

Best Practices in Leadership Succession Planning

Date: Thursday, June 17, 2010

Time: 9:00 a.m. – 12:00 p.m.

Registration Deadline: June 3, 2010

Fee: \$30.00

Location: Pace University Graduate Center, One Martine Avenue, White Plains
Partially underwritten by CHASE

This workshop will cover essential elements for planning and executing a thoughtful and substantive succession plan for small, medium and large not-for-profit organizations. Strong succession planning ensures a “ready position” for the not-for-profit entity to endure and actually thrive...despite employee loss. Securing a “ready position” requires the formulation and execution of disciplined processes that need not be complex. These processes enable smooth transition and insulate your business from the potentially eroding elements of employee loss; whether that key employee moves on as planned or by surprise.

Topics to be discussed:

- Retention improvement
- Hiring rubrics
- Interviewing with succession in mind
- Employee agnostic job scoping
- Employee satisfaction as a retention indicator
- Evaluations
- Communications strategy
- Identifying and anticipating expected vacancies
- Recruitment strategy
- Identification of gaps in current employees and candidate competency levels

This session will be highly interactive and highly collaborative. Bring your succession planning stories, situations and challenging questions to this session and leave armed to plan and execute more effectively in order to build and maintain a winning team.

Who should attend: Executive directors, human resource officers, board members.

Presenter: Patricia Hayling Price, CEO of Life Work Strategies, LLC.

United Way now offers MyCart.net, a secure online credit card payment option, for payment of registration fees for the Management Center courses. Receipt of your payment will be emailed to you. Please go to www.uwwp.org/pace.htm

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Please send completed registration form and \$30.00 fee. Please indicate method of payment:

- Check (payable to United Way)
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Mary Ann Luna, Director of Management Center Initiatives

United Way of Westchester and Putnam, 336 Central Park Ave., White Plains, NY 10606

Questions? (914) 997-6700, ext. 740 Fax: (914) 949-6438 E-mail: mluna@uwwp.org

Name _____ Title _____

Agency _____

Address _____

Phone _____ Email _____

