



VIRGINIA
INSTITUTE OF
GOVERNMENT

Seminar Location

U.Va. Richmond Center
2810 N. Parham Road, Suite 300
Richmond VA 23294
804/662-7464
<http://www.scps.virginia.edu/richmond/>

More Information

www.VaInstituteofGovernment.org
Click Training Menu, then Wednesday Series

Online Registration

Please call the Virginia Institute of Government at 804/371-0202 for your account password.

Then you can register online at:
<http://www.coopercenter.org/customer-portal>

Onsite Training

Let us bring the classroom to you. For details contact Billie Easton < bee2u@virginia.edu > 804/371-0202

Questions?

Contact Chantel Robinson
< cer8t@virginia.edu > or Salma Omer
< so3hb@virginia.edu > or call 804/371-0202.

Sign Me Up Today!

Second Wednesday Series Spring 2013

Leading a Collaborative Culture

Wednesday, March 13, 2013, 8:30 am–3:30 pm

\$100 per registrant

NEW!



Who Should Attend

Supervisors, team leaders, managers and directors

Attending this class will help you to

- ▼ learn several key skills of Principled Negotiation as they apply to collaboration among teams, across agencies, and with customers themselves
- ▼ identify communication differences that can impede cooperation among colleagues and agencies
- ▼ learn how to move superficial collaboration to a deeper level, especially when conflict or lack of common vision are the barriers
- ▼ analyze how collaboration as well as lack of collaboration can affect customer service

Genius or Genius Maker:

Adapting Your Leadership Style to Boost Employee Performance

Wednesday, April 10, 2013, 8:30 am–3:30 pm

\$100 per registrant

NEW!



Who Should Attend

Supervisors, team leaders, managers and directors

Attending this class will help you to

- ▼ determine if you are a “multiplier” or “diminisher” and compare the effects of each approach on your employees
- ▼ identify four levels of professional development and ways to help employees succeed at each level
- ▼ study four key leadership styles and practice applying them in diverse workplace scenarios
- ▼ create a plan you can use back on the job to “multiply” intelligence and enhance performance

The Art of Strategic Planning

Wednesday, May 8, 2013, 8:30 am–3:30 pm

\$100 per registrant

NEW!



Who Should Attend

Business/budget analysts, supervisors, managers, team leaders — anyone who is active in the strategic planning process

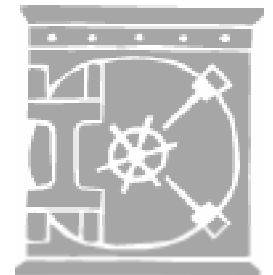
Attending this class will help you to

- ▼ review a strategic plan development/deployment model
- ▼ identify the components of strategic planning
- ▼ describe approaches for holding successful strategic-planning sessions
- ▼ develop skills through practice and group activities

Effective Grant Writing: Keys to Unlocking the Vault

Wednesday, June 12, 2013, 8:30 am–3:30 pm

\$100 per registrant



Who Should Attend

Anyone responsible for locating and acquiring grant funds

Attend this seminar, and learn to

- ▼ outline elements required for a successful grant proposal
- ▼ look at sample letters of intent in small groups
- ▼ review actual funding guidelines; examine detailed requirements and documentation for submitting a proposal
- ▼ describe basic components required in most proposals, focusing on program evaluation and outcomes process