New Manager Training for Middletown and Milford

Downtown Delaware

9:00-9:30         Continental breakfast, welcome and introductions

9:30-9:45 Shout out: Most vexing issues about your job. Create a list of problems to solve throughout the meeting.

9:45-10:30 Speedy review of the Four Points, Eight Main Street Principles, board authority, chain of command, Task forces vs. committees

10:30-11:00 The National Main Street Center Now (Diane Laird), services and requirements of DEMS (Diane Laird)

11:00-11:30 Understanding how Main Street organizations grow and change over time; where your organization is in its organizational development; implications for managers

11:30-12:15 What is the Main Street manager’s/Executive Director’s job really? Roles and Responsibilities of staff, some Do’s and Don’ts, who is responsible for fundraising

12:15-1:00 Lunch brought in

1:00-1:15 Mission, vision, work plan, strategic plan: how they work together for governance sake

1:15-1:45 Involving volunteers in committee work; job descriptions and tips for volunteer recruitment

1:45-2:45 Overview: Diversify your revenue sources, seven traditional revenue sources

2:45-3:00 Roundtable: Your most vexing issues—discussion of items we did not already cover during the meeting, other Q & A, general discussion

3:00 Evaluation and depart