

# TCLI 2009

## Course Syllabus

Session 1. Sunday, October 4 (begin 1pm) to Monday, October 5 (end 5pm)

Location: TBD

### Understanding Yourself

- Intro and Expectations. 1:00 to 2:00 pm, Sunday
- Leadership. 2:00 to 6:00 pm, Sunday
- Global, National, State, and Tri-County Trends. 7-8:30 pm
- Evening movie on leadership.
- Time Management. 8:30 to 10:00 am, Monday
- Colors / Self Analysis. 10:00 am to 2:30 pm, Monday
- Conflict Management. 2:30 to 4:30 pm, Monday

Session 2. Monday, October 12, 1pm to 6pm.

Location: TBD

### Understanding the Organization

- Running a meeting
- Agendas, minutes
- Robert's Rules
- Roles and Responsibilities of board members
- Why people organize
- Lifecycle of an organization / organizational development
- Types of organizations

Session 3. Tuesday, October 20, 1pm to 6pm.

Location: TBD

### Understanding Your Role in the Organization

- Serving on a board
- Fundraising
- Event Planning
- Working with the press
- Ethics
- Recruiting volunteers

Session 4. Wednesday, October 28, 1pm to 6pm.

Location: TBD

### Sustaining an Organization

- Strategic Planning
- Operational Planning
- Evaluation
- Budgeting
- Setting Goals
- Marketing

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## Course Syllabus

Session 5. Thursday, November 5 (begin 1pm) to Friday, November 6 (end 6pm)

Location: Madison, to included overnight.

### Understanding Your Government

- Private Meeting with Legislators and Tour of the Capitol
- Open Meeting Law
- Records
- AA/Civil Rights
- Towns Association
- Counties Association
- League of Municipalities
- Crafting Your Message
- Communicating with Officials
- Identifying Issues

Session 6. Friday, November 13, 1pm to 6pm.

Location: TBD

### Understanding the True Bottom Line / Choose Project

- Overview of organizations and groups in the counties
- Panel discussion with leaders from the Tri-County region
- Cover topics from previous sessions that would benefit from more time
- Sustainability and the triple bottom line: planning for people, planet AND profit
- Choose the class project

Project Period: Six months, November 2008 to May 2009.

- Work as teams on project(s)
- Monthly meetings with UWEX for updates/input/advice
- Reports on reading assignments due over this period

Graduation after Group Project(s) Completed and Alumni / Board Meeting.

Location: TBD

- Class report on project accomplishments
- Awarding of certificates
- Plan next TCLI

Particulars:

COST: \$400

Scholarships may be available.