

Examine the Ins and Outs of People Management: (Who's Helping You?)

igstarrow SET EXPECTATIONS, PUT THEM IN WRITING, AND MANAGE THE RELATIONSHIPS igstarrow

COMMON ROLES in NPOs:

- Board Members
- Consultants
- Contractors
- Staff
- Volunteers



RESOURCES

- NCN's Board Roles and Responsibilities
- NMBL Strategies' <u>3 Key Differences</u>
 <u>Between a Working and Governance Board</u>
 <u>for a Nonprofit</u>
- SHRM's <u>Employing Independent</u>
 <u>Contractors and Other Gig Workers</u>
- G2's <u>Volunteer Management: How to</u> <u>Develop an Engaging Program</u>

Explore Practical Tools and Techniques for Efficiency: (How Are You Doing It?)

EVALUATE THE TOOL, INTEGRATE IT WITH OTHERS, AND AUTOMATE THE PROCESSES

Automation, Integration, and Documentation are Key. Read the Manuals and Watch the Tutorials. +



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HUMAN RESOURCES SYSTEMS
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- <u>HR Information System (HRIS)</u>: maintains, manages, and processes employee information and hr-related policies and procedures.
 e.g. ADP, Ripping, and Paylocity
- <u>Human Capital Management (HCM)</u>: Both a set of HR processes and the name of the category of software. It is a set of practices and tools used to attract, recruit, train, develop, manage and retain employees. e.g. Zenefits and Paycor
- <u>Payroll Systems</u>: Automates the process of paying salaried, hourly and contingent employees (and in some cases contractors). e.g. Gusto and Workday