



The Regional Leadership Series

*Developed by The Greater Cumberland Committee in cooperation
with Allegany College of Maryland, Frostburg State University,
Garrett College and Potomac State College of WVU.*

RLS001

Visioning, Strategic Planning & Developing a Mission Statement

Garrett College

April 24, 2009 • 9AM-12PM

RLS002

Robert's Rules of Order & Chairing a Meeting

Potomac State College of WVU

May 11, 2009 • 6PM-9PM

RLS003

Working in Coalitions, Consensus Building & Conflict Resolution

Allegany College of Maryland

September 14, 2009 • 6PM-9PM

RLS004

Professional Conduct, Ethics & Open Meetings Law

Frostburg State University

October 14, 2009 • 9AM - 12PM



The Regional Leadership Series

COURSE DESCRIPTIONS

The Regional Leadership Series has been developed by The Greater Cumberland Committee (TGCC) and the four sponsoring educational institutions to compliment existing leadership programs including: Leadership Allegany!, The Western Maryland Rural Leadership Academy, Leadership MD and Leadership WV. The goal of this series is to give graduates of these programs and other existing and potential civic and corporate leaders the tools they need to affect positive and sustainable change in our regional community. The first round of this topic-based, ala carte program includes the following courses sponsored by the educational institutions listed.

RLS001: Visioning, Strategic Planning & Developing a Mission Statement

Garrett College • Friday, April 24, 2009 • 9AM – 12PM
Instructor: Jim Allen, Director of Institutional Planning

Developing a vision, mission and values statement are the building blocks that are essential to implementing a strategic plan. This 3-hour introductory course will provide an overview of the strategic visioning process that will include all the pieces you need to begin a strategic planning process.

The concepts of strategic analysis, focusing on the environmental scan, the SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats), and organizational assessments will also be introduced during this course, as well as setting a strategic direction by establishing goals, corresponding strategies/methods to achieve those goals, action planning and tips on how to write and communicate the plan to audiences.

Class participants will discuss how to evaluate and modify the strategic plan to ensure its viability as a useful tool within an organizational Board or committee.

For more information please contact Jim Allen at 301-387-3006 or james.allen@garrettcollege.edu or Julie Yoder at 301-387-3101 or julie.yoder@garrettcollege.edu

RLS002: Robert's Rules of Order & Chairing a Meeting:

Potomac State College of WVU • Monday, May 11, 2009 • 6PM – 9PM
Instructor: Dr. Roger Hanshaw

"It is difficult to find another branch of knowledge where a small amount of study produces such great results in increased efficiency in a country where the people rule, as in parliamentary law." -- General Henry M. Robert

To be successful, an organization must operate efficiently and productively. When used properly, parliamentary procedure can greatly enhance organizational success and can make the meetings of any organization, board, or business, operate more effectively. Attending a meeting where nothing has been accomplished due to unrelated information or where one individual dominates the conversation can be frustrating. Have you ever left thinking "I could have run that meeting better?" Chairing a meeting is a learned skill and taking the time to understand those skills could give you an edge.

Using the world's most widely used parliamentary authority, Robert's Rules of Order Newly Revised, participants will engage in group activities, case studies and role-playing to:

- Explore the anatomy of an organization to discover its parliamentary requirements
- Review motions – the "nuts and bolts" of parliamentary procedure
- Uncover the subtleties of debating motions and voting
- Investigate the election of officers, boards, and other positions that require voting
- Interpret bylaws so that conflicts and misinterpretations can be minimized
- Learn how to make organizations work using committees

You will also learn to be prepared and how to prepare others, how to start a meeting on time, how to involve all parties and stay on track and understand that decisions made at the meeting must stand. A successful chair asks the right questions and shows assertiveness when necessary.

This course will prove that the role of the chair is not simply to "run the meeting," but to run an effective meeting with an impartial view and to ensure the content achieves the goal.

For more information please contact Dr. Kerry Odell or Karen Peer at 304-788-6810 or email kerry.odell@mail.wvu.edu or kgpeer@mail.wvu.edu.

RLS003: Working in Coalitions, Consensus Building & Conflict Resolution:

Allegany College of Maryland • Monday, September 14, 2009 • 6PM – 9PM
Instructor: Jeannette Rudy Fitzwater, RCC

Have you ever led or been a part of team, working together toward a common goal? We've all seen situations where these efforts are successful, while others simply never make any progress. Join us for a session where you'll learn how and why coalitions are formed and what makes some coalitions much more successful than others. Specifically the course will give you an opportunity to fine-tune your leadership skills by learning some team effectiveness strategies. You'll have an opportunity to practice some of these techniques, which will assist you in gaining consensus of your team and ultimately keep you focused toward meeting your overall goal. Your initial three hour investment is sure to increase the probability of your team's success, while saving you many hours of potential frustration!

Through a format of lecture blended with interactive group activity you'll explore:

Coalitions

- What they are
- Why and when they should be formed
- How to form one

Team Effectiveness Strategies

- Understanding and recognizing personality styles
- Strengths and weaknesses of various styles
- Adapting your communication to different styles
- Guiding the various styles toward gaining consensus

For more information, please contact Kathy Condor at 301-784-5121 or kcondor@allegany.edu

RLS004: Professional Conduct, Ethics & Open Meetings Law

Frostburg State University • Wednesday, October 14, 2009 • 9AM – 12PM
Instructor: John Bambacus, Professor Emeritus

Serving your community through participation on a board is a high calling. So why don't more of us have a clear picture as to what it is we have been called to do? Those interested in the betterment of their community have a vital role to play in growing and even becoming the next generation of effective regional leaders. The purpose of this session is to provide useful information that will enhance the leadership and decision making skills of those who may be interested in becoming involved in their community. Business and community leaders are frequently called upon to participate in community affairs, often involving complex and controversial issues. Today's leaders must be well versed in everything from economic development to running a meeting, and must do so in a professional and ethical manner. A discussion on the public's right to information and open meeting laws will also be included in this course.

This course is designed to be a beneficial guide for a wide variety of individuals interested in serving within their communities.

This course will:

- increase the understanding of professional conduct and ethics;
- provide an overview of Open Meetings regulations;
- promote high ethical standards in community service;
- provide a basis for more informed decision making;
- enhance the capacity of community leaders to participate effectively.

For more information, please contact Mr. John Bambacus at 301-689-3727 or email jbambacus@frostburg.edu

ABOUT THE GREATER CUMBERLAND COMMITTEE



The mission of TGCC is to:

- Help identify opportunities for collaboration to enhance the quality of life in the region.
- Negotiate broad and sound solutions to community issues.
- Serve as convener, facilitator, and catalyst for regional responsiveness and community improvement.

Organizational Concepts & Values

- Membership in TGCC is comprised of business and community leaders who can identify problems, needs, resources and opportunities in the community.
- Membership is directed to decision makers who have the authority to take action decisively and quickly.
- TGCC believes in the power of information and involvement. As our members become better informed and more involved in the issues affecting the region, TGCC becomes a catalyst for positive growth.
- TGCC members demonstrate the willingness to take action without intent of personal gain.

The sponsoring institutions do not discriminate against students or prospective students for reasons of race, sex, color, religion, national or ethnic origin, age, veteran's status, conditions of disability, or sexual orientation in admission, educational programs and activities, scholarship and loan programs, or any terms and conditions of enrollment. The institutions comply with applicable state and federal laws and regulations prohibiting discrimination.

For more information, please contact

Juli McCoy, Executive Assistant,
The Greater Cumberland Committee
71 Baltimore Street, 2nd Floor, Susquehanna Bank Building
Cumberland, Maryland 21502
Phone: (301) 722-0090 • Fax: (301) 722-0091
jmccoy@greatercc.org

DEADLINE TO REGISTER

1 week prior to course offering.
Series registration deadline is 4/17/09

REGISTRATION INFORMATION

To register for individual courses, please contact the sponsoring educational institution. To register for multiple courses or the full series, please call or mail payment (payable to ACM) to the ACM Registration Specialist. Registration contact information can be found at the top of the registration form on the back of this brochure.

TRAINING FEE

\$55 per person/per course.
Save 10% when you enroll in the entire series (RLS000) for just \$200.00



CONTINUING EDUCATION UNITS and CONTACT HOURS

Continuing Education Completion Certificates will be awarded for each course. An additional Series Certificate will be awarded for those who complete all 4 courses. To receive course completion awards, participants are required to attend the full course and complete and submit the course evaluation.

COMFORT ZONE

Although every effort is made to have a comfortable temperature in the meeting room, everyone's comfort zone is different. Please bring a jacket or sweater in case the room is too cool for your comfort.

FOR YOUR CONVENIENCE

In case of inclement weather on the day of the course listen to local radio stations for information about early closings or cancellations.

DIRECTIONS

Please visit the following websites to obtain driving directions.

www.allegany.edu
www.garrettcollege.edu
www.frostburg.edu
www.potomacstatecollege.edu

This publication designed and printed by the Allegany College of Maryland Advancement Office.

REGISTRATION FORM for The Regional Leadership Series

Registration Specialist
Center for Continuing Education
Allegany College of Maryland
12401 Willowbrook Road, SE
Cumberland, MD 21502-2596
Phone 301-784-5341 • Fax 301-784-5023

Office of the President
Attn: Sandra Rohrbaugh
Frostburg State University
101 Braddock Road
Frostburg, MD 21532
Phone 301-687-4112

Continuing Education &
Workforce Development
Garrett College
687 Mosser Road
McHenry, MD 21541
Phone 301-387-3069

Potomac State College
West Virginia University
75 Arnold Street
Keyser, WV 26726
Phone 304-788-6820 • Fax 304-788-6939
go2psc@mail.wvu.edu

PLEASE TYPE OR PRINT ALL INFORMATION

Please circle any institution you have previously attended: ACM FSU Garrett Potomac State

If your prior registration was under a different name, please list previous name(s): _____

Social Security # Last Name First MI

Street Address City or Town County State Zip Code

Birthdate (MM/DD/YYYY) Home Phone Business Phone Fax Phone

1. () Male 2. () Female _____
Email Address

Please list the clubs or organizations to which you belong and any board position you hold or have held. Please attach a separate sheet of paper if needed.

| ORGANIZATION | BOARD POSITION | DATES OF SERVICE: FROM/TO | |
|--------------|----------------|---------------------------|--|
| | | | |
| | | | |
| | | | |

SIGNATURE (I certify that the information on this form is correct. Must be signed and dated to be official.) _____

DATE _____



| COURSE # | COURSE TITLE | BEGIN DATE / LOCATION | TIME | TRAINING FEE | COURSE TOTAL |
|--|--|--------------------------|----------|--------------|--------------|
| RLS000 | Regional Leadership Series: Includes all four courses at a 10% discount. | 4/24/09 Various | Various | \$200.00 | |
| RLS001 | Visioning, Strategic Planning & Developing a Mission Statement | 4/24/09 Garrett | 9AM-Noon | \$55.00 | |
| RLS002 | Robert's Rules of Order & Chairing a Meeting | 5/11/09 Potomac State | 6-9PM | \$55.00 | |
| RLS003 | Working in Coalitions, Consensus Building & Conflict Resolution | 9/14/09 ACM | 6-9PM | \$55.00 | |
| RLS004 | Professional Conduct, Ethics & Open Meetings Law | 10/14/09 FSU | 9AM-Noon | \$55.00 | |
| TOTAL PAYMENT: Please see NOTE below! | | | | | \$ |



For individual course registrations, please call or mail completed registration form and payment to the institution sponsoring the course. For multiple courses, or the full series, please call ACM or send your registration and payment, payable to Allegany College of Maryland to the ACM registration specialist. Your registration information and tuition will be forwarded to the appropriate institution(s).

If employer is paying, please provide the information below.

Agency's Name Contact Person Phone

Email Address Street Address City State Zip

FOR CREDIT CARD USE ONLY () Visa () Mastercard () Discover
Account No. _____
Date of Expiration _____ V. Code _____

REGISTRATION OFFICE USE ONLY Type: ___ Cash ___ Check
Amount Paid _____ ___ Credit Card ___ Bill To
Date Received _____ Initials _____