

TOPIC	CODE*	DATE/TIME	DESCRIPTION	FACILITATORS
#1: Series Overview/SWOT Analysis (lunch provided)	B	May 17, 2018 9am – 1:30pm	Part 1: capacity building blocks for helping agencies adapt to new funding model; Part 2: SWOT analysis	Julie Simon & Rebecca Bennett, Emerging Wisdom
#2: Financial Health	B	Thurs, June 14 9am – 12pm	Evaluating financial performance, cash flow & budgeting in alignment with Board fiduciary responsibilities	Judy Murphy & Amy Altholz, RubinBrown
#3: Fund Development		Thurs, July 12 9am – 12pm	Basic components of fund development/planning; data analysis; strategies for building on what works	Wendy Dyer, Wendy Dyer Fund Devp Consultants
#4: Program Financial Sustainability		Thurs, Sept 13 9am – 12pm	Functional expense allocation; assessing financial sustainability; mission alignment; calculating unit costs	Dick Goldbaum, Transitions in Leadership
#5: Contingency Planning	B	Thurs, Oct 11 9am – 12pm	Assessing risk; contributing factors & gravity of impact; developing action plans to mitigate/address risks	Pat Knoerle-Jordan, Experience On Demand
#6: Change Management		Thurs, Nov 8 9am – 12pm	Outlining indicators, pathways & impacts of change; determining how, what, when & who changes, how to adapt	Marissa Paine, PaineFree Coaching & Consulting
#7: Innovation		Fri, Nov 30, 2018 9am – 12pm	Exploring methods, ideas & approaches to process work more effectively, increase agility/responsiveness & advance impact	Joseph Steensma, Washington University
#8: Racial Equity Lens Application	B	Fri, Jan 11, 2019 9am – 12pm	Assessing agency infrastructure, culture and programs for fairness/justness & exploring how to apply a racial equity lens	Kira Hudson Banks, St. Louis University
#9: Board Engagement in Fund Development (lunch provided)	B	Fri, Feb 8 9am – 2pm	Framing Board member fundraising roles/responsibilities & support required for effectiveness; crafting compelling messages	Pete Werner, Consultant, & Wendy Dyer
#10: Optimizing Board Effectiveness	B	Fri, Mar 8 9am – 12pm	Optimizing Board effectiveness via proper recruitment, engagement, expectation-setting, accountability & facilitated decision-making	Laurina Godwin, Vector Communications
#11: Fund Development Deeper Dive		Fri, Apr 12 9am – 12pm	Expanding/improving development efforts to diversify and increase funding streams/break-out sessions	Wendy Dyer, Wendy Dyer Fund Dev Consultants
#12: Strategic Alliances: Part I	B	Fri, May 10 9am – 12pm	Exploring the spectrum of collaboration; rationale for pursuit; phases of discovery, due diligence, negotiation & assimilation; defining success	Allie Chang Ray, Mutare Network
#13: Strategic Alliances: Part II	B	Fri, Jun 21 9am – 12pm		
#14: Succession Planning	B	Fri, Aug 2 9am – 12pm	Framing a pro-active process, using contingency strategy, policies, HR practices & resourced planning, for effective leadership transitions	tbd
#15: Envisioning/Driving Direction (lunch provided)	B	Fri, Sep 13 9am – 2pm	Creating future vision & defining strategic priorities/direction to position, strive for and move toward that vision	Rebecca Bennett, Emerging Wisdom
#16: Creating a Transition Plan: Part 1 (lunch provided)	B	Thurs, Oct 10 9am – 2pm	Operationalizing the transition for guiding toward better positioning & adapting to a changing environment	Rebecca Bennett, Emerging Wisdom
#17: Creating a Transition Plan: Part 2 (lunch provided)	B	Fri, Nov 1, 2019 9am – 2pm		

* KEY: B = Board-Focused | Stage 1 = Assessing Position | 2 = Preparing for Change/ Innovation | 3 = Exploring Resources | 4 = Creating Plans

Member Agency Strategic Transition Planning Series | 2018 – 2019

The **Member Agency Strategic Transition Planning Series** provides overarching transitioning support solely and free-of-charge to member agencies. Based on agency input, the capacity building Series is tailored to help better position member agencies for adapting to environmental funding changes, including our new funding model. The comprehensive Series is made up of sequential sessions that form building blocks, guiding agencies through transition stages and culminating into the final stage of developing an actionable strategic transition plan.

SERIES OVERVIEW

The Series is comprised of 17 sessions starting on Thursday, May 17, 2018 with offerings monthly thereafter through November 2019 grouped in four progressive stages:

- 1) Assessing an Agency's Current Position (sessions #1 - #5)
- 2) Preparing for Change and Innovation (sessions #6 - #7)
- 3) Exploring Resources (sessions #8 - #14)
- 4) Envisioning and Operationalizing the Transition Plan (session #15 - #17)

The Schedule lists sessions and facilitators in date order and grouped in stages.

SESSION LOGISTICS

Location and Timing

Member agency executive directors will receive an email invitation (within which is embedded a registration link) to each of the 17 sessions a few weeks in advance of each scheduled session. Sessions are held at United Way, 910 North 11th Street, St. Louis, MO, 63101 with validated free parking in the C-9 Premier Parking Garage. All sessions are 9am – 12pm except as noted on the Schedule.

Session Format

Sessions have a consistent format, each starting with brief Series Overview recap of previous sessions, 1.5 to 2-hour instruction, small group exercises, report out, and concluding with brief description of upcoming session.

Target Audience and Attendance

The Series serves all member agencies with progressive sequenced sessions designed to meet member agencies where they are. All 17 sessions target agency Board Members, Executive Directors, and Senior decision-makers. The twelve B-designated sessions (referenced on the Schedule) signify particularly Board-focused content. While focused, Board members are welcome to attend any session and other targeted audiences are welcome at B-designated sessions.

Seating is limited. To ensure sufficient capacity for all member agencies, we request attendance be limited to two individuals per agency.

Participation in the Series is optional, giving member agencies the ability to select the sessions they would like to attend. To fill gaps in agency attendance, we provide at each session hard copy synopses (Session Overviews and several valuable presentation power point slides) of previous sessions to bridge content of sessions. Given sessions are offered solely once on scheduled dates, we post on our website power point presentations and hand-outs from previous sessions for access by agencies.

Continuous Quality Improvement

We thank you for completing our post-session surveys when participating in training sessions. Survey findings are critical to assessing, measuring, reporting, and improving session quality to best meet our objective of helping member agencies increase effectiveness.

In conclusion, we hope you will be able to participate in this special Series. If you have any questions, please contact Julie.Simon@stl.unitedway.org who leads our member agency capacity building support.