

2021 Virtual President Elect Training

Welcome Event: December 18, 2020

Training Dates: January 14, 15, 21 and 22



Platform: WebEx Training

Registration: Note you must pre-register for all sessions

Session Password: a7Ypk72rM53

December 18: <https://bit.ly/Dec18PE>

January 14: <https://bit.ly/Jan14PE>

January 15: <https://bit.ly/Jan15PE>

January 21: <https://bit.ly/Jan21PE>

January 22: <https://bit.ly/Jan22PE>

Start Time by Time Zone:

3pm Eastern

2pm Central

1pm Mountain

12pm Pacific

11am Alaska

9am Hawaii

Agenda:

Friday, December 18, 2020	
Start Time: 3pm ET/2pm CT/1pm MT/12pm PT/11am AK/9am HI	
0:00 – 0:10	Introduction of Staff <ul style="list-style-type: none">• <i>Carrie Kiley, MBA – Senior Manager, Affiliate Leader Relations</i>• <i>Rachel Whitlock – Affiliate Manager</i>• <i>Bill Stanton – Affiliate Manager</i>• <i>Maya Arcilla – Affiliate Coordinator</i>• <i>Amy Biedenharn, CAE – Director, DPG/MIG/Affiliate Relations</i>• <i>Diane Enos, MPH, RDN, FAND – Chief Learning Officer</i>
0:10 – 0:20	Overview of Training Structure
0:20 – 0:30	Tutorial of the Platform <ul style="list-style-type: none">• Chats• Raising your hand• Polls• Breakout sessions
0:30 – 1:30	President Elect Introductions <ul style="list-style-type: none">• Name• Affiliate• Employment• Your favorite beverage and snack• What are you most nervous about becoming president?
1:30 – 2:00	Breakout Room Networking <ul style="list-style-type: none">• Holiday Plans• I Have Virtual Meeting Burnout• Why did I agree to be President Elect?• Good News Only Group• Questions and Conversations with Academy Affiliate Team

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Start Time: 3pm ET/2pm CT/1pm MT/12pm PT/11am AK/9am HI	
0:00 – 0:15	Welcome and Overview Carrie Kiley, MBA
0:15 – 0:35	Academy President Elect Interview Kevin Sauer, PhD, RDN, LD, FAND
0:35 – 1:20	Academy Operations Carrie Kiley, MBA and Rachel Whitlock <i>Gain an understanding of the operational side of leading an affiliate to use with your board to ensure proper governance. After this session, you will be able to apply business practices and understand the legal responsibilities of serving as a board member.</i>
1:20 – 1:40	Breakout Group Discussion Regions of the country
1:40 – 2:10	Leveraging the Training to Set Goals Amy Biedenharn, CAE and Bill Stanton <i>Learn how to use the information gained during the training to determine your affiliate's priorities and draft potential short, mid, and long term goals. After the training take the resources from the Academy and work with your board to set your priorities</i>
2:10 – 2:30	Affiliate Best Practice TBD
2:30 – 2:45	Wrap Up

Friday, January 15, 2021	
Start Time: 3pm ET/2pm CT/1pm MT/12pm PT/11am AK/9am HI	
0:00 – 0:20	Affiliate Best Practice TBD
0:20 – 1:00	Managing Difficult Conversations Amy Biedenharn, CAE and Bill Stanton <i>Volunteer led organizations face a unique challenge when it comes to handling differing viewpoints in respect to decision making. This session will focus on techniques you can bring back to help facilitate difficult conversations within your affiliate.</i>
1:00 – 1:20	Breakout Group Discussion Affiliates of similar sizes
1:20 – 1:50	Volunteer Structure and Support Amy Biedenharn, CAE and Rachel Whitlock <i>Finding and keeping volunteers can be the biggest challenge for affiliates. This session will focus on the skills necessary for training, motivating, and retaining your volunteers.</i>
1:50 – 2:20	Board and Volunteer Communications Carrie Kiley, MBA and Bill Stanton <i>As the president of your affiliate, you are responsible for how the operations are executed. Takeaways from this session will be focused on the day to day tasks of running board meetings, setting expectations, and ensuring you are focusing on accomplishing your strategic plan as a board.</i>
2:20 – 2:45	Breakout Group Discussion
2:45 – 3:00	Wrap Up

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Thursday, January 21, 2021	
Start Time: 3pm ET/2pm CT/1pm MT/12pm PT/11am AK/9am HI	
0:00 – 0:20	Affiliate Best Practice TBD
0:20 – 0:50	Volunteer and Staff Succession Planning Carrie Kiley, MBA and Rachel Whitlock <i>This session will focus on how to ensure smooth transitions and setting your affiliate up for future success no matter who is in your various roles. From this session you will have a framework to bring back to your board to begin creating your own succession plans.</i>
0:50 – 1:10	Breakout Group Discussion Random Assignment
1:10 – 1:55	Academy CEU and FNCE Overview Diane Enos, MPH, RDN, FAND <i>Hear from the Academy's Chief Learning Officer Diane Enos, MPH, RDN, FAND on how the Academy leverages CEU data from CDR to plan what educational items to develop for Academy members. Gain insights into how the Academy plans FNCE® and considerations your affiliate can also take into account when planning your annual conference.</i>
1:55 – 2:25	Data Driven Decision Making Amy Biedenharn, CAE and Carrie Kiley, MBA <i>Gain an understanding on how to collect and leverage data within your organization. After this session you will be able to empower your board to make decisions and changes based on current trends and member feedback.</i>
2:25 – 2:50	Breakout Group Discussion
2:50 – 3:00	Wrap Up

Friday, January 22, 2021	
Start Time: 3pm ET/2pm CT/1pm MT/12pm PT/11am AK/9am HI	
0:00 – 0:30	Program of Work (POW), Budgeting, and Fiscal Controls Carrie Kiley, MBA and Rachel Whitlock <i>Learn how to use your past actual costs coupled with planning future programs based on your strategic plan to ensure your affiliate keeps moving forward. Use this session along with our session on goal setting to create a realistic and future forward budget to expand benefits to your members in a responsible manner.</i>
0:20 – 0:50	Breakout Group Discussion
0:50 – 1:35	Understanding Copyright and Contracts Amy Biedenharn, CAE and Bill Stanton <i>Learn the basics of requests for proposals (RFPs), reviewing contracts, and creating agreements. Also learn about copyright (writing, photographs, charts, and graphs) and how to ensure your affiliate is protected from copyright infringement claims.</i>
1:35 – 2:05	Breakout Group Discussion
2:05 – 2:25	Pulling it All Together Carrie Kiley, MBA <i>We'll take a few moments to review prioritization and goal setting as you work through the ideas you generated throughout the training.</i>
2:25 – 2:45	Town Hall – Open Q&A with Staff