



Leadership Training

Session Descriptions

Friday, August 6, 2010

12:30 PM – 12:45 PM

Introductions and Opening Remarks - *Loch Raven*

12:50 PM – 1:40 PM

Harborview I

Pam Wright

Build a Winning Volunteer Team

A cohesive team is the cornerstone of a successful organization. In this session, we will discuss how to match volunteers with the work that needs to be done, and how to create a close-knit team that is excited and ready to undertake any and all challenges.

Harborview II

Joe Craig

How to Teach Adults

Have you thought about the best way to teach adults? Understand how adults learn and how to design and deliver classes that engage them. Improve your teaching skills by focusing your efforts on your audience's learning needs.

Severn

Randy Wilkes

What's in Your Software Toolbox?

What programs are on your computer? Learn to outfit your software toolbox with tools that help you work more efficiently. We will explore Office suites, file backup solutions, web browsers, and useful utilities that will make your computer a useful tool.

1:50 PM – 2:40 PM

Harborview I

Louise Sechler

Managing and Budgeting for Volunteer Organizations

Are you responsible for an organization or an event? Success is a combination of successful delivery and finance. Learn how to prepare a line-item budget, how to price the event so it meets your budgetary needs, and how to control costs.

Harborview II

Bob Adams

How to Create a Class

What does it take to turn a class idea or description into a class that can be successfully taught? Bob shares his system on how he sets objectives, organizes the material, develops the presentation, and keeps its length within the allotted time frame.

Severn

Phil Sudore

An Introduction to Excel

Want to create a spreadsheet? Microsoft Excel is an extremely useful tool in managing a club portfolio, stock watch lists, address and phone contact information, event administration, organizational interest forms, and training evaluation forms. Learn about Excel's basic features, how to build a spreadsheet, and learn the differences between versions of this software.

2:50 PM – 3:40 PM

Harborview I

Seymour Zeenkov

Volunteers: Your Organization's Lifeblood

Volunteers are the treasure of most organizations. Volunteering is not just the offering of one's services but also one's self. Volunteers reap colossal rewards in terms of acquiring new skills, learning more of the world in which we live, and above all, gaining wonderful friendships that might never have been.

Harborview II

Pam Wilkes

Designing a Powerful Presentation

A successful class requires an organized and targeted presentation. Will you use PowerPoint, a flip chart, or a “live” computer-based presentation? Learn how to convert your class outline into a presentation that works for your audience.

Severn

Joe Craig

Video Capture Software

Video software can do everything: capture silly moments, preserve family memories, and save and distribute a class or special event. Learn to create a short tutorial and save it as a video file. Joe shares his knowledge about available video software choices and the basics of video editing.

3:50 PM – 4:40 PM

Harborview I

Pam Wright

The Successful Event Guide

Volunteer meeting planners are chosen and succeed because they possess exceptional organizational skills. In this session, learn tips and tricks for site selection, contract negotiation, marketing, and working with facility staff and your team. We will review an event timeline and discuss how you can ensure a successful event.

Harborview II

Saul Seinberg

Present Like a Pro

Presenters usually focus on content when preparing and delivering a presentation. However, studies indicate that how you present, more than what you say, resonates better with an audience. Deliver stellar presentations by learning the best practices and how to apply them while avoiding negative factors.

Severn

Joe Craig

Online File, Photo, and Video Sharing

Are online sharing services for you? Do you want to place a class or tutorial on your website, or share a video on YouTube? Explore various services that provide assistance in sharing files, photos, and videos, and you choose who has access!

4:50 PM – 5:40 PM

Harborview I

Brian Altschul

Use Social Media to Promote Your Organization or Event

We have all heard the words Web 2.0 and Social Networking, but what is it really? Are these services useful? Learn to use social networking tools like Facebook, Twitter, LinkedIn and others to promote your organization or event.

Harborview II

Ira Smilovitz

Don't Do That! Great Presentations Gone Bad

What is the difference between an atrocious presentation and a great one? It's in the details. We will discuss presentation materials, styles, audiences, and other components of great presentations. Learn how to avoid the pitfalls and make your presentations memorable for the right reasons.

Severn

Randy Wilkes

Buying a New Computer

Is there a new computer in your future? Will it be a Notebook, a Netbook, or a Desktop? Maybe a Mac? What are the specifications for a modern computer? What will it cost?