

OFFICIAL TRANSCRIPT

Enrollee: **Smythe, J.**

Date Enrolled: **November 09, 2009**

Transcript Permanent URL:

<http://mowaacenter.org/tr/2009-3526.pdf>

Mr. Jeffrey M. Smythe

Executive Director

Senior Citizen Services of Metropolitan

Atlanta, Inc.

1705 Commerce Dr. NW

Atlanta, GA 30318

Certificates and Achievements

Leadership Certificate - November 2009

Coursework Completed

Date Updated: 8/18/2011

Total Credits Earned: 32

Strategy & Governance Track

<i>Course Title</i>	<i>Credits</i>	<i>Date</i>	<i>Key Competency</i>
Developing Effective Oversight Boards	1	11/11/2009	Relationship Building
Developing Vision and Mission	1	11/12/2009	Planning for the Future
Strategic Long Term Planning	1	11/12/2009	Planning for the Future

Management Track

<i>Course Title</i>	<i>Credits</i>	<i>Date</i>	<i>Key Competency</i>
Accounting and Financial Management	3	11/11/2009	Fiscal Responsibility
Conducting Effective Meetings	1	11/11/2009	Organizational Planning
Decision Making and Problem Solving	1	11/12/2009	Organizational Planning
Time and Stress Management	1	11/13/2009	Organizational Planning

Development and Fundraising Track

<i>Course Title</i>	<i>Credits</i>	<i>Date</i>	<i>Key Competency</i>
Development 101	1	11/13/2009	Revenue Development
Direct Mail Is Working - and You Should Be Doing It!	1	09/02/2010	Revenue Development
The Dreaded Donor Engagement Gap	1	09/02/2010	Relationship Building

Communications Track

<u>Course Title</u>	<u>Credits</u>	<u>Date</u>	<u>Key Competency</u>
Communications 101	1	11/13/2009	Relationship Building
Developing Successful Personal Relationships	1	11/13/2009	Relationship Building

Nutrition Track

<u>Course Title</u>	<u>Credits</u>	<u>Date</u>	<u>Key Competency</u>
Nutrition 101	1	11/12/2009	Foodservice Knowledge

Volunteer Management Track

<u>Course Title</u>	<u>Credits</u>	<u>Date</u>	<u>Key Competency</u>
Volunteer Management 101	1	11/11/2009	Organizational Planning