



Summer Leadership Conference
July 20-21, 2011
Lakeland Community College, Kirtland

The Lakeland Experience –
 NEOEA’s Summer Leadership Conference

Wednesday Training Session

Session One, 1:30-4:00 p.m.	
1A Crash Course for New Leaders	So, you're a new leader: what are the basics that you need to know? If you're just starting out as an Association leader, this workshop will help you acquire knowledge and self-confidence that will empower you to be active and effective leaders. Leave with an "action plan" for your local!
1B Beginning Bargaining School	This course will feature three portions of the OEA 21 Collective Bargaining Curriculum: Introduction to Collective Bargaining, Process of Collective Bargaining, and Introduction to 4117. Receive a certificate of completion for portions of the curriculum.
1C NEA Member Benefits Sampler	NEA Member Benefits helps make members' lives better in a wide range of ways, but the least well known is the wide variety of workshops available for use by buildings, locals, UniServ Councils, and other groups. In this session, participants will be able to see and hear some of the most salient points made in a number of presentations NEA Member Benefits can provide at no cost. Join us and sample presentations on ID Theft, WEP/GPO, Credit Reports, Retirement Planning, Financial Planning and Budgeting, and much more.
1D Community Involvement School	Now more than ever, our locals need to be engaged with their communities. This ambitious program will touch on both the internal and external aspects of a local communications program, from member publications to community relations. Learn about developing a local communications strategy, building community support through identification of power players, and developing your message.
1E Financial Management Software for Treasurers	This interactive, hands-on workshop will show local treasurers how the financial management software program can organize the association checkbook, prepare basic reports, and save valuable time. Instruction will feature QuickBooks®, but the general concepts can be applied to other financial management software products. Bring your own laptop or use one from the lab! NEOEA will reimburse the first 25 participants (one reimbursement per local) for up to \$40 toward the documented purchase of a financial management software package.
1F Managing Generations	The presence of workers from four generations now active in the workforce provides the potential for misunderstanding, frustration, and conflict in workplaces and in local associations. Leaders and educators will gain insights, strategies, and skills that help minimize generational conflict and strengthen collaboration.

Wednesday evening, join us for 5:00 dinner and then hear Kim Langley's keynote address "The Science of Optimism" followed by a reception at Mooreland Mansion.

Thursday Training Sessions

Session Two, 9:00-10:30 a.m.	
2A Nine in Ninety: Tech Skills for Leaders	Technology enables leadership, but it also presents challenges. This fast-paced program reviews nine critical computer skills within a ninety-minute period. Each skill constitutes a ten-minute module; if you know a skill, you can take a walk or do some web-surfing for ten minutes. Bring your own laptop or use one from the lab.
2-4B Member Advocacy Training: Grievance Processing and Member Problem-solving	Learn the legal background for contracts and grievances and how to use the grievance procedure to enforce your local contract. Receive an OEA 21 certificate of completion for this presentation of OEA's Member Advocacy curriculum.
2-3C Member Advocacy Training: Association Representative Responsibilities	Participants will learn about the basics of association representation: member rights and responsibilities, their legal basis, and critical components of member advocacy. Receive an OEA 21 certificate of completion for this presentation of OEA's Member Advocacy curriculum.
2D ESP "Squaretable"	Our popular "squaretable" series continues in this session. Meet with fellow ESP members, elected ESP representatives, and OEA staff for a freewheeling discussion of ESP issues.
2E Campaign 2011: Referendum Update	An important update for legislative activists: find out what's happening and what you can do to help make the repeal referendum campaign a success.

2F	Contract Bargaining "Hot Topics" <i>(repeats at 10:45 and 1:00)</i>	Bargaining "hot topics" may be hotter than usual this year! Join an update on contract issues in northeastern Ohio and on the new biennial budget's impact. (Time permitting, any topic could come up; it wouldn't be "hot topics" otherwise!)
2-3G	Treasurers' School	The responsibilities of the local association treasurer can seem ominous, especially for the first-time treasurer. Whether you're a new treasurer or a seasoned veteran, OEA Secretary-Treasurer Jim Timlin will give you the knowledge you need to do the job for your local and its members.
2H	Legal Update	Find out about the latest developments on the legal front. We'll hear an OEA attorney versed in the latest ways to protect yourself and your members. (By design, the content of legal updates depends on legal developments at the time of the update.)
2-3 I	Emotional Intelligence Toolbox	Research shows that emotional intelligence is even more predictive of success than advanced degrees or technical expertise. This dynamic workshop for both new and experienced leaders and educators will provide tools and handouts (many reproducible) to jump start your meetings and activities using these creative, results-oriented approaches.

Session Three, 10:45 a.m.-12:15 p.m.		
3A	Social Media for Leaders	What do we mean by social media, and what are the potential benefits and risks for local leaders? This session will provide an overview of social media and an introduction to Facebook, YouTube, Skype, blogging, and other social media platforms. Bring your own laptop or use one from the lab.
2-4B	Member Advocacy: Grievance Processing and Member Problem-solving <i>(continues from 2B)</i>	
2-3C	Member Advocacy: Association Representative Responsibilities <i>(concludes from 2C)</i>	
3D	DD "Squaretable"	Our popular "squaretable" series continues in this session. Meet with other DD employees, members, elected Unit 10 representatives, and OEA staff for a freewheeling discussion of DD issues.
3E	Statehouse Update	The repeal referendum won't reduce the usual need to be vigilant; the 129 th General Assembly already has plenty of legislative proposals that we'll need to be informed about. Join a member of OEA's lobbying staff for a Statehouse Update.
3F	Contract Bargaining "Hot Topics" <i>(also at 9:00 and 1:00)</i>	Bargaining "hot topics" may be hotter than usual this year! Join an update on contract issues in northeastern Ohio and on the new biennial budget's impact. (Time permitting, any topic could come up; it wouldn't be "hot topics" otherwise!)
2-3G	Treasurers' School <i>(concludes from 2G)</i>	
3H	Dealing with Representation Challenges	NEA and AFT have had a no-raid agreement in place for years, but locals (especially, but not exclusively, ESP locals) sometimes still face representation challenges. Find out what to do if someone else wants to represent your members, or if members want to go it alone.
2-3 I	Emotional Intelligence Toolbox <i>(concludes from 2 I)</i>	

Session Four, 1:00-2:30 p.m.		
4A	Mobile Technology Picks and Pans	Technology advancements have blurred the lines between laptops, tablets, and Smartphones. They all have "apps," and some can help local leaders. Have a favorite? Bring it and show it off. Have you learned about a pitfall? Share that, too. In this program, you're the panel!
2-4B	Member Advocacy: Grievance Processing and Member Problem-solving <i>(concludes from 2-3B)</i>	
4C	Grants (NEA, NFIE, OEA, NEOEA, NERCC, others)	Find out about grant resources available to your members through NEA and its affiliates, and through other granting agencies. Get some pointers about how to apply and increase your chances of getting a favorable response.
4D	Higher Education "Squaretable"	Our popular "squaretable" series continues in this session. Meet with fellow Higher Education members, elected Higher Education representatives, and OEA staff for a freewheeling discussion of Higher Education issues.
4E	NEOEA Issues Forum	Members of NEOEA's elected and volunteer leadership will meet with interested members to provide updates on recent issues and to hear concerns. The agenda is your agenda.
4F	Contract Bargaining "Hot Topics" <i>(also at 9:00 and 10:45)</i>	Bargaining "hot topics" may be hotter than usual this year! Join an update on contract issues in northeastern Ohio and on the new biennial budget's impact. (Time permitting, any topic could come up; it wouldn't be "hot topics" otherwise!)
4G	Local Constitutions that Work (bring your own constitution and bylaws)	Mary Suchy, OEA's Director of Membership, will help you review your local constitution and bylaws and help you prepare for the periodic OEA affiliation review. (If possible, bring your local constitution and bylaws.)
4H	Membership Organizing in a Post SB5 World	This session explores the ways that non-bargaining states approach membership and provides strategies for NEOEA locals to build a stronger membership base than before SB5.
4 I	Ready for Anything: Assertiveness and Negotiation Skills	Beginning with a self-assessment of current strengths and liabilities, participants will learn six techniques for assertion, practice recognizing the differences in assertive, aggressive, and passive styles of communication, as well as learn some secrets of successful negotiators. Handouts will include strategies for dealing with difficult negotiators.

**Fill out both sides of this form.
Fill out one form per person; duplicate as necessary.**

Please take a moment to tell us about yourself. Check all that apply:

Work Site	Job Title	Experience	Your Role in Your Association
K-12	Teacher	1-3 years	President
DD	Support Staff	4-6 years	Elected officer other than President
Higher Ed.	Administrative Staff	7-10 years	
Career Center	Other	11-15 years	Volunteer (committee member, chairperson, or other volunteer)
Student		15 plus years	Active member, but none of the above
Retired			
Other			

Workshop plans:

Check to register	Wednesday choices (1:30-4:00 p.m.)
	1A Crash Course for New Leaders
	1B Beginning Bargaining School
	1C NEA Member Benefits Sampler
	1D Community Involvement School
	1E Financial Management Software for Treasurers (I use: <input type="checkbox"/> QuickBooks <input type="checkbox"/> Quicken <input type="checkbox"/> Other _____)
	1F Managing Generations

Thursday choices (circle one choice in each time slot)		
9:00-10:30 a.m.	10:45 a.m.-12:15 p.m.	1:00-2:30 p.m.
2A Nine in Ninety: Tech Skills for Leaders	3A Social Media for Leaders	4A Mobile Technology Picks and Pans
2-4B Member Advocacy Training: Grievance Processing and Member Problem-solving		
2-3C Member Advocacy Training: Association Representative Responsibilities		4C Grants (NEA, NFIE, OEA, NEOEA, NERCC, others)
2D ESP "Squaretable"	3D DD "Squaretable"	4D Higher Education "Squaretable"
2E Campaign 2011: Referendum Update	3E Statehouse Update	4E NEOEA Issues Forum
2F Contract Bargaining "Hot Topics" (repeats at 10:45 and 1:00)	3F Contract Bargaining "Hot Topics" (also at 9:00 and 1:00)	4F Contract Bargaining "Hot Topics" (also at 9:00 and 10:45)
2-3G Treasurers' School		4G Local Constitutions that Work (bring your local constitution and bylaws)
2H Legal Update	3H Dealing with Representation Challenges	4H Membership Organizing in a Post SB5 World
2-3 I Emotional Intelligence Toolbox		4 I Ready for Anything: Assertiveness and Negotiation Skills