



**Community Memorial Foundation
2018 Leadership Institute for Board and Staff Development**

Succession Planning Workshops

(geared toward board and executive staff)

- **Leadership Sustainability: A Framework for Leadership Development and Successful Succession** April 11, 2018 from 4:30-7:30 PM
- **Board Leadership Continuity: A Framework for Developing Board Leaders and Officer Succession Planning** May 16, 2018 from 4:30-7:30 PM
- **Leadership Sustainability Clinic** June 21, 2018 from 9:00 AM-3:00 PM

Leadership Development Workshops

(geared toward emerging leaders among middle management staff)

- **Feedback that Works** June 27, 2018 from 1:00-4:00 PM
- **Creating Accountability** August 24, 2018 from 8:30 AM-12:00 PM

SUCCESSION PLANNING WORKSHOPS

Leadership Sustainability: A Framework for Leadership Development and Successful Succession

April 11, 2018 from 4:30-7:30 pm
Ruth Lake Country Club (6200 Madison Ave., Hinsdale)
Facilitated by Marla Cornelius

Who should attend: Board leaders and executive staff of CMF grantee organizations; only three people per organization can attend and at least one must be a board member.

About this session: This session focuses on succession planning within the context of the unique needs of the organization, its leaders, and the environment in which the organization operates. Specifically, the session will introduce on a Strategic Leader Development framework that focuses on organizational sustainability and is grounded in the organization's impact and strategic priorities.

Workshop Objectives:

At the end of this session, participants will:

- Understand the three different kinds of succession planning (emergency succession planning, departure defined, and strategic leader development) and when each is most appropriate.
- Have a framework for strategic leader development that focuses on organizational sustainability and is grounded in the organization's impact and strategic priorities.
- Understand a process for developing leadership throughout the organization, not just the executive, including board members, staff, and community volunteers.
- Have learned a process for identifying the core competencies critical to organizational success.
- Have considered the emotional dynamics likely to be present in transitions and are prepared to address individuals needs as they navigate departures.
- Have identified a set of specific priorities and commitments related to leadership sustainability that the organization will address in the coming year.

Board Leadership Continuity: A Framework for Developing Board Leaders and Officer Succession Planning

May 16, 2018 from 4:30-7:30 pm

Ruth Lake Country Club (6200 Madison Ave., Hinsdale)

Facilitated by Marla Cornelius

Who should attend: Board leaders and executive staff of CMF grantee organizations; only three people per organization can attend and at least one must be a board member.

About this session: This session will focus on leadership development and succession for an organization's board of directors. Often an overlooked aspect of organizational sustainability, the quality of leadership at the board level has a direct and significant impact on an organization's overall success.

Workshop Objectives:

At the end of this session, participants will:

- Understand how to determine your organization's ideal board composition based on the needs of the organization, its staff and community.
- Understand how to set recruitment priorities.
- Learn the steps involved in a strategic board recruitment process.
- Have identified a set of specific priorities and commitments related to board leadership continuity that the organization will address in the coming year.
- Have received a toolkit of templates and resources to be customized as they implement their priorities and commitments.

Leadership Sustainability Clinic

Organizations that participate in the two workshops on succession planning will be eligible to apply for the opportunity to participate in a Leadership Sustainability Clinic. This session will be customized exclusively for the 15 organizational pairs—Executive Directors and Board Presidents—who attended one or both Leadership Sustainability workshops and are excited to go deeper. This is a rare opportunity for Executive Directors and Board to spend a day together learning from, and with, the consultant and other nonprofit leaders as they co-create sustainability plans for their organizations.

Date: June 21, 2018 from 9:00 AM-3:00 PM | Community Memorial Foundation Office

Workshop Objectives:

At the end of the clinic, each pair of Executive Directors and Board Presidents will:

- Have a leadership sustainability action plan customized to their organization's unique context and needs.
- Have created a road-map for how they will co-lead the organization through the implementation of their plans.
- Feel supported, prepared and inspired to work together towards their shared goals.
- Have access to a network of peers who are experiencing similar challenges from other organizations for ongoing support.

LEADERSHIP DEVELOPMENT WORKSHOPS

Feedback that Works

June 27, 2018 from 1:00 to 4:00 PM

LaGrange Country Club (620 S. Brainard, LaGrange)

Facilitated by Andi Williams and Marin Burton, Center for Creative Leadership

Who should attend: Mid-level management staff of CMF grantee organizations; three people per organization can attend.

About this session: How can leaders give each other direct, honest and timely feedback without emotion or judgment to achieve organizational goals? This workshop teaches Center for Creative Leadership's simple, powerful and effective feedback model that enables employees to give and receive focused, productive feedback. Studies show that when employees improve their ability to be specific and direct, the person receiving that feedback will be more motivated to improve performance.

Workshop Objectives

As a result of this workshop, participants will be better able to:

- Understand the need for providing feedback in the workplace
- Learn CCL's model of giving effective feedback using Situation-Behavior-Impact (SBI) language
- Practice delivering and receiving feedback using the CCL's Feedback Model
- Review common mistakes in delivering feedback
- Create a plan of action for more effectively delivering feedback to others

Creating Accountability

August 24, 2018 from 8:30 to Noon

LaGrange Country Club (620 S. Brainard, LaGrange)

Facilitated by Andi Williams and Marin Burton, Center for Creative Leadership

Who should attend: Mid-level management staff of CMF grantee organizations; three people per organization can attend.

About this session: How can leaders be accountable in an environment where we are asked to "do more with less", influence without authority, and manage a team? This workshop focuses on developing intellectual awareness for accountability so that emerging leaders can pledge to be fully accountable within their organization. This workshop provides tools and skills to make stepping up to ownership easier. It equips learners with the strategies to make informed decisions to commit to generate expected outcomes or work with the system to gain the clarification required to accurately determine what the outcomes should be.

Workshop Objectives:

As a result of this workshop, participants will be better able to:

- Assess the effectiveness of their mindset, attitude, and skills regarding accountability
- Use Accountability tools to distinguish how the tasks they are accountable for are prioritized to meet group, team, or department goals
- Increase personal accountability for obligations and the people accountable to them by applying the principles of the Accountability Culture Model (ACM)

REGISTRATION

To register, contact Gale Christoff at 630.654.4729 or gchristoff@cmfdn.org For more information on the Foundation's capacity building initiatives, visit www.cmfdn.org/capacity-building

THE PRESENTERS



With over 20 years of nonprofit experience, Marla Cornelius provides training and consulting that blend expert guidance, skills-building, coaching, and facilitated peer-learning. Ms. Cornelius creates warm and welcoming atmospheres where participants feel safe to bring their whole selves and discuss the real challenges most impacting their leadership and their work. The content, frameworks and tools provided are immediately actionable, inspiring participants to gain new perspectives as they grow more confident in their roles.



Center for Creative Leadership (CCL) is a top ranked, global provider of executive education that develops better leaders by cultivating the capacity to think and act beyond boundaries. www.ccl.org



Community Memorial Foundation (CMF) is a private, independent foundation established in 1995. The Foundation's grant making and community work are guided by its mission—to measurably improve the health of those who live and work in the western suburbs of Chicago. Since its inception, CMF has proudly

awarded more than \$70 million dollars to nonprofit organizations in the western suburbs of Cook County and the southeastern portion of DuPage County. Through its Capacity Building Initiative, the Foundation provides nonprofit organizations with continuous learning and improvement opportunities in order to create great leaders, effective management and sound governance.