

**MIE New Executive Director Training**

**Houston, TX**

**Agenda**

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| **Tuesday, October 30, 2018** | |
| 8:00 – 8:30 am | Continental Breakfast, Registration, *Post Oak Room, 3d level* |
| 8:30 – 9:30 am | Welcome to MIE New Executive Directors Training  Introductions:  Name, Position, Program  What keeps me awake at night  What my autobiography would be called |
| 9:30 – 10:45 am | An Effective Program |
| 10:45 – 11:00 am | Break |
| 11:00 – 12:15 pm | The Executive Director’s Job |
| 12:15 – 1:45 pm | Lunch with Colleagues |
| 1:45 – 3:15 pm | Leadership and Management |
| 3:15 – 3:30 pm | Break |
| 3:30 – 5:15 pm | Staff  Effective Presentations Role Play |
| 6:00 pm | Dinner together |

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| **Wednesday, October 31, 2018** | |
| 8:00 – 8:30 am | Continental Breakfast |
| 8:30 – 8:45 am | Overnight Thoughts |
| 8:45 – 9:45 am | Effective Presentations: Role Plays |
| 9:45 – 10:00 am | Break |
| 10:00 – 10:45 am | Results |
| 10:45 – 11:30 am | Changing Program Culture |
| 11:30 – 12:15 pm | The Executive Director’s Job Redux |
| 12:15 – 1:45 pm | Lunch with Don Saunders, NLADA (30 minutes) or  Lunch with Colleagues |
| 1:45 – 2:45 pm | Money |
| 2:45 – 3:00 pm | Break |
| 3:00 – 3:45 pm | Money |
| 3:45 – 4:50 pm | Roundtable |
| 4:50 – 5:00 pm | Wrap-up, Peer Support, Feedback |