

## The Program Director

### Defined

- Perception vs. Reality
- Your Metrics

### Effectiveness

- Leadership vs. Management
- Personal Inventory

<http://www.proprofs.com/quiz-school/story.php?title=are-you-leader--manager>

<http://www.inc.com/kevin-daum/take-this-important-quiz-are-you-a-better-manager-or-a-leader.html>

[https://www.mindtools.com/pages/article/newLDR\\_50.htm](https://www.mindtools.com/pages/article/newLDR_50.htm)

[https://www.mindtools.com/pages/article/newTMM\\_28.htm](https://www.mindtools.com/pages/article/newTMM_28.htm)

<http://kristina.com/blog/2014/08/08/quiz-leadership-vs-management/>

### Planning

- Exist vs. Evolve
- Your Journey

## Capture Talent

### Plan

- Identify Needs
- Evaluate Your Compensation/Benefits

### Attract

- Job Descriptions & Responsibilities
- Possible Career Pathways
- Focus on Your “Brand” x 2

### Recruit

- Open Postings
- Scouting
- Process for screening & interviewing

### Hire

- Assess & Select
- Make it Official

## Cultivate Your Team

### Onboarding

- Plan
  - What do they need to know?
  - When will you teach it?
  - Who will deliver it?
  - How will you know they've got it?
- Integration

- Get to know you
- Get to know them
- Get to know us

- Performance Management
  - Measuring Performance
  - Regular Check Ins
  - Valuable Feedback
- Learning & Development
  - Continuing education
  - Staff training
  - Role enhancements

## **Create Community**

### Communication

- Consistent
- Inclusive
- Broad based

### Evolution

- Expect Change
- Reward Grow
- Plan for the 'status quo'

## **CONNECT**

### Stay Sane

- Colleagues
- Leadership
- Staff

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