

***Board  
Development  
Programs***



***Training &  
Consultation  
To Strengthen and  
Develop Your Board***



# INDEX

<b>CEO Performance Planning &amp; Management Series.....</b>	<b>1</b>
<b>Managing CEO (President) Succession Series.....</b>	<b>2-3</b>
<b>Nonprofit Collaboration Workshop Series.....</b>	<b>4</b>
<b>Board Development Workshop.....</b>	<b>5</b>
<b>BOARD CONSULTING</b>	
<b>Planning, Managing, And Facilitating</b>	
<b>Your Board Meeting &amp; Retreat.....</b>	<b>6-7</b>
<b>Consultation.....</b>	<b>7</b>
<b>Strategic Planning</b>	
<b>&amp; Facilitation.....</b>	<b>8</b>
<b>Managing Executive Transition.....</b>	<b>8</b>
<b>Team Building For The Board.....</b>	<b>9</b>
<b>Services For Developing</b>	
<b>Your Board.....</b>	<b>9</b>
<b>Responsible Governance</b>	
<b>&amp; Organization Accountability.....</b>	<b>10</b>
<b>CEO/President Succession Plan.....</b>	<b>11</b>

## CEO PERFORMANCE PLANNING AND MANAGEMENT SERIES



### WHO SHOULD ATTEND

CEO/President, Board Chair, Executive Committee (and individuals acting in that role).

### BENEFITS OF THE PROGRAM

- Hands-on experience on an effective and efficient model of performance management that can be used as a stand alone or be incorporated in your current system
- Opportunity to work out the kinks in your existing system in a safe environment
- Learn from experts and participants in group work

### SESSION I - *EFFECTIVE PERFORMANCE PLANNING*

#### What You Will Learn

- How to set performance goals and standards that make a difference to fulfilling the mission and the strategic plan
- How to incorporate quality, relevance of output, responsibility, value creation and the ratio of input to output into the performance management process
- How to benchmark CEO Performance against other organizations

### SESSION II - *THE COMPLETE PERFORMANCE REVIEW*

#### What You Will Learn

- How to conduct periodic reviews
- How to conduct the final review and what to do with results
- How to correct deficiencies
- How to reward good performance

### SESSION III - *ENSURING GRADE 'A' PERFORMANCE*

#### What You Will Learn

- The Board's role in ensuring a successful performance year
- How to develop a training and development plan for the CEO that will yield real results
- What the CEO can do to manage his/her own performance and how the Executive Committee can help

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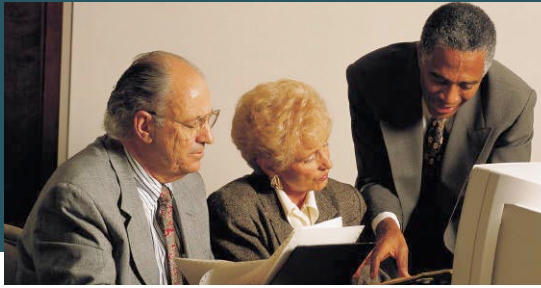
#### SERIES COST

Price per session: \$125  
All 3 sessions \$300

#### SESSION DURATION

3 Hours

## MANAGING CEO (PRESIDENT) SUCCESSION SERIES



### WHO SHOULD ATTEND

CEO/President, Board Chair, Executive Committee and individuals acting in this role.

#### **SESSION I - EFFECTIVE CEO SUCCESSION PLANNING** *(THE NUTS AND BOLTS)*

##### **What You Will Learn**

- Benefits of a strong succession planning
- The Board's role in succession planning
- The importance of translating organization strategy into operational terms.
- Anatomy of a good succession plan
- 10-step process of succession planning
- Knowing what to do with the plan you made

#### **SESSION II - CEO RECRUITMENT**

##### **What You Will Learn**

- Strategies for reducing difficulty and complexity
- Designing a selection process
- Assessing the organization and Board's Needs
- Developing a Director Specification (designing the CEO's job description)
- Conducting a search for a new CEO
- Assessing internal candidates
- Deciding to use an executive search firm
- Designing and conducting the interviews
- Making the offer
- CEO orientation

#### **SESSION III - SUCCESSFUL CEO TRANSITION**

##### **What You Will Learn**

- Factors affecting successful transition management
- Developing a Transition Plan
- Anatomy of a plan - what to include
- Interim Duty Assignments



### **SESSION IV - MANAGING FOUNDER-CEO TRANSITION SUCCESSFULLY**

#### **What You Will Learn**

- 3 important questions the founder needs to have answers for
- Taking care of the founder's interests
- Taking care of the organization's needs
- Developing an effective transition plan
- Implementation
- The first 100 days

### **SESSION V - MAKING THE FIRST 100 DAYS WORK**

The new CEO must take hold of the organization quickly and credibly. The CEO needs to focus internally, build momentum, and keep eyes wide open and ears to the ground, ever vigilant for warning signs. The CEO must set an agenda, tend to the board, build a team and declare what matters most, both personally and professionally.

#### **What You Will Learn**

- Your first 100 days! You won't get another chance
- Designing your 100-Day Plan
- Developing CEO Capital in the next 265 days
- Landmarks for gauging CEO progress

#### **SERIES COST**

Price per session: \$155

Three Sessions: \$395 (*save 15%*)

All 5 Sessions: \$620 (*save 20%*)

#### **SESSION DURATION**

3 Hours per session

# NONPROFIT COLLABORATION WORKSHOP SERIES



## WHO SHOULD ATTEND

CEO/President, Board Chair, Board Members and individuals acting in this role.

### SESSION I - *PREWORK TO COLLABORATION*

#### What you will Learn

- Sourcing and Select potential partners
- Committing Resources
- Program/project choice
- The phases most collaborative projects go through
- Strategies that work

### SESSION II - *PROVIDING VALUE IN COLLABORATION*

#### What you will Learn

- Determining the value of your organization's capabilities
- Valuing your assets
- Valuing the benefits and assets of potential collaborators
- Ascertaining strategic fit

### SESSION III - *PLANNING IMPLEMENTATION*

#### What you will Learn

- Anatomy of successful collaborations
- Developing implementation plan
- Developing the management plan

### SESSION IV - *IMPLEMENTATION*

#### What you will Learn

- Managing common pitfalls
- Sharing leadership
- Evaluating your effectiveness

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#### SERIES COST

Price per session: \$185

All 4 Sessions: \$595 (*save 20%*)

#### SESSION DURATION

4 Hours per session



A workshop for Board members to learn roles and responsibilities of the Board and its various committees.

### WHO SHOULD ATTEND

Board members

### BENEFITS

- For existing and experienced members- ground and integrate their current knowledge
- For new members- helps them acquire knowledge needed to become effective members
- Ensure that all members are working from the same understanding

### WHAT YOU WILL LEARN

- The nonprofit Governance structure
- Legal responsibilities of the Board member
- Board responsibilities in Organizational accountability
- The Board and fundraising
- Committees of the Board and their responsibilities

### COST

Price: \$155

### BRING THIS WORKSHOP TO YOUR BOARD

\$4,000

## BOARD CONSULTING



We provide consultation for Board development and Board process improvement.

*Please call us for a free consultation*

### WHY YOU SHOULD WORK WITH US

- Board-type-specific program to improve the process and performance of your Board.
- Whether you have a 3-member Board or 100-member Board, we can design a program that will work for you
- Whatever your financial capacity, we can deliver an effective program your organization can afford.

### PLANNING, MANAGING, AND FACILITATING YOUR BOARD MEETING & RETREAT

Let us plan, manage, and facilitate your next Board Retreat or Board Meeting and make it a success. Our system is guaranteed to ensure a smooth process, maximize attendance, and achieve needed goals.

Whether your purpose for the meeting or retreat is to clarify your vision and mission, conduct a strategic plan, review or plan programs and finances, set your priorities, make key decisions, we use meeting planning and management best practices, and expert facilitators to help you achieve your goals.

**HERE'S WHAT WE CAN DO FOR YOU:****Location Finding:**

We can find a location that best meets your needs and the needs of individual Board members.

**Goal Planning:**

We can assist you in clarifying the goals for your meeting or retreat.

**Agenda Planning:**

We work with you to develop an agenda for your meeting/retreat best suited to the audience and your goals.

**Meeting Notification:**

Our services included notifying the attendees and sending out reminders. If needed, we can also call them.

**Attendance Management:**

We help you keep track of attendance, absences, and develop strategies to help improve attendance.

**Meeting Facilitation:**

Get the most out of your meeting/retreat by using our independent facilitator. Even if you know facilitation, there is no need to wear multiple hats. This way everyone can participate fully.

**Meeting/Retreat Reports:**

Document the meeting and provide a written report of your deliberations and decisions to ensure that key decisions and action plans are captured.

## BOARD CONSULTING



### STRATEGIC PLANNING AND FACILITATION

Our consultants have a deep understanding of strategy and how good nonprofit strategies are created. We invite you to let us handle your next strategic planning session for you.

Let us help your Board members focus and develop a tight strategic plan that will ensure that organization taps into its strategic advantage to secure funding, run programs effectively, ensure that the entire organization is working toward the same goals, to assess and adjust your strategic direction in response to the changing Non-Profit environment. We will help you make the important decisions that will move your organization through a successfully year.

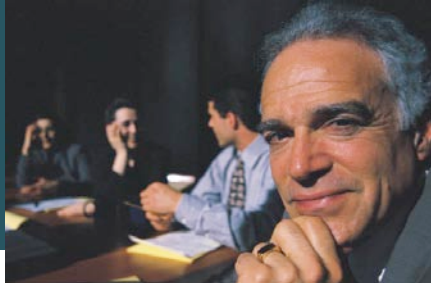
### MANAGING EXECUTIVE TRANSITION

There are three ways that an organization can find itself dealing with Executive Transition.

1. An organization that has been previous managed by a working Board decides to hand over the helm to a CEO
2. A founder decides to hand over the reins to a CEO after effectively managing the organization
3. The Current CEO decides to vacate the position voluntarily or is forced/coerced out of the role

Changing of a CEO is risky business for any organization. Our services connect the Board, the outgoing CEO, the organization, and the incumbent in ensuring a smooth handing over of the baton between the incumbent and the incoming CEO.

The Executive Transition Process ensures that your organization is effective in managing the change process. Our process helps you minimize the risks to the organization, while leveraging the opportunities.



### TEAM BUILDING FOR THE BOARD

Wherever your Board is currently, it can benefit from team-building. Team building can help raise the level of your board's effectiveness and ensure that everyone is working from the same script. Choose from a variety of teambuilding and assessment options to help your board a higher level of performance.

#### **You can have sessions that:**

- Set direction
- Clarify roles and responsibilities
- Resolve conflicts
- Develop structure
- Develop self awareness and awareness of other members

The result is a smoother, frictionless, and more focused Board. The process will inject better attitude and behavior in your Board functioning and result in increased productivity.

### SERVICES FOR DEVELOPING YOUR BOARD

The non-profit Board is a body of volunteers charged with the legal responsibility of governing the non-profit organization. They are responsible for establishing top level plans and strategic direction for the organization, setting policies and goals and providing access to funds and funding resources to the organization.

To be successful in achieving good governance, you need to adopt a purposeful approach to developing your Board.

#### **The following are our Board Development services:**

- Board member recruitment
- New member orientation
- Improving Board member involvement and participation
- Board self-evaluation
- Managing the transition from corporate culture to nonprofit culture
- Board leadership development



### RESPONSIBLE GOVERNANCE AND ORGANIZATION ACCOUNTABILITY

Recent high profile scandals have prompted a call for increased oversight of the Non-Profit Sector. Regulations or laws similar to the Sarbanes Oxley Act of 2002 are being proposed nationwide for the Sector. The work of the Independent Sector on the subject will influence proposed legislature from Senate Finance Committee. In addition various States have already enacted regulations.

Every non-profit organization needs to be putting policies, structure, and processes in place to ensure compliance with Organization Accountability and the Board should champion the cause.

*Your organization needs to be working towards compliance.*

We provide consultation on organization accountability from initial education (to get you familiar with proposed regulations) to implementation (designing policies, and putting structure and processes in place) to bring your organization into compliance.

#### Areas Covered

Organization ethics, Internal Control, Establishment of Audit Committees, Conflict of interest policies, code of ethics, code of conduct, Board oversight of compliance, IRS issues etc.



### **CEO/PRESIDENT SUCCESSION PLAN**

We can help your organization develop a CEO Succession Plan designed for use in the instance of sudden, unplanned vacancy or the resignation of the current Chief Executive Officer. The Plan would ensure continued operation of with minimal interruption

#### **The Plan includes**

1. Detailed steps of CEO Succession
2. CEO Selection Plan
3. Interview and selection
4. New CEO orientation

# Join the NPLL Community

[www.npleader.com](http://www.npleader.com)



**The mission of the League is to develop high impact leadership in non-profit organizations through executive education, professional development, and peer support.**



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