

**OFFICIAL TRANSCRIPT**

Enrollee: **Arroyos, M.**

Date Enrolled: **September 04, 2009**

Transcript Permanent URL:

<http://mowaacenter.org/tr/2009-3437.pdf>

**Mrs. Manuela H. Arroyos**

C.E.O.

Fort Bend Seniors Meals on Wheels

P.O. Box 1488 1330 Band Rd.

Rosenberg, TX 77471

**Certificates and Achievements**

Leadership Certificate - September 2011

**Coursework Completed**

Date Updated: 10/26/2011

Total Credits Earned: 23

*Strategy & Governance Track*

<u>Course Title</u>	<u>Credits</u>	<u>Date</u>	<u>Key Competency</u>
What Do Great Boards Really Do?	1	09/02/2009	Relationship Building
Developing a Strategy for the Future	1	09/02/2009	Planning for the Future
Emotional Intelligence: The Key to Succession Management - Parts 1 and 2	3	09/01/2010	Planning for the Future
Risk Management - Protecting Your Program's Mission	1	09/02/2010	Organizational Planning

*Management Track*

<u>Course Title</u>	<u>Credits</u>	<u>Date</u>	<u>Key Competency</u>
Your Best Board Meeting Ever!	1	04/21/2010	Organizational Planning
Decision Making and Problem Solving	1	08/31/2010	Organizational Planning

*Development and Fundraising Track*

<u>Course Title</u>	<u>Credits</u>	<u>Date</u>	<u>Key Competency</u>
Best Practices in Gift Planning and How to Integrate Them into All of Your Asks	1	08/30/2011	Revenue Development
What is Planned Giving? Why Should We Start a Program Now (and How?)	1	08/30/2011	Revenue Development

## Communications Track

<i>Course Title</i>	<i>Credits</i>	<i>Date</i>	<i>Key Competency</i>
Your Nonprofit Marketing Plan: A Roadmap to Building Support for Your Organization	3	09/03/2009	Relationship Building
Influence: Gaining Commitment, Getting Results	1	09/03/2009	Relationship Building
Effective Online Storytelling	1	08/06/2010	Relationship Building

## Nutrition Track

<i>Course Title</i>	<i>Credits</i>	<i>Date</i>	<i>Key Competency</i>
Intro to Food Safety on the Go	1	08/30/2011	Foodservice Knowledge

## Financial Management Track

<i>Course Title</i>	<i>Credits</i>	<i>Date</i>	<i>Key Competency</i>
Financial Vulnerability and Fraud in Nonprofit Organizations	3	09/02/2010	Fiscal Responsibility
Monitoring the Effectiveness of Your Non-Profit Organization and Fraud Prevention	3	08/31/2011	Fiscal Responsibility
Budgeting and Cash Management for the Non-Profit Organization — Part 3	1	08/31/2011	Fiscal Responsibility