

Timeline for Leadership Development

<u>When</u>	<u>What</u>
November	Edit curriculum Secure video production company for training video/board greeting
December	Form trainer selection team Begin invitation process for trainers Determine and reserve site for Train the Trainers Website update Create and print guidelines for regional training coordinator Appoint a formatter and agree on deadlines Appoint a programs development team leader and agree on deadlines
January	Publicity for training seminars sent to POC of installations Publicity for training seminars posted on line "Request for Training" form sent to POC of installations and posted on line Finish final edits of curriculum and send to formatter Gather a ground team for Train the Trainers Submit Purchase Requests for lodging, food, supplies for Train the Trainers Finalize training team Send acceptance letters and regrets letters (by e-mail these days) Website update
February	Curriculum is being formatted Firm planning of Train the Trainers Ordering equipment/supplies for trainers Form team to write Leadership Weekend Curriculum Website update
March	Curriculum goes to print Programs go to print Programs displays made for trainers Curriculum and supplies sent to training site Train the Trainers Training dates sent to ATC Continue writing Leadership Weekend Curriculum Website update

Timeline for Leadership Development – Page 2

April	Let the trainings begin! 😊 Edit and format Leadership Weekend Curriculum Continue updating training schedule Website update
May	Continue training Print and distribute Leadership Weekend Curriculum to regions Continue updating training schedule Website update
June	Continue training Continue updating training schedule Begin compiling information from surveys Website update
July	Compile information from surveys Form a curriculum development team for refreshing Website update
August	Curriculum refreshing/development Begin publicity planning for website and conferences Website update
September	Continue curriculum development process Finalize publicity Website update
October	Continue curriculum development Print/post/distribute publicity at regional conferences Website update Select training site for Train the Trainers Appoint programs team leader and agree on deadlines
November	Edit curriculum Website update Form trainer selection team Begin trainer invitation process