



Leadership Cambria County

--John B. Gunter Community Leadership Initiative--

Class of 2011 Syllabus

Please note: the syllabus is subject to change based on instructor availability and the committee's discretion.

Friday, September 17Orientation
7:30 am – 9:00 am

This informal event offers participants an opportunity to meet their fellow classmates, learn more about the program and what to expect throughout the course of the program. Sponsors are welcome and strongly encouraged to attend.

Thursday, September 23 & Friday, September 24Session #1
Full-day sessions
Antiochian Village, Ligonier

Teambuilding Workshop (THIS SESSION IS MANDATORY)

Facilitated by

Jonathan Golding, founding director, OIC Group

John Skelley, Vice President for Human Resources, JWF Industries

Participants will learn skills and tools to assist them in leading and participating on high-performance work teams. This will be a highly interactive, day-and-a-half session. Participants will also form into project teams for the community project aspect of the program.

Competencies:

- *Adaptability/Flexibility*
 - *Teamwork*
 - *Commitment to Action*
 - *Communication*
 - *Development*
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Thursday, September 30.....Session #2

8:30 am – 12:30 pm (lunch is included)

University Room

UPJ’s Living/Learning Center

Project Management

Presented by **Jack Cavanaugh**, Concurrent Technologies Corp.

Chairman, Community Leadership Initiative

Leadership Class of 1998

Participants will learn how to manage a project from the very basics of conceiving and defining the project, planning the project, assigning responsibility, implementing the plan, monitoring and evaluating progress, completing and evaluating the project.

Competencies:

Customer Focus

Problem solving

Resource Management

Leadership

Business Acumen

Commitment to Action

Communication

Lunch presentation:

Tourism/Quality of Life in the Cambria Region

Our region is rightfully proud of its rich heritage, our legendary work ethic & strong sense of community. Cambria County tourism & recreation plays a huge role in making our region a great place to live, work & play.

Friday, October 15.....Session #3

8:30 am – 11:30 am

University Room

UPJ’s Living/Learning Center

Honorable Leadership

Dr. Evan Offstein

Author: Stand Your Ground: Building Honorable Leaders the West Point Way

Assistant Professor, Department of Business Management, Frostburg State University

Business management professor and West Point graduate Evan Offstein approached leaders at West Point and the Department of the Army with two primary questions: How does West Point develop its leaders? Can other individuals and organizations apply these methods effectively? After conducting extensive on-site research at West Point and with business leaders in a variety of industries, he offers unprecedented access to the process of leadership development at West Point, and practical insights that can be applied in any organization that strives to operate on the principle of integrity.

Competencies:

Adaptability/Flexibility

Customer focus

Expertise/Proficiency

Leadership

Problem solving

Teamwork

Resource management

Thursday, October 28.....Session #4

8:30 am – 11:30 am

Location TBA

Leading & Managing Change in the Workplace

Presented by **Nick Jacobs**

International Director, Sunstone Consulting

In today’s world, everything changes at a rapid pace. Participants will learn skills and tools for coping with change, and how to view change in a positive light.

Competencies:

Expertise/Proficiency	Leadership	Problem solving	Business Acumen
Commitment to action	Resource management	Continuous improvement	Entrepreneurialism

Friday, November 12 (tentative).....Session #5

7:30 am – 11:00 am

Frank J. Pasquerilla Conference Center

Economic Summit 2010

This event is structured to give local business leaders a forecast of the coming year as well as discuss important strategic issues facing the community. The Chamber also recognizes local companies with the Economic Summit Awards, given to organizations that demonstrate excellence in job creation and/or retention, corporate citizenship and innovation and improvements in the workplace.

Competencies:

Adaptability/Flexibility	Customer Focus	Leadership	Problem solving
Teamwork	Development	Communication	Commitment to Action

Completed project management plan and contract with sponsoring agency due. Please email copies to Debra Orner and Jack Cavanaugh: debra@johnstownchamber.com and CavanauG@ctcnsc.org

Thursday, December 2...Session #6

8:30 am – 11:30 am

University Room

UPJ’s Living/Learning Center

Non-Profit Management

Presented by **Karen Varga, CPA**

Partner, Wessel & Company

This session will examine the fundamental and introductory principles of non-profit management as well as the roles and responsibilities of a nonprofit board of directors and the management team, examine the essential aspects of fundraising, and become acquainted with the fundamentals of the budgeting process.

Competencies:

Adaptability/Flexibility	Customer Focus	Leadership	Problem solving
Teamwork	Resource Management	Continuous Improvement	Business Acumen
Development	Communication	Commitment to Action	Entrepreneurialism

Thursday, December 16... ..Session #7

8:30 am – 11:30 am

University Room

UPJ's Living/Learning Center

The Power of Followership

Presented by **David Binder**

Principal Consultant, Avid Learner, Inc.

To understand leadership, we must also study followership—why people follow leaders, and how to become a leader that people want to follow. Participants will learn the skills, tools, and value of being and developing effective followers.

Competencies:

Adaptability/Flexibility

Leadership

Teamwork

Communication

Commitment to Action

Continuous improvement

Thursday, January 13... ..Session #8

8:30 am – 2:00 pm (Lunch is included)

University Room

UPJ's Living/Learning Center

Coaching, Accountability & Feedback

Presented by **Jonathan Golding**

Founding Director, OIC Group

This highly interactive workshop focuses on the importance of developing employees' potential by providing training and guidance, along with setting goals and getting results from both yourself and your employees.

Competencies:

Adaptability/Flexibility

Customer Focus

Leadership

Problem solving

Teamwork

Development

Communication

Commitment to Action

Thursday, January 27... ..Session #9

8:30 am – 11:30 am

University Room

UPJ's Living/Learning Center

Conflict Management

Presented by **Debi Balog**

Director, Workforce Development, JARI

This session will help participants deal with negativity and interpersonal conflict more effectively. They will learn to recognize their counter-productive habit patterns and learn new methods of resolving conflict with win-win outcomes.

Competencies:

Adaptability/Flexibility

Continuous improvement

Leadership

Problem solving

Teamwork

Commitment to Action

Communication

Development

First of two team project milestone reports due. Please email copies to Debra Orner and Jack Cavanaugh: debra@johnstownchamber.com and CavanauG@ctcnsc.org

Thursday, February 10... ..Session #10

8:30 am – 11:30 am

University Room

UPJ's Living/Learning Center

Local Government

Presented by **Kristen Denne, Johnstown City Manager**

(Invited) Cambria County Commissioners PJ Stevens, Milan Gjurich & Sam Valenty

Participants will learn the structure and function of local government and have an opportunity to discuss the current challenges facing the area in this highly-interactive session.

Thursday, February 24... ..Session #11

8:30 am – 11:30 am

University Room

UPJ's Living/Learning Center

Session TBD

Picture Day

Important note: *Portraits for the class yearbook will be taken before class. You will need to arrive at UPJ by 7:30 am. If you are unable to attend this class, you will need to provide me with a photo or make arrangements with Chuck Mamula at 535-7129 to have one taken.*

Thursday, March 17... ..Session #12

8:30 am – 11:30 am

University Room

UPJ's Living/Learning Center

Emotional Intelligence

Presented by **John Moore**

Owner, Moore Power Sales Vision

Emotional Intelligence describes the ability, capacity, skill or, in the case of the trait EI model, a self-perceived ability, to identify, assess, and manage the emotions of one's self, of others, and of groups. In this session participants will learn how to use emotional intelligence not only in the workplace but in their daily lives.

Competencies:

*Adaptability/Flexibility
Commitment to Action*

*Customer Focus
Communication*

*Problem solving
Development*

Teamwork

Second of two team project milestone reports due. Please email copies to Debra Orner and Jack Cavanaugh: debra@johnstownchamber.com and CavanauG@ctcnsc.org

Thursday, March 31.....Session #13

8:30 am – 11:30 am

University Room

UPJ’s Living/Learning Center

Presentation Skills

Presenter TBA

Participants will learn how to prepare and deliver effective presentations, along with how to develop effective public speaking skills.

Competencies:

Adaptability/Flexibility

Customer focus

Resource management

Teamwork

Commitment to action

Communication

Business acumen

Wednesday, April 13 (tentative)Session #14

8:30 am – 3:00 pm

Cambria County Location TBA

Regional Leadership Workshop

Hosted by Leadership Cambria County

This is a joint session with the leadership programs of Bedford, Blair and Somerset Counties. Regional issues will be discussed and the participants will have the opportunity to network with their colleagues in neighboring counties.

Competencies:

Adaptability/Flexibility

Leadership

Problem Solving

Teamwork

Resource management

Business Acumen

Continuous Improvement

Commitment to action

Entrepreneurialism

Communication

Friday, April 28.....Session #15

8:30 am – 11:30 am

University Room

UPJ’s Living/Learning Center

Team Project Presentations I

The teams will deliver a report on their team projects to their fellow class members and Leadership Committee members and have an opportunity to discuss their experiences. There is no required format for the reports, although most teams choose to use PowerPoint. Presentations should be no longer than 15 minutes in length.

Teams should provide three copies of the report: one for the Chamber of Commerce file, one for Leadership Initiative chairman Jack Cavanaugh and one for the team’s project sponsor. Teams should also provide enough copies of the report for each of their employment sponsors.

Competencies:

Expertise/Proficiency

Adaptability/Flexibility

Customer Focus

Commitment to action

Problem solving

Development

Entrepreneurialism

Continuous improvement

Teamwork

Resource management

Leadership

Friday, April 29.....Special Event
Cash Bar 6:15 pm Dinner 7:00 pm
Sunnehanna Country Club

2011 Business Hall of Fame Award Ceremony & Dinner

This black-tie affair recognizes area executives who have contributed to the area’s economic development and community enrichment. Class members are invited to attend as guests of the Chamber—the new generation of leaders honoring those who have come before. You will receive special invitations--RSVP required.

(Please note: while we encourage you to take advantage of the opportunity to be part of this event, attendance is not mandatory. You are welcome to bring a guest, but because this is a joint fundraiser with Junior Achievement of Southwest Pennsylvania, we cannot provide a ticket for guests. Any guests would have to purchase a ticket.)

Competencies:

Expertise/Proficiency	Leadership	Business Acumen	Commitment to action
Problem solving	Developmen	Entrepreneurialism	Continuous improvement

Friday, May 6.....Session #16
9:00 am – 3:00 pm
Antiochian Village

Year-End Reflection

This is your opportunity to reflect on the past eight months, to discover what the program, your project and your classmates have meant to you during this journey.

Competencies:

Leadership	Teamwork	Communication	Continuous improvement
Commitment to action			

Monday, May 16.....Session #17
12:00 pm
Holiday Inn-Downtown

Team Project Presentations II

**Chamber of Commerce
Board of Directors Meeting
Lunch is provided**

The teams will deliver a five-minute summary of the project presentations they have prepared to the Board of Directors of the Greater Johnstown/Cambria County Chamber of Commerce.

Competencies:

Expertise/Proficiency	Adaptability/Flexibility	Customer Focus
Leadership	Commitment to action	Problem solving
Development	Entrepreneurialism	Continuous improvement
Teamwork	Resource management	

Thursday, May 19.....Special Event
12:00 pm
President’s Room, Sunnehanna Country Club

Graduation Ceremony & Luncheon

Leadership Cambria County--The John B. Gunter Community Leadership Initiative Class will receive their diplomas at a luncheon celebrating their achievement. Sponsors and instructors are also invited to attend this special event. RSVP required.

Thursday, June 2.....Special Event
6:00 pm – 9:00 pm
Cambria County War Memorial

Showcase for Commerce Opening Ceremony

*The class is invited to attend the opening ceremony of Showcase for Commerce as guests of the Chamber. This reception provides the opportunity to network with a broad representation of community leaders and industry leaders from both the Cambria Region and across the United States—often from across the globe. Invitation only, RSVP required. **No one will be admitted without a ticket.***

(Please note: as with the Business Hall of Fame, we strongly encourage you to take advantage of the opportunity to be part of this important event, but attendance is not mandatory.)

Competencies:

<i>Expertise/Proficiency</i>	<i>Customer Focus</i>	<i>Leadership</i>	<i>Entrepreneurialism</i>
<i>Teamwork</i>	<i>Resource management</i>	<i>Communication</i>	