

EMPOWER YOUR DEVELOPMENT COMMITTEE

A DISTANCE LEARNING COURSE

SYLLABUS

This distance learning course includes a blend of synchronous and asynchronous work as well as one-on-one coaching. Spanning two days, the workshop will consist of 4 90-minute sessions in addition to suggested readings and projects to be completed outside of class. Please block these times off in your schedule and join the virtual classroom via your computer. We ask that everyone participate with their camera turned on so that we can see one another and interact with more naturally.

In addition to the 90 minute sessions, participants will be asked to meet in small groups to discuss class exercises and reading. In addition, your instructor will be available for office hours to answer your individual questions and guide you through your assignments.

DAY 1 – OCTOBER 29, 2020

LIVE SESSION: 11:00 AM ET/8:00 AM PT (APPROX. 90 MINS)

- Group Introductions
- The Strategic Board

LIVE SESSION: 2:00 PM ET/11:00 AM PT (APPROX. 90 MINS)

- The Development Model
- The Development Quartet
- The Development Committee
- Idea Exchange: Establishing a strategic committee structure for your school

ASYNCHRONOUS WORK

- A. *CREATE AN ORG CHART FOR YOUR BOARD*
- B. *MAP OUT AN IDEAL PROFILE FOR MEMBERSHIP ON YOUR COMMITTEE*

OFFICE HOURS: THURSDAY, OCTOBER 29 4:00 PM – 5:30 PM ET

DAY 2 – OCTOBER 30, 2020

LIVE SESSION: 11:00 AM ET/8:00 AM PT (APPROX. 90 MINS)

- Setting your Development Committee's agenda
 - Effective Reporting
 - Strategic and Generative Discussions
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LIVE SESSION: 2:00 PM ET/11:00 AM PT (APPROX. 90 MINS)

- Case Studies for Development Committees

ASYNCHRONOUS WORK

- C. *GROUP DISCUSSIONS ON CASE STUDIES*
 - D. *STRATEGIES FOR "MANAGING UP"*
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OFFICE HOURS: FRIDAY, OCTOBER 30 4:00 PM – 5:30 PM ET