



HUA/DEPARTMENT OF ALUMNI RELATIONS LEADERSHIP TRAINING AGENDA

Here is the agenda for the HUA 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 HUA 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
5:00PM – 7:00PM Region Chair Breakout Session at HUA Office

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: <i>Advocate, Influence Buy-In, and Communicate</i> 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