



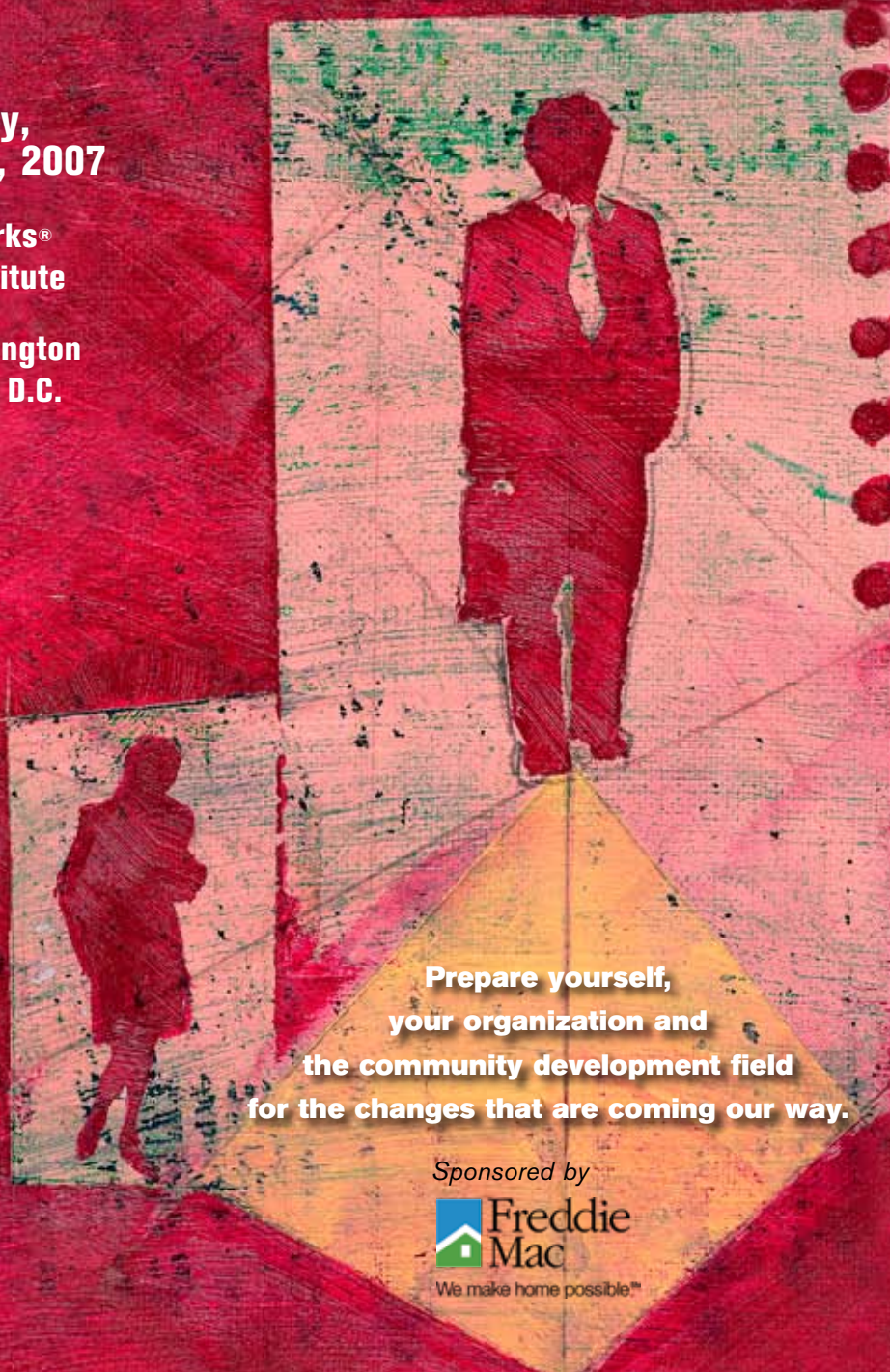
**SYMPOSIUM: ML910**

# **Preparing for Success and Succession: Maximizing Opportunity at a Time of Leadership Change**

**Wednesday,  
August 15, 2007**

**NeighborWorks®  
Training Institute**

**Hilton Washington  
Washington, D.C.**



**Prepare yourself,  
your organization and  
the community development field  
for the changes that are coming our way.**

*Sponsored by*



**NeighborWorks®  
Training  
Institute**



## Are you ready?

- Almost two-thirds of nonprofit organizations expect to have a leadership transition over the next three years. **Are you ready?**
- Four generations together – same work place, different values. **Are you ready?**
- Your organization’s senior leadership—staff and board—may be ready to retire soon. **Are you ready?**
- You want to take on a leadership position as others retire. **Are you ready?**
- The needs of the people you serve – and how they expect you to meet those needs – will change dramatically over the next few years. **Are you ready?**

### WHO SHOULD PARTICIPATE

- Future or emerging leaders
- New supervisors or managers
- Associate or co-directors
- Executive directors
- Senior-level managers or officers
- Board members
- Funders
- Intermediaries
- Industry partners

*It is not the strongest of the species that survive,  
nor the most intelligent, but the one most responsive to change.*

–Charles Darwin

### Overview

As we face a changing population throughout the country and the community development field, it is clear that in the coming years we will experience dramatic changes - an increase in leadership transitions; a workforce more diverse in terms of in age, race and gender; and changing community demographics and needs. As individuals, organizations, funders and intermediaries we must prepare for the transition of long-term leaders, for the next generation of leadership, and we must prepare our “NextGen” community development organizations. But what does this really mean? Will it really affect our work, and, if so, how should we prepare?

Join your community development colleagues from across the country on August 15 in Washington, D.C. for an important and thought-provoking symposium about leadership transitions, succession planning, and creating a strategically ready “NextGen” organization that will lead you successfully through the challenges of the future.

*Preparing for Success and Succession* is not about pushing current leaders out the door—quite the opposite. It is about preparing your organization for whatever may come in the future - in two months or two decades. It is about working together to ready ourselves, our organizations and our field for the changes that will affect our work. It is about developing leadership *throughout* an organization and in the communities we serve to address the changing needs.

The agenda includes information about coming trends, storytelling, peer learning, a fun and thought-provoking luncheon, tips on finding and being a mentor, developing a “deep bench” of leadership in your organization, action plan resources on change management and leadership transitions, a critical analysis of conventional wisdom, topic experts, resources about further learning opportunities, and more.

You will leave the symposium feeling energized, inspired and committed to preparing yourself, your organization, and the field for the future!



## Complement Your Symposium Experience

Consider enrolling in the following related courses at the NeighborWorks® Training Institute to complement your symposium experience:

**ML120 Strategic Thinking & Planning**

**ML280 Coaching Skills for Managers**

**ML131 Skills for New Supervisors**

**ML292 Managing Your Nonprofit for Results**

For complete course information such as dates, descriptions and tuition, visit [www.nw.org/training](http://www.nw.org/training).

## What you will take away from this full-day symposium:

**Future leaders of the community development field, including those looking to take on executive director roles or any other leadership position, and those already in leadership positions looking to continue professional growth:**

- Take realistic stock of your own aspirations and what goals are really right for you
- Learn from peers facing similar career trajectories and professional challenges
- Engage with senior organizational leaders to learn their perspectives and how you can best prepare for the roles you seek
- Get tips and ideas on how to find a mentor and how to optimize the mentoring relationship
- Leave with a framework for an action plan to achieve your goals over the next 3-5 years

**Senior organizational leaders, including executive directors, senior-level management and board members:**

- Learn about the elements of a succession plan, when it's the right time to start succession planning, and how to proceed
- Hear about assessments available to better understand the skills and learning needs of your staff, and how you can assist staff to develop their skills and knowledge
- Find out how to mentor a future leader—whether in your organization or outside—and how to optimize the mentor/protégé relationship through mutual learning
- Learn how to increase the diversity of your staff and their leadership skills, and how to find and develop additional skilled employees

**Funders, intermediaries and other partners with an interest in the future of the community development field:**

- Learn more about the trends that will affect the entire field and the work we do
- Hear what is being done to prepare for this leadership shift, what resources exist for you to share, and what you can do to help educate our future leaders
- Engage with the senior and emerging leaders whose work will help shape the future of the field
- Discuss with peers your role in shaping the future of the community development field



*Special thanks to DTI for their invaluable role in helping to create this symposium.*

# Symposium Agenda

## 7:00 A.M. › CONTINENTAL BREAKFAST

Open to all NeighborWorks® Training Institute participants.

## 8:30 A.M. › WELCOME AND FRAMING OF THE DAY

### **A Holistic Approach to Leadership Development**

The day, hosted by an emerging leader/executive director duo, will begin with an informative, stimulating story of leadership succession to help set the tone and expectations for the day.

The morning speaker will amaze you with thought-provoking and powerful information about coming trends and will challenge your perceptions about other generations' work styles, what is meant by "succession" and "emerging leader," and your role in the developing trends.

Then, explore with your peers some provocative questions about the magnitude of impact that these trends will have on our work.

## 10:15 A.M. › **Moving Up, Moving On, or Moving Out: Preparedness Breakout Sessions**

Join your colleagues to learn about and discuss such topics as: "What will it take to be prepared? What are the barriers to successful preparedness?" Each breakout session offers an opportunity for in-depth learning on issues raised in the first session and for interactive discussion with your peers.

### **Individual Preparedness Session**

This breakout session enables future leaders to focus on aspirations for the next 3-5 years and to continue career planning. Learn more about the options available to you and what you need to do to move toward your goals. Along with time for reflection, learn how to better assess your own strengths and skills. Walk away with the beginning of an action plan for yourself as well as excellent resources to keep you on the path to leadership.

### **Organizational Preparedness Session**

This breakout session is for executive directors, senior-level managers and board members to discuss long-term and emergency succession planning; an assessment of how ready your organization is for a transition; and how to create a leadership development culture in your organization. You'll leave with a framework for an action plan for your organization.

### **Industry Preparedness Session**

This breakout session is for funders, intermediaries and other partners with an interest in the future of the community development field. Hear about exciting approaches and what you can do now to prepare potential leaders and organizations for what's to come. You'll help shape a plan of action to guide the future of the community development field.

## 11:30 A.M. › LUNCHEON

### **The Many Faces of Leadership Succession**

Enjoy a creative, multimedia showcase of the rich diversity associated with emerging leaders and seasoned executives that will shake up conventional wisdom surrounding leadership succession and generational differences.

## 1:00 P.M. › **Leadership Change Resources: Tools You Can Use to Stay on Target**

This afternoon plenary session will cover key concepts and practical tools for preparing yourself and your organization:

### **Leadership Development—Building the Power Within**

Learn how to design your own work and that of your staff to increase motivation and maximize opportunities for growth; how to give up control in order to build power; and how to assess your organization's progress on leadership development.

### **Mentorship: A Two-Way Street**

Despite the traditional view of listening to all a mentor has to teach, mentorships offer the opportunity for both mentor and protégé to learn from each other. We'll examine how this practice can be beneficial in personal leadership and organizational succession planning.

### **Change Management**

Learn concepts and tools to use in your change management effort and how they have been successfully applied in organizational transitions. Learn how to be a change agent for yourself, your organization and the field.

### **Succession Planning**

Forward-thinking leaders build sustainable systems of succession for their senior management and boards. Learn how to access top-notch frameworks for capacity-building and organizational transitions and how to build a system for your organization's ongoing development and excellence.

## 2:45 P.M. › **INSPIRATIONAL WRAP-UP**

### **Maximizing Opportunity to Shape Your Future**

You will not want to miss this exciting, inspirational closing session! It will include an interactive discussion revisiting the provocative questions from the morning and summarizing the commitments from those willing to take steps forward to prepare themselves, their organizations, and the industry for the future. The grand finale will be an exciting, dynamic closing speaker that will leave you inspired to move forward with your plans and with a positive outlook for the future of our field!

## 4:00 P.M. › **ADJOURN**

## 5:30 P.M. › **NETWORKING RECEPTION**

Enjoy live entertainment, hors d'oeuvres and a cash bar while you meet and mingle with community development peers. Open to all NeighborWorks® Training Institute participants.

# Symposium Registration Form

Please print clearly

## SYMPOSIUM: ML910 Preparing for Success and Succession: Maximizing Opportunity at a Time of Leadership Change

**Wednesday, August 15, 2007  
Washington, DC  
Hilton Washington**

**PRE-REGISTRATION DEADLINE:  
JULY 23, 2007**

**ONSITE REGISTRATION BEGINS  
AUGUST 12, 2007 AT THE  
HILTON WASHINGTON**

**SYMPOSIUM FEE:  
\$145 PLUS REGISTRATION FEE**

Register online at [www.nw.org/onlinereg](http://www.nw.org/onlinereg)  
or return this form and registration fee to:  
NeighborWorks® America  
Training Division, Dept 167  
Washington, DC 20005-0167  
Or fax it to (202) 376-2168  
with credit card information

### ACCOMMODATION/HOTEL INFO

A number of sleeping rooms are available for participants on a first-come, first-serve basis at the special rate of \$162 single or \$182 double plus 14.5% city tax. Call the hotel directly to make your reservation and be sure to mention you are attending the NeighborWorks® Training Institute.

Hilton Washington  
1919 Connecticut Ave NW, Washington, DC  
202-483-3000

For additional hotel accommodations, please visit us online at [www.nw.org/training](http://www.nw.org/training) and click on the NeighborWorks® Training Institute in DC.

### REFUND/CANCELLATION POLICY

For the training institute refund/cancellation/substitution policy, visit [www.nw.org/training](http://www.nw.org/training).



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Name Badge Preference \_\_\_\_\_  
Title \_\_\_\_\_  
Organization \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (day) \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail address \_\_\_\_\_

Check if you do NOT wish to receive e-mail from us regarding training institute events and programs.

Check if you have special needs addressed by the Americans with Disabilities Act.

Please specify \_\_\_\_\_

Check if you have attended a NeighborWorks® Training Institute

**What is your role (self-defined)? Please check one.**

Emerging leader  Current organizational leader (staff)  Current organizational leader (board)

Funder or intermediary  Other

**Which of the following best describes your organization?**

Community-based development organization  Government agency  Financial institution  Funder/foundation

Intermediary  Faith-based organization  HUD-Approved housing counseling agency, Agency Number \_\_\_\_\_

Other \_\_\_\_\_

**How long have you been in your current position?**

Less than 1 year or have not yet started in position  1-2 years  3-4 years  5 or more years

**Are you enrolled in the NeighborWorks® Professional Certificate Program?**  Yes  No

If yes, which one? \_\_\_\_\_

**Which of the following best describes your race? Please choose all that apply.**

American Indian or Alaska Native  Asian  Black or African-American  White

Hispanic or Latino  Native Hawaiian or Other Pacific Islander  Other \_\_\_\_\_

### COURSES REQUESTED (To see the full list of course offerings for the week, please visit [www.nw.org/training](http://www.nw.org/training).)

Use both course letters and numbers. Please include second choices in case your first-choice courses are full.

	Monday and Tuesday	Wednesday	Thursday and Friday	First Choice Tuition Total
First Choice (Course #   Course \$)	# \$	ML910 \$145	# \$	
Second Choice (Course # only)	#		#	= \$

**Payment must accompany your registration form.**

Nonrefundable/nontransferable/registration fee \$ **100.00**

**Faxed registrations must include credit card information and authorized signature. See payment policy.**

Early-Bird Registration Discount  
(deduct \$50 if form is submitted by July 2) \$ \_\_\_\_\_

Check if you qualify for the Southern New Hampshire University tuition rate. (Proof of program enrollment must accompany this form.)

**Total Balance Due \$ \_\_\_\_\_**

### PAYMENT INFORMATION

Check enclosed (payable to NeighborWorks® America). Check number \_\_\_\_\_

Visa  MasterCard  American Express

Card # \_\_\_\_\_ Exp. \_\_\_\_ / \_\_\_\_

Name as it appears on card \_\_\_\_\_

Authorized signature \_\_\_\_\_

Fax registration with credit card information to: **(202) 376-2168**

**OR**

Mail registration and payment to: NeighborWorks® Training Institute, Dept. 167 Washington, DC 20055-0167

**FOR MORE INFORMATION, PLEASE CALL (800) 438-5547 OR (202) 220-2454,  
OR E-MAIL [NTI@NW.ORG](mailto:NTI@NW.ORG).**

On occasion, NeighborWorks® Training Institute shares your name and address with other organizations that are involved in nonprofit management and community development so that they may send you information about other products and services that may be of interest to you. If you are not interested in having us share your name, address, telephone number, fax number and e-mail address with such organizations, please check the circle to the left of this disclosure statement. Rest assured that NeighborWorks® Training Institute honors your privacy and respects your wishes.



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**NeighborWorks® Training Division** • Since 1988, NeighborWorks® America's Training Division has provided intensive core and specialized education and training in community development through its NeighborWorks® Training Institute to more than 25,000 professionals from across the country.