



AGENDA

National Technical Assistance Center ALLIANCE Leadership and Management Institute 2010

Wednesday, January 27, 2010

8 a.m. – 9 a.m.

Regency AB Foyer

Continental Breakfast

9 a.m. – 9:15 a.m.

Regency AB Meeting Room

Welcome and Introductions

Paula Goldberg, National PTAC, PACER Center, MN

Sue Folger, National PTAC, PACER Center, MN

Sharman Davis Barrett, National PTAC, PACER Center, MN

9:15 a.m. – 10:15 a.m.

Regency AB Meeting Room

Opening Plenary- Developing Leadership Skills and Inspiring Hope in Students

Roberto Rivera, The Good Life Organization, IL

10:15 a.m. – 10:30 a.m.

Move to Breakout Rooms

Break

10:30 a.m. – Noon

Roosevelt/Lincoln Meeting Room

Breakout Sessions

1. Best Practices In Human Resources I: Hiring and Managing Employees

Megan Ruwe, Winthrop & Weinstine, MN

This session will address various aspects that arise during the interview and hiring process, such as appropriate interview questions, background checks, job descriptions, and offer letters. The session will also address the day-to-day management of employees and performance reviews.

Kennedy Meeting Room

2. Organization Succession Planning – Having the Right Things in Place for Sustainability Through Change

Justin Pollock, Maryland Nonprofit Association, MD

Parent Center Discussion facilitated by:

Paula Goldberg, National PTAC, PACER Center, MN

Rachel Howard, Resources for Children with Special Needs, NY

The sustainability of an organization is as much about turnover as it is about infrastructure. In this session, we will explore the key elements an organization should have in place to ensure sustainability through succession of key leadership (ED and board) and staff. It is better to plan for the investable change than to be caught having to react to it.

Jefferson Meeting Room

3. New Directors

Deborah Daniels Smith, Region 6 PTAC, Matrix, CA

Connie Hawkins, Region 2 PTAC, ECAC, NC

This session is for new directors who now have a new set of questions. The session will also provide an opportunity to network with and learn from other new directors.

Noon – 1 p.m.

Washington Meeting Room

Lunch

1 p.m. – 1:15 p.m.

Move to Breakout Rooms

1:15 p.m. – 2:45 p.m.

Kennedy Meeting Room

Breakout Sessions

1. Getting the Grant – It Starts by Matching Their Needs and Your Ask

Justin Pollock MD Nonprofit Association

The secret is in the research and the relationships. Effective fundraising and grant solicitation has to do with making your efforts resonate with the mission of the funders. In this session, we will discuss how to build the relationships and learn what you need to know in order to get funders to engage in your work.

Roosevelt/Lincoln Meeting Room

2. Best Practices In Human Resources II: Guidelines for the Discipline and Termination of Employees

Megan Ruwe, Winthrop & Weinstine, MN

In this session we will discuss the “DOs” and “DON’Ts” of disciplining employees, including proper documentation and the steps to take in issuing verbal and written warnings. We will also discuss how employers can avoid the pitfalls often associated with the termination of problem employees.

Jefferson Meeting Room

3. Strategic Planning for Boards

Connie Hawkins, Region 2 PTAC, ECAC, NC

This session will offer a practical discussion on the when, why, and how of strategic planning. Participants will be given an opportunity to explore strategic planning strategies and possible benefits of their organizations.

2:45 p.m. – 3 p.m.

Move to Regency AB Meeting Room

Break

3 p.m. – 4 p.m.

Regency AB Meeting Room

Plenary- Educating Students with Disabilities – What’s Next? Perspectives from Congressional Staff

Sharon Lewis, Disability Policy Advisor to George Miller, Chairman of the House Education and Labor Committee, DC

4 p.m.

Regency AB Meeting Room

Closing Remarks

Paula Goldberg, National PTAC, PACER Center, MN

Thursday, January 28, 2010

8 a.m. – 9 a.m.

Regency AB Foyer

Continental Breakfast

9 a.m. – 9:15 a.m.

Roosevelt/Lincoln Meeting Room

Welcome Back

Sharman Davis Barrett, National PTAC, PACER Center, MN

9:15 – 10:15 am

Roosevelt/Lincoln Meeting Room

Plenary- Inside Secrets from Great Managers: Motivating Employees to Achieve Extraordinary Results

Dawn McCoy, Flourish Leadership Group, VA

10:15 a.m. – 10:30 a.m.

Move to Breakout Rooms

Break

10:30 a.m. – Noon

Breakout Sessions

Roosevelt/Lincoln Meeting Room

1. Navigating the Information Superhighway: Understanding the Impact of Technology In The Workplace

Megan Ruwe, Winthrop & Weinstine, MN

This session will help attendees recognize and address the potential risks associated with employee access to and use of various means of technology, including the Internet, e-mail, smart phones, and laptop computers. The session will also offer suggestions regarding how to address issues that may arise from employee use of technology at work.

Jefferson Meeting Room

2. Financial Grant Management Fundamentals

Barb Buswell, Region 5 PTAC, PEAK Parent Center, CO

Salena DiMatteo, PEAK Parent Center, CO

This session will provide participants with a basic overview of the fiscal principles most important to PTIs and CPRCs. Critical issues such as budgeting, EDGAR requirements, audits, the new 990, and financial reporting will be discussed.

Kennedy Meeting Room

3. You Can Do It! How to Easily Create a Short Video

Jonathan Campbell, Simon Technology Center, MN

Video is a robust visual medium that anyone can utilize. Come join us as we go over the basics of creating a short video and putting it on the web. As part of the session, we will be shooting, editing and publishing our very own Public Service Announcement (PSA).

Noon – 1:15 p.m.

Washington Meeting Room

Lunch

1:15 p.m. – 1:30 p.m.

Move to Breakout Rooms

1:30 p.m. – 3 p.m.

Breakout Sessions

Roosevelt/Lincoln Meeting Room

1. Managing Time Before it Manages You

Dawn McCoy, Flourish Leadership Group, VA

This session will discuss insider's secrets and techniques about how to take charge managing your priorities today, as well as developing a framework to give focus to your work, meetings, and personal goals. Participants will engage in exercises to determine individual and group strengths and identify solutions and next steps. This workshop is sure to ignite attendees to find new direction and focus with managing time.

Jefferson Meeting Room

2. Using the Parent Center Standards for Continuous Program Improvement

Jeanne Bowman, Region 6 PTAC, Matrix, CA

Debra Jennings, Region 1 PTAC, SPAN, NJ

Beth Schaffner, Region 5 PTAC, PEAK Parent Center, CO

The Parent Center Standards for Excellence were developed by Parent Centers for Parent Centers' recognition of center achievements. The standards can also be used to: (1) get your staff, board, partners and funders to better understand your work for families and children; (2) identify areas of management or programs and services where improvement can make a difference for staff and families; and (3) develop a plan of action for center improvement. This interactive session will get you started.

Kennedy Meeting Room

3. Start Podcasting Today and Be Heard

Jonathan Campbell, Simon Technology Center, MN

Podcasts are like radio shows that people can download and put on their iPods. With 206 Million iPods sold so far imagine getting your voice on just a handful. During this session, you will learn the fundamentals of making a great podcast as we record, edit and publish our very own.

3 p.m. – 3:15 p.m.

Move to Regency AB Meeting Room

Break

3:15 p.m. – 3:45 p.m.

Regency AB Meeting Room

Closing Plenary- Promoting Youth Leadership

Christina Kuders, VA

Ian MacDowell, MI (with Frances Spring)

Pete Scampavia, VA

Youth Panel Discussion facilitated by:

Cathy Healy, PEATC, VA

3:45 p.m. – 4 p.m.

Regency AB Meeting Room

Sharing

4 p.m.

Regency AB Meeting Room

Closing and Drawing

Paula Goldberg, National PTAC, PACER Center, MN

Sue Folger, National PTAC, PACER Center, MN

Sharman Davis Barrett, National PTAC, PACER Center, MN



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JANUARY 26-28, 2010 | ARLINGTON, VA