

BEST PRACTICES

TACL

TACL - April Special e-Newsletter

In these unprecedented days when each of us are rethinking crisis management, program funding, program development, recruitment and staying connected, TACL wants to provide creative ideas, solutions and resources to leadership programs across the state. One goal of our 2020 Strategic Plan is to develop a "Tool Box" for our members. We hope the following will provide a sample of the resources and solutions you need in real time, with more to come.



VIRTUAL SESSIONS

Interested in learning more about Virtual Sessions, check out the Leadership Rhode Island ZOOM meetings that are available to view on the ALP website under Resources.

ZOOM has lots of work from home/ video conference tips on their web site - [click HERE](#). ZOOM is giving their clients who are on the free program the same benefits of longer meetings as the pay plans have. Take advantage of these gifts!

There are as many ideas out there

about what to do about missed program days as there are programs. Some are cancelling and trying to make sessions up next year; some are doing the days virtually – sharing speakers and having social times; but all are making sure their current class does not feel like they got the "Short end of the stick!" The ALP calls hosted by Leadership Rhode Island are worth the time and will take place biweekly with the next call being on April 21st. **ALP (Association of Leadership Professionals) is invit-**

ing non-members to take part in the virtual sessions, as we all navigate these unusual times and learn together. TACL will post the invitation to these calls on our Facebook page. The next call will be on program content for virtual meeting.





BE PREPARED

CRISIS COMMUNICATION PLAN

In the event of a crisis, L'Evate, Donelson-Hermitage, developed a plan which includes defined steps on how to move forward, communicate with the media, as well as navigate classes, and keeping their alumni engaged, up-to-date and informed. A copy of this plan can be found on the TACL website, www.leadershiptennessee.com.

PREPAREDNESS POLICY

The purpose of this policy is to protect your members as well as your organization. In the event of a National disaster, act of God or other situation that may have a long-term effect on the ability for your leadership program to operate normally, any or all of the decisions included in this document may be made as necessary and appropriate by the Executive Committee and the Executive Director. This document is being shared by L'Evate, Donelson-Hermitage, and is available on the TACL website, www.leadershiptennessee.com.

WAIVER & RELEASE OF LIABILITY

Class members participating in your leadership program, will sign this form at Orientation and witness each other's signature. Of course anyone can sue you for anything. L'Evate, Donelson-Hermitage, had this form written by an attorney and has never been sued! They share the form with you on www.leadershiptennessee.com.

AGREEMENT & COMMITMENT

This form is sent to the new leadership class members with the acceptance letter. The form must be signed and returned. This document has in writing the refund policy. It is one of the important documents needed by leadership programs to clearly define your refund policy with the signature of acceptance by each new class member. A sample of the L'Evate, Donelson-Hermitage, form is available on the TACL web-site, www.leadershiptennessee.com.

PUBLIC RELATIONS PLAN

This is a guide for your Marketing Team for the year, including goals and year-end review. It also refers to the Crisis Management Plan goals. This is a good document to have in writing as it defines and directs your marketing strategy for the year of your leadership program, as well as the unexpected. This could be utilized by your staff, depending on the size, or select alumni in the marketing field willing to serve as a PR/Marketing team for your leadership program.

A sample of the L'Evate, Donelson-Hermitage, form is available on the TACL website, www.leadershiptennessee.com.

LEADERSHIP PROGRAM GRADUATION CEREMONIES

(depending on when sessions end)

Your leadership program is coming to an end and with social distancing and state orders to “stay in place” what do you do about graduation.

Options:

- Postpone and reschedule the date until early Fall
 - o Pros - gives the class “their” own recognition and honor which is very important
 - o Cons – excitement has cooled, key is to keep them engaged virtually.
- Wait until the following year and graduate two classes together.
 - o Pros – gives time for your community to be back to normal
 - o Cons - too many class members getting recognized and not enough of individualized honor for either class.

TELEWORKING HAS IT'S CHALLENGES



All of us are trying to work from home rather than our office. This presents many challenges and some pluses.

Things to consider to make our home office more efficient:

- Comfortable work environment
 - o Consider the chair you are using, make sure it doesn't cause back pain, neck pain, or impact your wrists, causing carpal tunnel.
 - o Are you using a surface that is at the right height?
- Do you have accessibility to files you will need?
- Try to minimize distractions – children, pets, (spouse), etc.
- Lighting – Do you have adequate light at your home work station?
- Establish work hours to make sure you accomplish your goals for the day
- Challenge may be Internet services available and internet speed depending on your location.
- Do you have a printer, copy paper, along with letterhead, envelopes, stamps, etc.

- Research ways to video conference with your committees
- Take regular breaks and walk around
- Make sure to take time to have lunch
- Walk away at the end of the day whatever you have in most cases can wait till the next morning

Remember, we are all experiencing the same issues and trying to navigate through them. TACL is here to help you. We are pooling resources and making them available to you and will continue throughout the year. Check our TACL Facebook page often and join the page so you get posts quickly. Please feel free to also ask questions on the TACL Facebook page and post activities. We all learn from each other.



IMPACT ON FUTURE SPONSORSHIPS/CLASSES



If the economy comes back quickly, hopefully getting sponsorships and candidates will not be a problem.

If the economy is impacted over many months, then programs will have an issue of how they will be able to operate. Here are some options to consider moving forward:

- Do a budget without the sponsorships to determine if you can operate.
- If your program is linked with a chamber or university, then they may help out.
- Cancel your program for one year, allow the econo-

my to improve and your businesses to revive.

It is projected that the following year will be full of questions with few answers. It will be up to the director, board, and alumni to not give up and continue to thrive on keeping the program running.

- Valid issues to consider: Candidates may not be able to afford to attend, businesses may be hesitant to nominate due to a tight budget.
 - o You could utilize scholarships, if that is viable.
- Additional options:
 - o If viable for your leadership program, offer some free classes during the year, if possible, to keep the leadership program viable and in front of the community. Some of our speakers are willing to help in consideration of the impact of the crisis on our cities and they want to stay viable as well.
 - ^ Make leadership topics relevant to what leaders are experiencing:
 - ^ Dealing with Stress as a Leader
 - ^ How to Re-Connect in a Post COVID 19 Environment
 - o Partner with other leadership programs and pool your resources.

SAVE THE DATE
- and -
**COME
TOGETHER**

TACL 2020 - OCTOBER 14-16
HOSTED IN SUMNER COUNTY BY



<http://tinyurl.com/TACL20ComeTogether>

We only covered one topic in our newsletter, come to the TACL Conference and learn from your peers about many topics impacting your program. Conference Scholarships are available for TACL members.

**“A LEADER IS ONE WHO
KNOWS THE WAY,
GOES THE WAY,
AND
SHOWS THE WAY.
John C. Maxwell”**

TACL

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