

HUAA/DEPARTMENT OF ALUMNI RELATIONS LEADERSHIP TRAINING AGENDA

Here is the agenda for the HUAA Leadership Training. Every session is mandatory. Failure to attend each of the sessions will result in you, your constituent unit or committee getting billed for travel and lodging paid by HUAA and DAR.

Tentative schedule of events

THURSDAY, SEPTEMBER 25TH

Location -Marriott Wardman Park Hotel, 2660 Woodley Rd, NW

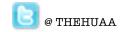
Washington, DC 20008

Afternoon/Evening Arrival & Check In

Region Chair Breakout Session at HUAA Office 5:00PM - 7:00PM

FRIDAY, SEPTEMBER 26TH

Location –	Howard University School of Social Work Auditorium
8:00AM - 9:00AM	Registration Breakfast
9:00AM - 9:45AM	Opening Remarks/Goal Setting
	Department of Alumni Relations Business Transaction
	with El Hadji Diagne
9:45AM - 10:15AM	Financial Aid with Precious Smith
10:15AM - 10:45AM	Gift Giving with Siah Willie, Director of Donor Relations
10:45AM - 11:00AM	
11:00 AM - 2:00 PM	Break for Opening Convocation (Cramton Auditorium)
	Lunch will be provided
2:00PM - 3:00PM	Recruiting Howard with Latrice Byam
	Director of Enrollment Management
3:00PM - 4:00PM	Jeremy Randall, Director of Advancement Services
	and Toni Holoway, Special Assistant to the Vice president for
	Development and Alumni Relations
4:45PM - 6:00PM	Region and Professional Association Breakout Meetings





SATURDAY, SEPTEMBER 27TH

Location – Howard Hall

Bold – Mandatory for HUAA EC

8:00AM – 8:45AM Breakfast

9:00AM – 1:00PM HUAA Executive Committee Meeting (Conference Room)

9:30AM – 11:00AM BRAND U

Maintaining and protecting the image of Howard University,

HUAA and your constituent unit. Led by Natalie Rance

11:45AM – 1:00PM THE ABCs of PUBLIC RELATIONS:

Advocate, Influence Buy-In, and Communicate Led by the HUAA Public Relations Committee

1:00PM - 2:30PM Lunch/Howard Bison Football Game vs. North Carolina A&T

2:45PM – 3:45PM DOLLAR\$ and SENSE: Managing Your Budget

Led by Dawn Cooper, HUAA VP of Finance

4:00PM – 5:15PM MEMBERSHIP MATTERS

From first contact how to grow your roster

Led by Chris Washington

5:25PM – 6:15PM WHAT'S THE AGENDA?

Meeting Matters/Parliamentary Procedures

Led by Beverly H. Reynolds

6:45PM – 8:00PM HUAA TEAM BUILDING SOCIAL - TBA

SUNDAY, SEPTEMBER 28TH

Location – Marriott Wardman Park

8:00AM – 10:00AM Working Brunch

Presentation of Awards

Weekend Recap Alma Mater

Depart for home after a good weekend of work

NOTES

Please dress accordingly

- Opening Convocation Activities Business Attire
- Leadership Training Comfortable Casual
- Football Game Wear your Bison Gear
- Team Building Social Casual

Bring a laptop or tablet device to connect to the Internet to view some of the materials as HUAA continues our GREEN initiatives