



## 2020 Executive Development Program: Overview

**Location:** Columbus Airport Marriott, 1375 N. Cassady Ave., Columbus, OH 43219

**Hotel Reservations:** Reduced-rate rooms are \$159 per night. Call (614) 475-7551 and mention OACB Executive Development Program to book at the reduced rate. Reservations must be made at least 30 days in advance.

**Registration:** Register online through MemberConnect ([www.members.oacbdds.org](http://www.members.oacbdds.org)) before December 9, 2019. Space is limited. Registration will close if all seats in the program are reserved.

**Cost: \$2,250** (Late registrations will incur a \$250 fee and are not guaranteed to be accepted. All fees must be paid to OACB within 30 days of billing. Cancellations made after cutoff dates will be subject to a \$50 fee. Cancellations must be made online; no-shows will be billed at 100%.)

**CPDUs:** This program has been submitted for 112 hours of continuing professional development credit. **Participants must attend all eight units to fulfill the requirements of the advanced curriculum as outlined in OAC 5123-5-03 (B)(2).**

### Curriculum Outline

#### Unit 1: January 6-7, 2020 | 9:00 a.m. - 4:30 p.m.

##### Day 1: EDP Purposes, Objectives, and Self-Assessment

- Hear about the purpose and structure of EDP and its role in preparing future county board leaders.
- Learn to perform self-assessments and identify areas of expertise as well as areas in need of professional development.
- Create a personal development plan to map out one's goals and progress throughout the upcoming program.

##### Day 2: The Personal Side of Leadership

- Discover one's personal leadership style and how knowing one's style can help one develop as a leader.
- Gauge leadership style and potential by assessing one's emotional intelligence, emotional agility, and personal values.
- Apply lessons learned from one's personal assessment to create a personal leadership philosophy.

#### Unit 2: February 3-4, 2020 | 9:00 a.m. - 4:30 p.m.

##### Day 1: Past, Present, and Future of the DD System

- Learn about the history of Ohio's DD system from the 1960s onward and see how the past has shaped the present.
- Explore the history of adult services, residential services, housing, early intervention, and self-advocacy.
- See how our system has changed and consider county boards' roles in the future of DD services and supports.

##### Day 2: Leadership and Customer Experience

- Hear directly from people and family members to see how boards impact people's day-to-day lives.
- Learn how to measure customers' experience of one's organization and operationalize feedback for improvement.
- Apply lessons learned about customer experiences to create tools and procedures for employees to be successful.

#### Unit 3: March 2-3, 2020 | 9:00 a.m. - 4:30 p.m.

##### Day 1: Supported Decision Making and Self-Determination

- Explore the concepts of self-determination and its importance to supports that meet people's desires and needs.
- Learn how the principles of self-determination should inform board of DD and provider operations.
- Examine the role that guardianship plays in self-determination from a legal perspective.

##### Day 2: Medicaid Funding, Finance, and Information Technology

- Review financial and administrative concepts essential for public sector executives.
- Learn about non-levy funding (including Medicaid) and non-payroll expenses such as capital planning and payment.
- See information technology's roles at county boards of DD and in the lives of people and families boards support.

**Unit 4: April 6-7, 2020 | 9:00 a.m. - 4:30 p.m.****Day 1: Human Resources and Personnel Management**

- Learn the fundamentals of staff recruiting, onboarding, and retention.
- Develop strategies for reviewing staff performance to maintain and improve organizational operations.
- Create systems for staff performance review, professional development, and executive succession planning.

**Day 2: Legal Environment and Ethics**

- Review the Ohio open meetings law and public records requirements.
- Learn the basics of public contracts and the ethical standards that must be met when handling public dollars.
- Hear about the rules of conduct for public officials from a representative of the Ohio Ethics Commission.

**Unit 5: August 3-4, 2020 | 9:00 a.m. - 4:30 p.m.****Day 1: Compassion Fatigue and Self-Care**

- Hear strategies for avoiding professional burnout and compassion fatigue.
- Learn ways of recognizing and mitigating burnout in frontline staff working with people and families.
- Review methods of self-care that board of DD leaders and employees can use to recharge themselves on the job.

**Day 2: Organizational Culture and Stress Management**

- Consider how workplace culture can influence morale and organizational outcomes.
- Hear methods for intentionally building positive workplace cultures that empower employees and leaders alike.
- Learn stress management techniques for oneself and employees to help build organizational resilience.

**Unit 6: September 14-15, 2020 | 9:00 a.m. - 4:30 p.m.****Day 1: Communications and Levies**

- Learn the importance of regular communications about levies and their role in funding county board supports.
- Take part in an active workshop to learn how to brand your board and its services in the community.
- Get the dos and don'ts on crisis communications for various county board audiences.

**Day 2: Government Relations and Advocacy**

- Review how bills become laws in the State of Ohio.
- Explore the local, state, and federal advocacy for boards and get tips on relationship-building with elected officials.
- Take part in workshops directly with members of the Ohio General Assembly.

**Unit 7: October 5-6, 2020 | 9:00 a.m. - 4:30 p.m.****Day 1: Community Partnerships**

- Learn how to develop organizational partnerships and community ties to strengthen DD supports.
- Hear ways of telling your board's story to the community at large.
- Learn about community connections as a tool for developing employment partnerships and volunteer opportunities.

**Day 2: Strategic Planning**

- Learn how to plan for the future at your county board when leadership changes.
- Hear from seasoned professionals on how to create a pipeline of future leaders.
- Develop a framework for an organizational strategic plan.

**Unit 8: November 9-10, 2020 | 9:00 a.m. - 4:30 p.m.****Day 1: Meeting Management and Public Speaking**

- Learn how to manage public and internal meetings for maximum effectiveness.
- Get to know Robert's Rules of Order and the importance of developing reliable meeting agendas.
- Learn the basics of public speaking and how to connect with your boards' various audiences.

**Day 2: Reflections and Graduation**

- Hear from EDP alumni on lessons learned from their time in the program and their time as leaders in the DD field.
- Take part in the biennial EDP graduation ceremony.