

Florida Association for Community Action, Inc.
Leadership, Executive Management, & Succession Planning Retreat

- ❖ Learn to be the Leader your community needs to end poverty
- ❖ Learn how your Leadership Agenda leads the way for staff, participants, and community members
- ❖ Learn about the 5 key components of becoming a TRANSFORMATIONAL LEADER
- ❖ Learn practical ways to engage your staff, your Board and community members in your process of change ~ how to build a sense of community and team
- ❖ Be part of the Florida CAA network creating change to end poverty

OUTCOMES:

- Increased awareness of the need to put ending poverty in the middle of our agendas as leaders
- Increased understanding of the difference between management and leadership and the need for both
- Leadership and change theory and practical applications provided
- Increased awareness of the key role of leaders to any change
- Executive Directors' and leadership team members' leadership supported and enhanced ~ the beginning of a personal leadership agenda developed
- Leadership development next steps plan developed
- Agency succession planning process begun ~ next steps plan developed
- Transformational leadership and planning manual and succession planning materials provided

PREPARATION:

- ❖ Read *Leading Change* by John Kotter or *Our Iceberg is Melting* by John Kotter and Holger Rathgeber
- ❖ Commit to attending both sessions; the 2nd session builds on the first
- ❖ Bring a key leader with you- Board chairperson of someone you identify as a co-leader with you of the agency

Session 1 Transformational Leadership

Day 1 August 5, 2008

Morning *Transformational Change*

Welcome, Warm-up, Overview of training, Group Guidelines
Current Business Model ~ Grants Management and Community Engagement

- Transformational Leadership Map - Change Theory

Afternoon *Transformational Leadership and Planning*

Personal & Agency Leadership Agenda ~

- Current Reality of Poverty, Vision, High Impact Strategies
- Case for Change
- Develop personal vision

Appreciations/Adjourn

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Day 2 **August 6, 2008**

Morning ***Leadership Development***

Welcome, Warm-up, Group Guidelines

- Role of the Exec ~ Articulating the Vision
- Team/Community Building ~ Board & Agency Management Team
- Engaging community
- Bridges out of Poverty ~ mental models, hidden rules of class, causes of poverty

Afternoon ***Leadership Development***

- Communicating the vision
 - Leadership development/community building with staff
- Next Steps ~ Planning for implementation

Appreciations/Adjourn

Session 2 Leadership Development & Succession Planning

Day 1 **September 23, 2008**

Morning ***Building Community, Engaging Staff, Being Intentional***

Welcome, Warm-up, Review Group Guidelines, Q & A from Transformational Leadership Retreat

- Staff Engagement and Leadership Development
- Community Engagement

Afternoon ***Developing Leaders***

- Intentional Leadership Development inside the Agency
- Identifying needed skills sets and characteristics
- Personal Leadership Plans ~ aligning work with the Agency Plan

Appreciations/Adjourn

Session 2 Leadership Development & Succession Planning

Day 2 **September 24, 2008**

Morning ***Succession Planning~ Intentional Leadership Development***

Welcome, warm-up, group guidelines, Q&A from previous day

Designing a succession planning procedure with the Board (before you need it)

- Role of the Board
- Succession planning process
- Design sample process

Afternoon ***Succession Planning Design***

Complete design

Next Steps Planning

Appreciations/ Adjourn