



**NCDA Leadership Institute
Management for Community Development Professionals
DRAFT Course Agenda***

***Agenda subject to change**

Week One: Introductions

- Live Video Call #1 (2 pm EST: Introduction to the course and the importance of effective management practices.
- Discussion Board 1: Introduce yourself and articulate your goals for this course, highlighting the areas you aim to enhance your management skill set.
- Discussion Board 2: Share insights on data sets used for decision-making, consider emotional factors that may influence data interpretation, and provide advice on optimizing data utilization.

Week Two: Effective Management Strategies

- Live Video Call #2
- Examine fundamental principles of management, emphasizing planning, organizing, and coordinating tasks to achieve organizational goals.
- Develop communication and delegation skills to foster efficient information flow and empower team members for enhanced productivity.
- Implement performance measurement techniques to track progress and make informed decisions.

Week Three: Project and Program Management

- Live Video Call #3
- Design a Gantt Chart Template for project management
- Prepare a sub-recipient management plan considering emotional intelligence's impact on stakeholder engagement and relationship-building.
- Identify technology tools to help with efficiency and collaboration by exploring software solutions and platforms that streamline management processes.

Week Four: Applying Management Principles

- Evaluate employee experience and productivity, integrating emotional intelligence techniques to boost motivation, job satisfaction, and overall well-being.
- Synthesize course concepts by developing a holistic management strategy, incorporating elements of planning, communication, technology, and emotional intelligence.
- Live Video Call #4: Interactive session to discuss insights gained, address questions, and share reflections on applying the management principles learned.