

**Ryan White Planning Council
Leadership Training Seminars 2015-2016
Agenda**

Training Seminars:

- Two, 1-Day Seminars
 - Seminar Dates: 11/14/15, 1/9/16
 - Seminar Sessions: Morning Sessions 9:00 – 12:30
- Afternoon Sessions 1:00 – 4:00
- Two, 2-hour Virtual Seminars
 - Virtual Seminar Dates: TBD

Day 1 (11/14/15)

| Topics | Time | Discussion Lead(s) |
|--|---------------|---|
| Welcome, Introductions, & Day 1 Orientation and Expectations | 9:00 – 9:30 | RWPC Chair T. Keller & Fred Erickson |
| Transitioning Into Leadership - Expectations of Leaders 1. What is expected of Leaders at Leaders in HIV Care & Prevention? 2. Understanding and articulating your organization's vision, mission, and goals 3. Understanding and articulating your job 4. Getting to know your partners, clients, and support groups 5. Managing your time | 9:30 – 11:00 | T. Keller & Fred Erickson |
| Break | 11:00 – 11:15 | |
| Preparing & Conducting Effective Meetings 1. What are the attributes of an efficient meeting? 2. Preparing meeting which align and link goals 3. Conducting and documenting effective meetings | 11:15 – 12:30 | T. Keller & Fred Erickson |
| Box Lunch (provided) | 12:30 – 1:00 | |
| Building Effective Relationships 1. Understand the leader's roles in building effective working relationships 2. Effective Collaboration and Consensus Building 3. Organizing and motivating teams 4. Effective delegation | 1:00 – 2:30 | T. Keller & Fred Erickson |
| Break | 2:30 – 2:45 | |
| Building Effective Partnerships 1. Aligning and Linking Organizational Goals 2. Setting and Managing Expectations 3. Resolving Conflicts 4. Partnering for Results | | T. Keller & Fred Erickson |
| Day 1 Summary and Q&A Session | 3:30 – 4:00 | RWPC Chair T. Keller & Fred Erickson |

NOTE: Virtual seminar agendas will be developed based on the results of the first seminar.

Day 2 (TBD)

| Topics and Activities | Time | Discussion Lead(s) |
|--|---------------|---|
| Welcome, Introductions, & Day 2 Orientation and Expectations | 9:00 – 9:30 | RWPC Chair T. Keller & Fred Erickson |
| Charting the Course 1. Understanding the leader's roles in planning & managing projects 2. Understanding the leader's roles in effectively communicating project, budget, and process improvement 3. Planning and managing projects 4. Planning and managing budgets 5. Process Improvement | 9:30 – 11:00 | T. Keller & Fred Erickson |
| Break | 11:00 – 11:15 | |
| Performance Evaluation 1. What are the leader's roles in developing team performance parameters? 2. What are the attributes of successful team performance? 3. What is the leader's role in establishing and managing corrective action 4. What is the leader's role in establishing and managing progress-against-plan reviews and reporting? | 11:15 – 12:30 | Fred Erickson & Tom Keller |
| Lunch | 12:30 – 1:00 | |
| Communicating for Results 1. What are the leader's roles in defining, implementing and managing effective internal and external communications processes? 2. Understanding the leader's roles in establishing and maintaining a communications culture within the organization | 1:00 -2:30 | Fred Erickson & Tom Keller |
| Break | 2:30 – 2:45 | |
| Effective Mentoring and Succession Planning 1. What are the leader's roles in establishing an effective and sustainable mentoring program? 2. What are the leader's roles in establishing an effective and sustainable succession program? 3. What are the measures of success for mentoring and succession planning programs? | 2:45 – 3:30 | T. Keller and Fred Erickson |
| Day 2 Summary, Q&A Session, & Next Steps | 3:30 – 4:00 | RWPC Chair T. Keller & Fred Erickson |