



Mission-Driven Leadership 2011 Workshop Descriptions

Feb 14 Employee and Volunteer Accountability in Mission-Driven Organizations

Holding people accountable for daily work, projects and promises is challenging in any organization. This can be even more challenging working with volunteers or staff in a mission-driven environment with people committed to the same goals, but different views on how to best serve the mission. This session will focus on tools for setting expectations, monitoring progress and addressing performance gaps. \$75

Who should attend? Anyone with supervisory or project management responsibility

What will we cover?

- Setting expectations with position descriptions
- Follow through and reporting tools
- Conversations for Action
- Setting SMART goals

Attendees are encouraged to bring a job description to the session.

What takeaways should I expect?

- Employee and volunteer position description format
- Two employee meeting recap / reporting formats
- At least one SMART goal to apply at work

Discounts Available

\$25 off - register 30 days in advance
15% off- register for 3+ sessions

Workshop Total _____

Discount _____

Total Due _____

Name _____

Title: _____

Organization: _____

Phone: _____

Email: _____

- Email registration to roosolutions@comcast.net and be invoiced; or
- Mail registrations and check to: Roo Solutions, 6003 106th Ave. N, Minneapolis MN 55443; or
- Register via Roo Solutions MeetUp Community: <http://www.meetup.com/Roo-Solutions-Community/>





2012 Mission-Driven Leadership Workshop Registration

Circle the sessions you wish to register for

Sessions are scheduled 1 – 3 pm. Workshop location is 1200 Washington Ave. S., Minneapolis. Full course descriptions may be found online at: <http://www.roosolutions.net/Downloads/MDLcourses2012.pdf>

Date	Topic	Early Bird * *45+ days prior	Procrastinator
Jan 10	Communicating with Business Decision Makers	\$100	\$125
Feb 14	Employee and Volunteer Accountability in Mission-Driven Organizations	\$75	\$100
Mar 13	Performance Appraisals That Work	\$100	\$125
Apr 10	Recruiting 101	\$100	\$125
May 8	New Employee Orientation and Onboarding	\$75	\$100
June 12	Effective Meeting Management **	\$75	\$100
July 10	Communicating Up, Down and Across the Organization	\$75	\$100
Aug 14	Executive Director / Board Performance Appraisal	\$75	\$100
Sept 11	Incorporating Values and Mission in HR Programs	\$75	\$100
Oct 9	Project Management I	\$125	\$150
Nov 13	Project Management II (Session II focuses on tailoring PM I tools to your organization)	\$125	\$150
Dec 11	Talent Review and Workforce Development	\$75	\$100
Sign me up for the entire series!		\$900 (by Dec 15th)	

Discounts:

- Early Bird Discounts available through December 15th:
- \$175 savings if you register for the entire series
- \$25 discounted early bird rates if registration received 30 days in advance

Workshop Total _____

Discount _____

Total Due _____

Name _____ Title: _____

Organization: _____ Phone: _____

Email: _____

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