

NCDL Leadership Institute
Course #2: Management for Community Development Professionals
February 2 - 3, 2026
Washington, DC

Course Overview

Join us for NCDL's Leadership Institute, a four-course interactive training for new and experienced supervisors and managers in the community development field. Courses include: 1) Team Building, 2) Management, 3) Leadership, and 4) Communication.

This second course in the series on Management is designed with specific examples directly applicable to managing CDBG and HOME programs. Peer-to-peer networking will be invaluable as participants work through issues related to the following **learning objectives** (see course agenda on the following page):

- 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.
- Explore ways to successfully manage others during challenging times and in stressful situations.
- Design a Gantt Chart Template for project management.
- Improve community impact by expanding your network, building effective and supportive partnerships, and managing subrecipients.
- Identify technology tools to help with efficiency and collaboration by exploring software solutions and platforms that streamline management processes.
- Improve management skills by developing emotional intelligence techniques to boost employee motivation, job satisfaction, and performance.

Melissa Pond and Sheryl Kenny are the course instructors. Melissa has over 15 years of experience in Community Development, most recently with the City of Quincy, Massachusetts. An entrepreneur, seasoned consultant, and educator, she holds a master's degree from Northeastern University. Sheryl Kenny has over 30 years of experience in community development in Tarrant County and the City of Arlington, Texas. She is an experienced NCDL trainer and former president of NCDL, and she holds a master's degree from Cornell University.

Course Agenda*

*Agenda subject to change

Two-Day In-Person Management Course

Day One: Foundations & Core Strategies

Morning Sessions

● Welcome & Introductions

- Course overview and the importance of effective management practices.
- Participant introductions and goal setting: each person shares what they hope to strengthen.

● Session 1: Fundamentals of Management

- Explore planning, organizing, and coordinating tasks to achieve organizational goals.
- Group activity: Apply principles to a short case study and discuss outcomes.

Afternoon Sessions

● Session 2: Communication & Delegation

- Interactive exercises to practice clear communication and effective delegation.
- Small-group role play with peer feedback.

● Session 3: Managing in Challenging Times

- Scenario analysis: navigating leadership during stress and uncertainty.
 - Facilitated discussion on strategies for resilience and adaptability.
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Day Two: Tools, Application & Integration

Morning Sessions

● Session 4: Project & Program Management

- Build and customize a Gantt Chart template for project tracking.
- Apply project management tools to real or simulated initiatives.

● Session 5: Partnerships & Networks

- Mapping current networks and identifying opportunities to expand reach.
- Best practices for managing subrecipients and maintaining accountability.

● Session 6: Technology for Efficiency

- Hands-on exploration of platforms and tools that streamline collaboration and increase productivity.

Afternoon Sessions

● Session 7: Emotional Intelligence in Management

- Interactive activities to strengthen self-awareness, motivation, and team engagement.

● Capstone Session: Integrating Management Principles

- Participants design a holistic management strategy that integrates planning, communication, technology, and emotional intelligence.
- Group presentations and peer feedback.

● Closing Reflection & Takeaways

- Participants share insights, key applications, and commitments for applying what they've learned in their roles.