



Planning and Managing Succession

May 3-4, 2012
Hotel Viking
Newport, Rhode Island

The Office of Head Start and Regional Offices have identified succession planning as one of the five most important areas that Head Start and Early Head Start programs need to address NOW! With the baby boom generation retiring from key leadership positions in our programs, it is critical to fill those vacancies with skilled leaders. Tomorrow's leaders must be committed to the Head Start philosophy and have the talent and leadership skills to ensure that 21st century Head Start thrives, that children are ready for school and that parents and the community are fully engaged in promoting that success. Programs must be intentional about nurturing strong talent pools, developing emerging leaders and designing systems that undergird smooth and effective leadership transitions. This seminar will help programs develop both people and plans.

Planning and Managing Succession will guide participants through a process that examines current organizational systems and helps them integrate succession planning strategies into those systems. Special

attention is paid to planning, communication, human resources, and governance systems. The seminar will then focus on the individual – how staff members are influenced by the organization's culture, whether job descriptions are up-to-date and accurate, how to manage an organization's talent, and how to develop its leaders.

Participants will envision the future needs of their programs and identify the skills that leaders will need in that future environment. Understanding what organizations need, not today but tomorrow, will guide current leaders' thinking with regard to developing future leaders and positioning their agencies and programs for tomorrow's successes.

Because replacing an Executive Director or Chief Executive Officer is a bit different than planning for succession of other key staff, a portion of the seminar will address the unique responsibilities of the governing body and current chief executive in planning for and implementing executive succession. We will focus on the board of directors getting a planning process in place, making key decisions in advance of the CEO's departure, determining who will do what when, and making this important process run smoothly and effectively.

The seminar will close by focusing on the nitty-gritty of succession planning and implementation – each agency's approach to the process, what makes succession and succession planning work (or not), steps in the process, policies and practices, and barriers and challenges.

The Standard Registration Fee is \$375 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$350 per person. (Some restrictions may apply based on the level of your subscription; please visit www.ttas.org/ays.html for information on how to become a subscriber.) For details on registering, including information on earning 1.125 Continuing Education Units (CEUs) for this event, please see page 3.

Learning Outcomes

- ★ Participants will learn strategies to develop and retain the most capable employees
- ★ Participants will understand how to preserve the organization's institutional memory
- ★ Participants will expand their knowledge regarding continuity of leadership in key management positions
- ★ Participants will design future work requirements for key positions
- ★ Participants will develop a succession plan, including strategies, policies and practices
- ★ Participants will enhance systems to ensure that the organization continues to meet all legal obligations

Your Presenters



Colleen B. Mendel, Executive Director of T/TAS, is a specialist in human resources, especially employee selection, performance appraisal, succession planning, and wage and hour comparability.

In addition, she brings extensive knowledge and experience in program governance, salary administration, and strategic planning to the Head Start community.



Eric Dupree, Management Specialist has an MBA and over 30 years of leadership experience in large, multi-county, urban, and rural Head Start and Early Head Start programs. Eric's specialty areas not only include

management, but also all operational aspects of Head Start and Early Head Start programs, plus program governance, strategic planning, community partnerships, facilities, and lease negotiations.

(T/TAS reserves the right to substitute presenters.)

Hotel Accommodations



The Hotel Viking is located at One Bellevue Avenue in the historic hill neighborhood of Newport, Rhode Island. Hotel accommodations are available at the special conference rate of \$149 per night for single or double occupancy (plus applicable taxes). You may make your reservations by calling the hotel directly at 800-556-7126 between the hours of 8 a.m.-9 p.m. M-F and 10 a.m.-4 p.m. on Sat-Sun. Please specify that you will be attending Head Start Succession Planning and make your reservations no later than April 2, 2012. Or make your reservation online by going to <https://gc.synxis.com/rez.aspx?Hotel=29021&Chain=11910> using Online Booking Code: 1JR7HY.

The room block will be held until the stated deadline or until the block is full, whichever comes first. Please note that room blocks often fill very quickly. Reservations made after the stated deadline will only be accepted by the hotel on a space and prevailing rate available basis. Please consult the hotel for information on their specific cancellation policies, to learn about additional charges that may apply to hotel guests (i.e., parking fees, local phone charges, internet access fees, etc.), and to learn about available amenities, such as room service, in-house dining, and area attractions.

Surrounded by restored Victorian homes, the Hotel Viking is only a short walk from the downtown area, the picturesque Newport Harbor, and a variety of shops. Offering warm and genuine Newport hospitality since 1926, the hotel has hosted a long list of dignitaries and celebrities including the Vanderbilts, Astors, and Kennedys. Known for reflecting the charm of Newport, the hotel offers an eclectic blend of both history and modern amenities, creating a comfortable, friendly ambience.

Tentative Agenda

May 3, 2012

8:00-9:00 am

Registration

9:00-Noon

Outcomes and Purposes of Succession Planning

Organizational Perspectives

Noon-1:00 pm

Lunch on Your Own

1:00-4:30 pm

Individual Perspectives

- Leadership Development
- Identifying Key Positions
- Future Work Requirements for Key Positions
- Recruitment and Transition

May 4, 2012

8:30-Noon

Succession Planning

- Policies and Practices to Guide Succession Planning
- Elements of Succession Planning
- Steps in Succession Planning

Noon-1:00 pm

Lunch on Your Own

1:00-3:00 pm

Succession Planning (Continued)

- The Emergency Succession Plan
- The Succession Plan
- Coordinating Succession Planning and Strategic Planning

Registering for T/TAS Events

It is easy to register for events sponsored by T/TAS. There are three methods for registering:

- ★ **To Register On-Line:** To register for any T/TAS event, visit our web site at www.ttas.org/calendar.html, locate the event you wish to register for, and then click on the Register button.
- ★ **To Register By Mail:** Complete and return the attached Registration Form with check, money order, or Purchase Order (made out to T/TAS), or with Credit Card info (Visa, MasterCard, or Discover) to: **T/TAS, 1906 College Heights Boulevard, #11031, Bowling Green, Kentucky 42101-1031.**
- ★ **To Register By Fax:** Complete and fax the attached Registration Form with Purchase Order or Credit Card (Visa, MasterCard, or Discover) information to our office at 270-745-3340 or 270-745-2142.

Registration forms will not be processed unless accompanied by payment, credit card info, or Purchase Order. Registrations will be accepted until events fill.

Enrollment is Limited: T/TAS cannot guarantee enrollment at events. In the event that available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations. **We recommend you do not make hotel or travel arrangements until you receive your registration confirmation.** T/TAS is not liable for any hotel or travel penalties or fees that may be incurred by participants or registrants.

Confirmation of Registration: Registrations can only be confirmed by e-mail. Please provide your e-mail address on the registration form if you wish to receive a confirmation. If you do not receive a confirmation within five days of registering for the event, please contact Mike Hartz at 800-882-7482.

Cancellations/Substitutions Policy: If you cancel your registration *in writing* 10 or more business days before the event, registration fees will be refunded, less a \$25 enrollment charge. No refunds will be made less than 10 business days prior to the event; however, you may designate a substitute to attend in your place. T/TAS reserves the right to cancel the event if enrollment criteria are not met or when conditions beyond our control prevail. In the event of cancellation, each registrant will be contacted. The liability of T/TAS is limited to the refund of registration fees only.

Continuing Education Units (CEUs): Western Kentucky University offers Continuing Education Units (CEUs) for participants successfully completing a T/TAS training seminar. To apply for CEUs, please complete the appropriate section of your registration form and include an additional fee of \$25 per person. Consult the event description to learn how many CEUs are offered for each event.

T/TAS Also Brings the Training to You

Did you know that T/TAS is also a leading provider of **on-site** professional development opportunities? Our knowledgeable experts deliver the same high-quality training and materials in your local program setting, reaching all of your staff at a cost competitive with the cost of sending just a few to a conference or seminar. Most of the events on our training schedule can be adapted for presentation to your local program or to a cluster of programs in your geographic area. T/TAS also specializes in adapting our training style and content to meet the specific needs of your program, staff, and colleagues. To learn more, to discuss your local training needs, or to schedule training, call **800-882-7482**.





Event Registration Form

PLEASE COMPLETE ALL FIELDS AND PRINT NAME & POSITION of person attending exactly as it should appear on the name tag. Copy form as necessary for registering additional persons.

Name: _____ Position: _____

E-Mail Address: _____

Agency/Program: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Enrollment is Limited: T/TAS cannot guarantee enrollment in any event. In the event that available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations. We recommend you do not make hotel or travel arrangements until you receive your registration confirmation. There will be no on-site registration.

EVENT	SELECT FEE(S)
Planning and Managing Succession May 3-4, 2012 Hotel Viking Newport, Rhode Island	<input type="checkbox"/> Standard Registration: \$375 <input type="checkbox"/> TTAS@Your Service Subscribers: \$350* <input type="checkbox"/> Check if requesting 1.125 CEUs (11.25 contact hours) from Western Kentucky University and include an additional \$25 in payment.

* Subscribers, please include **TTAS@Your Service** Enrollment No. _____. Some restrictions may apply; visit www.ttas.org/ays.html for information on becoming a subscriber.

Room blocks often fill quickly; please make your hotel reservations by the date listed in the conference descriptions.

CHECK METHOD OF PAYMENT (Forms will not be processed unless accompanied by payment):

- Check payable to T/TAS.
- Purchase Order No. _____ payable to T/TAS.
- Credit Card (Mastercard, Visa, Discover only): _____ - _____ - _____ - _____
 Expiration Date: _____ Signature: _____
Visa Card Users, please include 3-digit CV number from back of card: _ _ _

Return to: T/TAS
 1906 College Heights Boulevard #11031
 Bowling Green, Kentucky 42101-1031
 Fax: 270-745-3340 or 270-745-2142
 Call 800-882-7482 for more information

ACCESSIBILITY NEEDS:
 Do you have any disability that requires special materials or services?
 Do you have a special dietary need?

Cancellations: To obtain a refund of registration fees (less \$25 enrollment charge), cancellations must be received **in writing** 10 working days prior to the start of the event.
EIN61-1358086