



State Network Leadership Orientation and Leadership Training Events MENU OF EFFECTIVE PRACTICES

State Network Operating Model Standards:

- Conduct an annual orientation for state and local leaders.
- Offer an annual leadership development/training program for members.

[Note: these two events can be combined]

Structure and Delivery Methods

<i>Orientation for State and Local Leaders</i>	<i>Leadership Training for Members</i>
<p>Timing of Event:</p> <ul style="list-style-type: none"> • Conduct after National Network 360 in August and before the end of the year (preferably between September and Early November) <p>Structure of Event:</p> <ul style="list-style-type: none"> • Conduct as a stand-alone event or at a State Network meeting held in conjunction with State Association meetings • Combine the orientation and a leadership training session for members <p>Delivery Methods:</p> <ul style="list-style-type: none"> • In-person • Hybrid (e.g., conduct individual webinars for each key leadership position, followed by an in-person session at a State Network meeting) • Virtual (e.g., conduct a general webinar for all leaders, followed by individual webinars for specific leadership positions) 	<p>Timing of Event:</p> <ul style="list-style-type: none"> • Can be offered at any point during the year <p>Structure of Event:</p> <ul style="list-style-type: none"> • Could be offered as part of a Leadership Orientation agenda, with a general session or breakout session focused on leadership skills open to all members • Could be conducted in collaboration with the State Association or other real estate related organization <p>Delivery Methods:</p> <ul style="list-style-type: none"> • Separate in-person session(s) delivered at a State Network meeting • Leadership webinar series offered to members throughout the year • Hosting PMN courses on leadership skills at a State Network meeting • Hybrid: Example – conduct leadership webinar(s) followed by in-person session with webinar participants at a State Network meeting to workshop concepts presented in the webinar, share experience, etc.

Formats/Sample Agendas

Leadership Orientation Event

SAMPLE One-day Leadership Orientation Agenda
8:30am-9:15am Welcome, Introduction and Icebreaker
9:15am- 10:00am Women’s Council Overview (Speakers)

10:00am-10:15am Break

10:15am-11:45am

Breakout Sessions (*by position*: Presidents, Presidents-elect, Secretaries, Treasurers, Program and Membership Directors, and Past Presidents)

11:45am-1:00pm

Lunch/Networking Activity and/or Network Spotlight Presentations

1:00pm-3:00pm

Breakout Sessions (network planning time with State leader support)

3:00pm-3:15pm Break

3:15pm-4:15pm

Moderated Topical Roundtables and Reporting on Network Best Practices by Topic

4:15pm-5:00pm

Closing Session/Remarks

5:00pm

Reception/Networking

SAMPLE Half-day Leadership Orientation Agenda

8:30am-9:15am

Welcome, Introduction and Icebreaker

9:15am- 10:00am

Women's Council Overview (Speakers)

10:00am-10:15am Break

10:15am-11:45am

Breakout Sessions (by position)

11:45am-1:00pm

Lunch/Networking Activity and/or Network Spotlight Presentations

Leadership Training Event

SAMPLE One-day Leadership Training Agenda

8:30am-9:15am

Welcome, Introduction and Icebreaker

9:15am- 10:45am

General Session (Speaker or Panel, etc.)

10:45am-11:00am Break

11:00am-12:30pm

Breakout Sessions (on specific topics)

12:30pm-2:00pm
Lunch with Network Spotlight Presentations

2:00pm-3:30pm
Breakout Sessions (morning breakout sessions repeated)

3:30pm-4:45pm
General Session (Speaker or Topical Roundtables, etc.)
Closing Remarks

4:45pm-5:45pm
Reception/Networking

SAMPLE Half-day Leadership Training Agenda

8:30am-10:30am
Opening Remarks and General Session (Speaker)

10:30am-10:45am Break

10:45am-12noon
Breakout Sessions (on specific leadership topics)

Combined Leadership Orientation and Training Event

SAMPLE One-and-a-half-day Leadership Orientation/Training Agenda

Day One (morning focused on information for incoming local and state leaders)

8:30am-9:15am
Welcome, Introduction and Icebreaker

9:15am- 10:00am
Women's Council Overview (Speakers)

10:00am-10:15am Break

10:15am-11:45am
Breakout Sessions (by position)

11:45am-1:00pm
Lunch/Leader Networking Activity and/or Network Spotlight Presentations

(afternoon focused on leadership development programming for all members)

1:00pm-3:00pm
General Session (Speaker)

3:00pm-3:15pm Break

3:15pm-4:30pm
Breakout Sessions (on specific leadership topics)

<p>4:30pm-5:30pm Reception/Networking (for all participants)</p> <p><u>Day Two</u> (focused on incoming local and state leaders)</p> <p>8:00am-8:30am State Network Goals and Plans for the Year</p> <p>8:30am-10:30am Breakout Sessions (structured local network planning time with State support)</p> <p>10:30am-10:45am Break</p> <p>10:45am- 12noon Moderated Topical Roundtables and Reporting on Network Best Practices by Topic</p> <p>12noon Closing Lunch/Remarks and Call to action</p>
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Leadership Training Webinar Series: a maximum of two hours for each webinar on a different leadership topic

Examples of Individual Session Formats

- Presentation (need: speaker)
- Presentation/workshop (need: facilitator)
- Topical or leadership position-based roundtables (need: table moderators/reporters)
- Panel with Q&A (need: peers/experts/past leaders with moderator)
- Spotlight on local networks: incoming presidents make 2-minute presentations on their local networks, sharing accomplishments, upcoming events, key goals for the year, etc.
- Individual local network meeting/planning time (State Liaison can rotate/provide support, or, if larger state with DVPs, they can support their assigned local networks)

Suggested Content

<i>Leadership Orientation Event</i>	<i>Leadership Training Event</i>
<ul style="list-style-type: none"> • Women’s Council mission, vision, goals, values and brand • Roles/commitments of ALL leaders regardless of individual positions (e.g., modeling excellence in team leadership; mentoring future leaders) • Organization/structure of National, State and Local Networks • Relationship with local or state association and others • Key leadership positions and their major responsibilities and reporting relationships • Critical network policies or procedures • Major deadlines, dates leaders should be aware of throughout the year • Resources, tools available for support, including who to contact for what type of support 	<p>Sessions or workshops on such topics as:</p> <ul style="list-style-type: none"> • Public speaking/making presentations • Meeting management • Conflict management • Cultivating/motivating volunteers • Building strong teams • Dealing with different styles/personalities <p>Goal of leadership training for members should be to <i>support development of leadership skills members can use in their business, in the industry, in their community and within Women’s Council.</i></p>

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| <ul style="list-style-type: none"> Local/State Network model standards: what they are, compliance procedures, affiliation agreement | |
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Creating a Stimulating Environment

Other techniques or activities to consider:

- Leadership style assessment (participants take the assessment ahead of time and bring the results to the session; during the session review how to read and use the results, along with examples/case studies of how navigate styles as a leader)
- Network to network relationship-building/sharing
- For in-person meetings, a room set-up and activities that encourage interaction, networking, sharing (roundtables)
- Idea board on which participants can post ideas or ah-ha's from sessions they are attending
- Use of color, motivational quotes, cartoons on tables, walls, screen to set a positive tone; tactile objects on the tables (e.g., brightly colored pipe cleaners, fidget toys) to stimulate creativity
- Be mindful of physical needs – breaks, food, movement (e.g., candy at the tables, fun snacks available)
- Use icebreakers or energizers judiciously to support team bonding, idea sharing, etc., but make sure they are appropriate for the session topics and timeframe

Ways to Engage Participants to Enhance Learning

(this is just a small sampling – use your imagination!!)

- Use case studies to help participants apply information learned to real life situations
- Role play (e.g., on running a productive Governing Board meeting, or in convincing a potential strategic partner to contribute)
- Games and energizers (Jeopardy! game to test knowledge; matching games – terms with definitions; puzzles with pieces missing that other teams have and with whom you have to negotiate, etc.)
- Bring in a Toastmaster for tips on public speaking; participants practice
- How-to demos (making a president's message video – have them produce one and share!)
- Personal testimonials, including from strategic partners on what works
- Breakouts by personality or thinking styles and discuss how best to work with another style
- Bag of 'body parts' – pick one and describe how an effective leader uses this part (e.g., eyes, ears, brain, mouth, gut, hands, legs/feet, heart, etc.)
- Vision board – draw/create some visual that expresses your hopes and dreams for your network in the coming year ... and share/tour the boards at break time
- Speed dating format for networking sharing ideas quickly around a particular topic
- Ball toss – when you are thrown the ball and have to share a thought or idea (good as a summarizer to reinforce what participants learned during the session)
- Each president makes a one-minute speech on an accomplishment of their local network, or around a favorite leadership quote and what it means to them, etc.
- Spotlights on different members and their unique leadership journeys (inspirational!)
- Treasure hunts – find the right answers in the materials provided; spot the mistakes in the sample budget, etc.