NCDA Leadership Institute
Course #3: Leadership Skills for Community Development Professionals

February 2027

Pre-Conference Course at NCDA's 2027 Legislative Conference

Course Overview

Join us for NCDA'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 third course in the series focuses on building leadership skills. Course content 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):

1. Identify personal leadership style and how to minimize weaknesses, overcome blind spots, and maximize strengths.
2. Evaluate leadership effectiveness and recognize the impact of emotional intelligence on leadership.
3. Explore the emotional and interpersonal dynamics of the competing values framework: Compete, Control, Collaborate, Create as it applies to effective leadership.
4. Develop strategies to proactively enhance team motivation and well-being by fostering a positive and supportive work environment.
5. Develop skills in providing constructive feedback and recognition, enhancing coaching and mentoring skills.
6. Explore strategies to guide teams through change, addressing potential challenges and opportunities.
7. Discover techniques to foster team resilience and creativity.
8. Identify opportunities to develop a pipeline for leadership development and succession planning.

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 NCDA trainer and former president of NCDA, and she holds a master's degree from Cornell University.

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Course Agenda*

***Agenda subject to change**

Day One

- 9:00 am - 10:00 am: Icebreaker: Empathy Mapping: An engaging activity that promotes empathy, active listening, and understanding among participants.
- 10:00 am - 11:00 am: Discussion 2: Introduce yourself and your goals for leadership development.
- 11:00 am - 11:15 am: Break
- 11:15 am - 12:15 pm: Learning Objective #1: Identify personal leadership style and how to minimize weaknesses, overcome blind spots, and maximize strengths.
- 12:15 pm - 1:15 pm: Lunch
- 1:15 pm - 2:15 pm: Learning Objective #2: Evaluate leadership effectiveness and recognize the impact of emotional intelligence on leadership.
- 2:15 pm - 3:15 pm Learning Objective #3: Explore the emotional and interpersonal dynamics of the competing values framework: Compete, Control, Collaborate, Create as it applies to effective leadership.
- 3:15 pm - 3:30 pm: Break
- 3:30 pm - 4:30 pm: Learning Objective #4: Develop strategies to proactively enhance team motivation and well-being by fostering a positive and supportive work environment.

Day Two

- 9:00 am - 10:00 am: Icebreaker: Leadership Analogies: Encourage participants to explore diverse perspectives on leadership by drawing connections between leadership qualities and everyday objects or concepts.
- 10:00 am - 11:00 am: Learning Objective #5: Develop skills in providing constructive feedback and recognition, enhancing coaching and mentoring skills.
- 11:00 am - 11:15 am: Break
- 11:15 am - 12:15 pm: Learning Objective #6: Explore strategies to guide teams through change, addressing potential challenges and opportunities.
- 12:15 pm - 1:15 pm: Lunch
- 1:15 pm - 2:15 pm: Learning Objective #7: Discover techniques to foster team resilience and creativity.
- 2:15 pm - 3:15 pm: Learning Objective #8: Identify opportunities to develop a pipeline for leadership development and succession planning.
- 3:15 pm - 3:30 pm: Break
- 3:30 pm - 4:30 pm: Final Exam: A comprehensive assessment of the knowledge gained, and leadership skills developed during the course