



2022 North Lake Tahoe-Truckee Leadership Program Overview

Day 1 Jan 27, 2022 Truckee Town Hall	Day 2 February 17, 2022 Truckee Town Hall	Day 3 March 24, 2022 Truckee Town Hall	Day 4 April 21, 2022 Truckee Town Hall	Day 5 May 19, 2022 Location TBD
Regional Issues and Leadership Skills Development-Morning				
-Networking -Course Overview -Intro to Toastmasters Table Topics -Community Topics	-Networking -Table Topics -Leadership Skill Development -Community Forum	-Networking -Table Topics -Leadership Skill Development -Community Forum	-Networking -Table Topics -Leadership Skill Development -Community Forum	-Sponsor introduction -Table Topics -Exit Survey
Key Leadership Skills Education-Afternoon				
Leadership Lessons, Styles and Active Leadership	Messaging and Communication	Creating Effective Teams	Change Management	Steward Leadership Pulling It Together
What kind of leader am I?	How to communicate in a virtual environment	How can you create functional teams?	What needs to change and how to make it happen?	How can we become leader-stewards?
Meyers-Briggs Intro Leadership Styles Intro Community Ideas for Action Plans Introduce Action Plans Form Teams – Assign Project	Managing Up Social Media Survey Design Day Action Plan Updates	Myers Briggs Discussion Managing Up? The Five Dysfunctions of a Team Techniques to correct dysfunction Introvert/extrovert Action Plan Updates	Problem Solving Our Iceberg is Melting How to manage remote workers Intro to Visual Literacy Action Plan Updates	The Environment, Stewardship and Outdoor Leadership Commitments to Future Action (personal and team) Leadership Speaker Presentation of Class Action Plans
Networking Opportunities-End of day				
Welcome Reception	Social/Mixer	Social/Mixer	Social/Mixer	Graduation & Reception



AGENDA

January 27, 2022
Truckee Town Hall, Council Chambers
2nd Floor
10183 Truckee Airport Blvd, Truckee

Leadership Styles

8:30 - 8:50	Networking Breakfast
8:50 – 12:30	Welcome and Greetings Class Introductions Program Structure, Course Overview, Ground Rules Break Team Charter Introduction to Toastmaster Table Topics Community Forum Introduction
12:30 - 1:30	Lunch – Boxed lunch with sandwich, salad, ice tea, coffee
1:30 – 4:45	Leadership Styles Myers Briggs Introduction to Action Plans Break Action Plan Team Formation & Assignments
4:45 – 5:00	Day One Feedback Preview for Next Session
5:15 - 6:00	Mixer/Reception/Networking

AGENDA

February 17, 2022
Truckee Town Hall
10183 Truckee Airport Blvd, Truckee

Messaging and Communication

8:30 – 11:45	Breakfast – Networking – Practice Action Plan Elevator Speech (Overview, Goal, Objectives) Toastmasters Table Topics – Focus on posture, eye contact, facial expressions - Jaclyn - Table topics master Leadership Skill Development Community Forum Topic: - Transportation Alfred Knotts, Town of Truckee Jaime Wright, Placer County
11:45 - 12:45	Lunch – When you return, sit with your group
12:45 – 4:45	Action Plan Workshop: Validating Your Plan, Building a Survey Action Plan Feedback – Shannon Managing up How to communicate in a virtual environment
4:45 - 5:00	Preview for Next Session: Five Dysfunctions of a Team Review Homework <ul style="list-style-type: none">• Read Five Dysfunctions of a Team• Complete Myers Briggs link• Interview a Non Profit• Complete Action Plan Day Two...Due Day Three<ul style="list-style-type: none">○ Due Dates:○ March 2 - Draft due for review. Send to Karen@TahoeTruckeeLeadership.com and Shannon@TahoeTruckeeLeadership.com○ Include: Elevator pitch, who you are surveying, how (survey monkey etc), survey questions, outcome, any specific questions for Karen/Shannon, must include "This is a project of the North Lake Tahoe-Truckee Leadership Program. March 4 – Surveys returned to groups with comments○ Who should receive your survey?<ul style="list-style-type: none">▪ Truckee Chamber email list▪ NTBA email list?▪ North Lake Tahoe Chamber email list○ March 8 - Final survey due to Karen@TahoeTruckeeLeadership.com for public distribution○ March 21 – send homework to Karen and Shannon. Survey results due during Day Three Workshop
5:00 - 6:00	Mixer/Social – Practice Action Plan Impact Statement (Why)

AGENDA

March 24, 2022
Truckee Town Hall
10183 Truckee Airport Blvd, Truckee

Creating Effective Teams

8:30-9:00	Networking Breakfast
9:00-12:00	Toastmasters - Table Topics – <i>Toastmaster Suzie Tarnay. Focus on gestures and body movements</i> Leadership Skills Session – Managing Up Community Forum: Housing <i>Emily Setzer, Placer County</i> <i>Hilary Hobbs, Town of Truckee</i>
12:00-1:00	Lunch and group project
1:00-4:45	Return to the Myers Briggs discussion Introvert/Extroverts and Leadership Five Dysfunctions of a Team Techniques to correct dysfunctions Action Plan Workshop
4:45 - 5:00	Preview for next session Re-set the room
5:00-6:00	Mixer/Social

Remember to bring:

- your coffee mug and water bottle (we will have disposable ones, but we like to be responsible stewards)
- program binder
- name badge
- table tent

AGENDA
 April 21, 2022
 Truckee Town Hall
 10183 Truckee Airport Blvd, Truckee

Change Management

8:30-9:00	Continental Breakfast – Practice your 1-2 minute public comment speech
9:00 – 12:00	Toastmasters Table Topics – <i>Mock Town Council Meeting</i> Leadership Skills Session – Conflict – <i>Margaret Heffernan – Dare to Disagree</i> Community Forum: Skilled Workforce in Tahoe Truckee Heidi Hill Drum, Tahoe Prosperity Center Chelsea Walterscheid, Tahoe Truckee Unified School District
12:00 - 1:00	Lunch and group project
1:00 – 4:30	Kotter 8 Step Approach and Our Iceberg is Melting Kotter on Nimble Networks: Combining Change Management and Strategic Planning Managing Remote Teams: Tips and Tricks Teams Present marketing Materials: Peer Feedback What I appreciate about you...
4:30-5:00	Final Presentations: Expectations and Materials
5:00 – 6:00	Mixer – final presentation preparation

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- program binder
- name badge
- table tent

AGENDA
 May 19, 2022
 Truckee Town Hall
 10183 Truckee Airport Blvd, Truckee

Pulling it all Together

8:30 – 8:50	Continental Breakfast – Work on presentations
8:50 – 12:30	Program Exit Survey Class Alumni Committees Look to the Future and Team Building Giving and Receiving constructive Feedback What do you appreciate about your fellow classmates? Commitments to Future Action Toastmaster Table Topics
12:30 – 1:30	Lunch
1:30 – 1:45	Final Project review. Time for teams to prep and finalize presentations

1:45 – 1:55	Welcome to the 2022 Action Plan Presentations
1:55 – 2:10	Presentation: Truckee Dark Sky Project
2:15 – 2:30	Presentation: Truckee Gear Library
2:35 – 2:45	Break
2:45 – 3:00	Presentation: Tahoe Traditional Ecological Knowledge
3:05 – 3:20	Presentation: Garbage Game
3:25 – 3:40	Presentation: Good Neighbor Program
3:40 – 4:00	Break
4:00 – 6:00	Motivational Leadership Speaker Graduation! Reception