



ILT 2018
Institute for Leadership Training



Advocate & Organize

Build & Learn

Collaborate & Lead

COUNSELORS IN ACTION

Washington, D.C. | July 11–13

SCHEDULE AND AGENDA

TUESDAY, JULY 10

- 3:00 pm – 7:00 pm Registration Open (*Hilton Hotel, Location: Lower Foyer*)
- 3:00 pm – 7:00 pm Bookstore Open (*Hilton Hotel, Location: Lower Foyer*)
- 5:00 pm – 6:00 pm **ILT Orientation** (*Hilton Hotel, Room: Plaza East*)
Description: This is the 10th anniversary of the Institute for Leadership Training (ILT). Whether this is your first ILT or your 10th one, you are encouraged to come to this orientation. During this time we will discuss why it is important that our emerging and seasoned leaders are here, how to make the most of your legislative experience, and with what we hope you'll leave. If you'd like a head-start on all things ILT, attending this orientation is the perfect way to start.
- 6:00 pm – 7:00 pm Welcome reception - ILT attendees and Governing Council
(*Hilton Hotel, Location: Lower Foyer*)

WEDNESDAY, JULY 11

- 7:00 am – 5:00 pm Registration open (*Hilton Hotel, Location: Lower Foyer*)
- 7:00 am – 5:00 pm Bookstore open (*Hilton Hotel, Location: Lower Foyer*)
- 7:30 am – 8:15 am Continental breakfast (*Hilton Hotel, Location: Lower Foyer outside Plaza Ballroom*)
- 8:15 am – 8:30 am **Welcome** (*Hilton Hotel, Room: Plaza East*)
As we kick off the Tenth Annual ACA Institute for Leadership Training, be welcomed by ACA leadership, learn what is in store for you, and hear from our keynote speaker.
- 8:30 am – 9:30 am **Plenary Session** (*Hilton Hotel, Room: Plaza East*)
The Keys to Success: Emotional & Interpersonal Leadership Skills
Presenter: *Joyce Marter*
Description: This is an inspirational presentation about the emotional and relational keys to effective leadership. Using motivational storytelling and thought-provoking case examples, you will: learn to apply mindfulness to leadership to become a conscious leader; develop tools to detach from ego and judgement to observe from an open and neutral place and gain perspective for effective, non-reactionary and intentional leadership; practice communication skills for effective collaboration and teamwork; develop effective conflict resolution skills including specific tools for dealing with difficult people; and, set healthy boundaries, practice self-care, access support and develop work/life balance to avoid burnout.
- 9:30 am – 9:45 am Session transition

9:45 am – 10:30 am

CONTENT SESSIONS I

Content Session (Hilton Hotel, Room: Plaza A1-A2)

The Business Side of Running an Organization

Presenter: *Dave Jackson*

Description: Business principles and best practices for association leaders to ensure the financial and operational health of their organization.

Content Session (Hilton Hotel, Room: Terrace East)

Celebrating Success: How to Turn Best Practice into Reality

Presenter: *Sandra L. Kakacek, Melanie Popiolek, Hillary Press*

Description: Join a panel of branch leaders whose organizations have been recognized nationally for their work at building and developing their entities. You will hear how your fellow branch leaders took an idea and implemented it successfully. Come ready to ask questions!

10:30 am – 10:45 am

Refreshment break (Hilton Hotel, Location: Lower Foyer)

10:45 am – 11:30 am

CONTENT SESSIONS II

Content Session (Hilton Hotel, Room: Plaza A1-A2)

How to Run an Effective Meeting

Presenter: *Rachel Miller-Bleich, MA, CAE, Governance Administrator*

Description: This session will show leaders how to approach planning, preparing for and running a board and/or committee meeting with an eye toward realizing successful outcomes. From developing the agenda to chairing the meeting, from holding the meeting to drafting and approving minutes and action items, this program will share best practices and practical tips for efficient meeting management as well as explore some fundamentals of parliamentary procedure.

Content Session (Hilton Hotel, Room: Terrace East)

Did You Run for Office to Stuff More Envelopes? (If not, it may be time to hire staff)

Presenter: *Cathy Eaton, Monica Band, Kristie Knight*

Description: This session will explore the reasons for hiring paid staff for your organization. Learn about the opportunities and how to avoid the challenges of bringing on a staff person.

11:30 am – 11:45 am

Session transition

11:45 am – 12:45 pm

PLENARY SESSION (Hilton Hotel, Room: Plaza East)

Plenary Session

Bylaws, Policies and Fiduciary Duties of Leaders

Presenter: *Peter Wolk, ACA Legal Counsel*

Description: This session will demonstrate to leaders how maintenance of and adherence to governing documents relates to their fiduciary duties to their respective branches, divisions, and to ACA. The goals of this program are to demystify how to read and enact an association's bylaws, to discuss the difference between policies that govern and procedures that support the operation of an organization, and to share guidance on how to approach policy development and/or bylaws revision. Additionally, this program will help leaders identify the legal obligations, restrictions and prohibitions that apply to nonprofit directors.

12:30 pm – 3:00 pm

Complimentary headshot lounge (Hilton Hotel, Location: Lower Foyer)

12:45 pm – 1:30 pm

Group lunch (Hilton Hotel, Location: Lower Foyer outside Plaza Ballroom)

1:30 pm – 3:00 pm

PLENARY SESSION (Hilton Hotel, Room: Plaza East)

Plenary Session

Government Affairs Training: Preparing for Capitol Hill Visits

Presenter(s): *ACA Government Affairs Team*

Description: Preparation for our visits with Members and Staff of House and Senate offices. Update on issues, use of the Voter Voice app, and what to expect in our visits.

3:00 pm – 3:15 pm

Refreshment break (Hilton Hotel, Location: Lower Foyer)

3:15 pm – 4:00 pm	<p>CONTENT SESSIONS III</p> <p>Content Session (<i>Hilton Hotel, Room: Terrace East</i>) Leveraging ACA Resources for Your Organization’s Success Presenter: <i>Natasha Rankin, ACA COO and ACA Staff</i> Description: In addition to advocacy resources and ethics presentations, there are ACA publications, webinars, and materials that you can share with your members to build your organization. No need to recreate the wheel! Learn what ACA has available to take your group to the next level.</p>
3:15 pm – 4:45 pm	<p>Content Session (90 MINUTE SESSION – 1.5 CEs (<i>Hilton Hotel, Room: Plaza A1–A2</i>)) A Taste of Deep Dive Ethics Presenter: <i>David Kaplan, Lynn Linde, Joy Natwick</i> Description: The current iteration of the <i>ACA Code of Ethics</i> substantially raises the bar for the ethical practice of professional counselors. In order to keep members up to date, ACA has presented over 70 deep dive ethics workshops to branches and divisions highlighting important changes for practitioners, students, and counselor educators. This presentation will highlight new ethical imperatives in two areas that leaders are asked — and sometimes confronted — about: the imposition of counselor personal values and the use of social media in counseling.</p>
4:00 pm – 4:15 pm	Session transition
4:15 pm – 5:00 pm	<p>CONTENT SESSIONS IV</p> <p>Content Session (<i>Hilton Hotel, Room: Terrace East</i>) Pathways to Leadership: State, Regional, Division, and National Perspectives Presenter(s): <i>Simone Lambert, ACA President, Heather Trepal, ACA President-Elect, Connie T. Jones, Shon D. Smith, Judy Daniels, Summer Reiner, Michele Kerulis, Stephanie Dailey, Kent Butler, Christian D. Chan</i> Description: Learn how to get your members involved in serving your organization. Find out how colleagues have begun and succeeded on the leadership path. This journey needs to be compelling, enriching, rewarding, and fun.</p> <p>Content Session (<i>Hilton Hotel, Room: Beech</i>) The Ins and Outs of a Nominations and Elections Process Presenters: <i>Gerard Lawson, ACA Immediate Past President</i> Description: How to create a system that encourages, supports, and develops a positive, respectful, and engaged electorate. In this session, you will learn about and discuss the elements of a nominations and elections process that will ensure best practice and how to support those who wish to run for positions in your organization.</p>
5:00 pm – 5:30 pm	Wrap up for the day & Rally (<i>Hilton Hotel, Room: Plaza East</i>)
5:30 pm – 6:30 pm	Networking reception (<i>Hilton Hotel, Location: Lower Foyer</i>)

THURSDAY, JULY 12

7:00 am – 8:30 am	Registration open (<i>Hilton Hotel, Location: Lower Foyer</i>)
7:00 am – 8:00 am	Breakfast (<i>Hilton Hotel, Location: Lower Foyer outside Plaza Ballroom</i>)
8:00 am – 8:30 am	Q & A with Government Affairs (<i>Hilton Hotel, Room: Plaza East</i>)
8:30 am – 9:15 am	Transportation to Capitol Hill (<i>Depart Hilton Hotel</i>)
9:15 am – 9:45 am	Group photo at U.S. Capitol
10:00 am – 2:30 pm	House and Senate visits
11:00 am – 2:00 pm	Lunch available in Russell Senate Office Building Rm. 485
2:30 pm – 3:00 pm	Transportation to Hilton Hotel (<i>Depart U.S. Capitol</i>)
3:00 pm – 3:45 pm	Congressional visit debrief (<i>Hilton Hotel, Room: Plaza East</i>)
3:45 pm – 4:00 pm	Comfort break

4:00 pm – 5:00 pm

PLENARY SESSION

Plenary Session (*Hilton Hotel, Room: Plaza East*)

Enacting Leadership Ethics Grounded in CSI's Principles and Practices of Leadership Excellence

Presenter: *Nicole R. Hill, Ph.D., Dean of the College of Education and Human Services at Shippensburg University*

Description: Leadership excellence emerges from a complex interplay of one's identity as a leader, principles that frame beliefs about leadership, and practices which are the enactment of one's identity and principles. This presentation will provide a framework for Leadership Excellence that is grounded in the Principles and Practices of Leadership Excellence (PPLE) developed and espoused by Chi Sigma Iota (CSI Academy of Leaders, 1999) as a statement of leadership ethics. As the only framework of leadership ethics for professional counselors that currently exists, the PPLEs serve as the vanguard for how we as a profession competently enact our leadership competence. By examining principles ranging from mentorship and vision to preservation of history and respect for membership, attendees will become better prepared to meet the unique challenges and opportunities they encounter as leaders of professional counseling associations. Attendees will have an opportunity to apply the PPLEs to their individualized leadership action plans for the upcoming year.

5:00 pm

Recess for the day/Dinner on your own

FRIDAY, JULY 13

7:30 am – 9:00 am

Division Presidents and Region Chairs Meeting (*Hilton Hotel, Room: Terrace West*)
Division President-Elects and Region Chair-Elects Meeting (*Hilton Hotel, Room: Maple*)

8:00 am – 5:00 pm

Registration Open (*Hilton Hotel, Location: Lower Foyer*)

8:00 am – 5:00 pm

Bookstore Open (*Hilton Hotel, Location: Lower Foyer*)

8:30 am – 9:15 am

Continental Breakfast (*Hilton Hotel, Location: Lower Foyer*)

9:15 am – 9:30 am

Morning welcome and housekeeping (*Hilton Hotel, Room: Plaza East*)

9:30 am – 10:30 am

PLENARY SESSION

Plenary Session (*Hilton Hotel, Room: Plaza East*)

Who Are You Really? Self-Awareness And Leadership

Presenter: *Jean B. Gasen, Ph.D., PCC, Director for Leadership and Executive Coaching within the School of Business at Virginia Commonwealth University, and President of JB Gasen and Associates*

Description: Who Are You Really? Self-Awareness in Leadership – How well do we really know ourselves? And how does that knowledge translate into our ability to lead others? Bill George, the author of the best-selling leadership book, *True North* (2007), says that "Self-awareness is the pivot point on which your leadership depends." This interactive session is designed to give you greater perspective on who you are as a leader, what you value, and how your vision, values and passion are key to your future leadership growth and success. The session will also speak to what you need to do to grow your skills and capabilities as a leader, based on that self-awareness. Taking the time to look at yourself as a leader and using specific strategies and tools for gaining greater self-awareness is essential. You will leave with greater insight into your own self-awareness and how these approaches have the potential to give you a more effective and authentic presence as a leader.

10:30 am – 10:45 am

Session transition

10:30 am – 1:00 pm

Complimentary headshot lounge (*Hilton Hotel, Location: Lower Foyer*)

10:45 am – 12:00 pm

Region Business Meetings:

Southern Region Business Meeting (*Hilton Hotel, Room: Plaza A1 & A2*)

Midwest Region Business Meeting (*Hilton Hotel, Room: Arbors*)

North Atlantic Region Business Meeting (*Hilton Hotel, Room: Terrace East*)

Western Region Business Meeting (*Hilton Hotel, Room: Beech*)

Division Presidents Meeting (*Hilton Hotel, Room: Laurel*)
Division President-Elects Meeting (*Hilton Hotel, Room: Maple*)

12:00 pm – 1:00 pm Group lunch (*Hilton Hotel, Location: Lower Foyer outside Plaza Ballroom*)

1:00 pm – 1:45 pm **CONTENT SESSION V** (*Hilton Hotel, Room: Plaza A1 & A2*)

Content Session

Growing Your Grassroots During a Critical Time

Presenter(s): *ACA Government Affairs Team and State Representatives*

Description: Learn what branches have done to enhance their grassroots public policy efforts. This is especially important as the ACA Government Affairs staff has been tracking state legislation that is of concern to professional counselors, along with their clients and students.

1:45 pm – 2:00 pm Session transition

2:00 pm – 3:00 pm **Plenary Session** (*Hilton Hotel, Room: Plaza East*)

PLENARY

Ethics and Leadership: Maintaining an Ethical Organizational Identity

Presenter: *Stephanie Dailey*

Description: Leaders within the counseling profession draw on the *ACA Code of Ethics*, organizational policies and guidelines, ethics literature, and positive mentorship to maintain and establish ethical health within their organization. This session will allow leaders to come together and examine factors which promote ethical health, including authentic leadership, and strategies for ethical decision-making within counseling organizations.

3:00 pm – 3:15 pm Refreshment Break (*Hilton Hotel, Location: Lower Foyer*)

3:15 pm – 4:15 pm **Plenary Session** (*Hilton Hotel, Room: Plaza East*)

PLENARY

Embracing Best Practices

Presenter: *Wendy Wolff, Director of Maryland Nonprofits Consulting Group*

Description: Association leaders are fiercely committed to their work and the values they hold dear. Leaders commit their associations to uphold these same values and often find themselves confronting organizational challenges head on. Issues like: conflicts of interest, troublesome boards, and sticky financial situations are often in the background (or the foreground!) for many associations. This session will: introduce a set of best practices for nonprofit management and governance as outlined in the *Standards for Excellence: An Ethics and Accountability Code for the Nonprofit Sector®*, illustrate exemplary standards through real examples, and describe the tools and resources available to assist nonprofit management in making the best organizational decisions.

4:15 pm – 5:00 pm **Closing Session** (*Hilton Hotel, Room: Plaza East*)

CLOSING SESSION

Taking What You've Learned and Applying it for Success as a Leader

Presenter: *Simone Lambert, ACA President*

Description: After almost three days of learning, lobbying, and networking, we will wrap up the ILT with exploring what success will look like for you as a leader in the counseling profession.

Acknowledgments

Adjourn