

Neighborhood Resident Leadership Program

Spring 2010

Do you want to be involved in community/neighborhood organizations, but are hesitant because you aren't confident in your leadership skills? Consider taking classes in the Neighborhood Resident Leadership Program. These short-term, affordable classes were developed through a partnership between Des Moines Area Community College, DM Neighborhood Resources Office and Making Connections Des Moines.

The **Core Leadership Classes** will help you develop key skills such as handling conflict, motivating others and communicating effectively. **Elective Classes** focus on a specific question or issue with which your organization may be grappling.

Core Leadership Classes

Classes held at the DMACC Urban Campus, Bldg 1, Room 217 from 7:00 – 10:00 pm.
Cost is \$65 per session.

Power of Working Together 3 Hours

CRN 25592—Thurs., March 4, 2010

Discover the power of working together effectively as a group. Focus on developing and improving collective decision-making skills. Learn how to harness cultural similarities and differences to set and achieve goals.

The Value of Time 3 Hours

CRN 25593—Thurs., March 11, 2010

Discover time as a valuable commodity: how to use it effectively, how to avoid wasting it, and how to value it as a collective resource.

No Class on March 18, 2010

Holding Better Meetings 3 Hours

CRN 25594—Thurs., March 25, 2010

Determine when to hold and not hold a meeting, the importance of an agenda and minutes, meeting and decision-making procedures, and how to avoid meeting hijacking.

Communicating for Results 3 Hours

CRN 25595—Thurs., April 1, 2010

Effective communication and negotiation skills are vital in successfully accomplishing your organization's goals. Emphasis will be placed on relationship development, public presentations, building consensus, leadership styles and how to negotiate from a position of principle.

Motivating People 3 Hours

CRN 25596—Thurs., April 8, 2010

Discover influencing strategies and how to package ideas to gain commitment from even the most skeptical person.

Developing New Leaders 3 Hours

CRN 25597—Thurs., April 15, 2010

Leaders are not born, they are made. Discover how to develop new leadership for your group and how this will help you personally and your group organizationally.

Handling Conflict & Change 3 Hours

CRN 25598—Thurs., April 22, 2010

Uncover strategies to help your group successfully overcome conflict and adapt to change. Topics include conflict resolution styles, the steps of anger management and non-verbal responses.

Relationships & Resources 3 Hours

CRN 25599—Thurs., April 29, 2010

Discover how to build positive relationships with your constituency, your business partners and your allies and use those relationships to develop resources for your group.

Note: **Building Powerful Community Organizations** by Michael Brown is a **required** book for the Core courses. If you are eligible for a scholarship through the DM Neighborhood Resource Office, the book will be provided. If not eligible for a scholarship, the book can be purchased from the DM Neighborhood Resource Office for approximately \$25. Call 280-1807 to arrange purchase.

Elective Classes

Creating a Plan of Action 2 Hours

CRN 26056—Sat., March 6, 2010, 9-11 a.m.
DMACC Urban Campus, Bldg 2, Rm 103, \$35
Failing to plan is planning to fail. Learn how to avoid this by looking past tomorrow for planning your organization's activities. Discover how both short term and long-term goals can be achieved through effective planning.

Navigating City Government 2 Hours

CRN 26057—Sat., March 13, 2010, 9-11 a.m.
DMACC Urban Campus, Bldg 2, Rm 103, \$35
Learn what elements are needed to successfully structure citizen and association partnerships with city government. Learn how to access the proper departments with informational tips for making the process less intimidating.

Navigating County Government 4 Hours

CRN 26088—Tues., March 23 & 30, 2010 7-9 p.m.
DMACC Urban Campus, Bldg 2, Rm 103, \$35
Discover what elements are needed to successfully structure citizen and association partnerships with county government. Learn how to access the proper departments with informational tips for making the process less intimidating.

Sustaining Vol. Organizations 2 Hours

CRN 26058—Sat., Apr 10, 2010 9-11 a.m.
DMACC Urban Campus, Bldg 2, Rm 103, \$35
Mature volunteer organizations and neighborhood associations face sustainability problems in recruiting new volunteers, maintaining leadership and institutional knowledge. Learn how to build a sustainable mature organization.

Managing Landlord & Tenant Issues 2 Hrs

CRN 26059—Sat., April 17, 2010, 9-11 a.m.
DMACC Urban Campus, Bldg 2, Rm 103, \$35
Learn how to effectively deal with problem rental properties in your neighborhood. Discover effective tools to better communicate with both landlords and tenants.

Door Knocking & One-on-One 2 Hours

CRN 26089—Sat., April 24, 2010, 9-11 a.m.
DMACC Urban Campus, Bldg 2, Rm 103, \$35
Making connections with your constituents allows you to build real relationships that will strengthen your group and lead to success. Learn how to use door-knocking and one-on-ones to help you discover what your constituents think is important and to grow your organization.

Resident Leadership Facilitation 16 Hrs

CRN 26086—Fri & Sat., April 30 & May 1, 2010
8 a.m. – 5 p.m., Mickle Building—1620 Pleasant Street, \$199

You'll learn how to plan, lead, and effectively participate in meetings that get to results and actions that strengthen neighborhoods. The importance of relationship-building is highlighted.

Taking it to the Next Level 16 Hours

CRN 26091—Sat., May 1, 2010 9-11 a.m.
DMACC Urban Campus, Bldg 2, Rm 103, \$35
Building a dynamic organization means going beyond the same old ways of operating, and creating something new while keeping the best of the old. Learn how to move your organization from survival to growth by recognizing key challenges in organizational development.

Show Your Real Colors 3 Hours

CRN 26060—Sat., May 8, 2010, 9 a.m.-Noon
DMACC Urban Campus, Bldg 2, Rm 103, \$65
The Real Colors Personality Instrument is a fun, and memorable way to gain a better understanding of yourself. You'll also discover what is most important to others, why they may react to situations differently than you, and how to best communicate with them.

Registration & Cancellation Policies

1. **Check your eligibility for a scholarship by calling DM Neighborhood Resource Office at 515-280-1807.** To be sure there is space available and a scholarship is reserved for you, you must enroll by 3:00 p.m. the day before the class starts.
2. **If not eligible, call DMACC at 964-6800 to register.** Payment is due at time of registration. You'll need to provide your name, home address and phone number, DMACC student ID or social security number, course reference number and course title, and your credit card number and expiration date
3. **Cancellation Policy:** To drop or withdraw your registration and receive a full refund, you must notify the office where you registered **at least 2 business days before the start of class.** If DMACC cancels a class you will receive an automatic refund
4. **Loss of scholarship eligibility:** If you do not cancel within 2 business days, you will not be eligible for any additional scholarship tuition for the NRLC program. Any exceptions must be documented through the DM Neighborhood Resource Office to be considered for reinstatement of scholarship tuition.

Des Moines Area Community College shall not discriminate on the basis of race, color, national origin, creed, religion, gender, sexual orientation, age, disability, or status as a U.S. veteran. Inquiries may be directed to the EEO/AA Officer, Ankeny Campus, Building 1, (515) 964-6301.