

Next Steps:

For Leadership Transition

Preparing You and Your Nonprofit Organization for Succession

Next Steps is an intensive two-day workshop to help founders and long-term executives explore the critical and complex issues around transition and succession planning. Moving to another job or retiring can present daunting challenges for a nonprofit executive, especially in the current economic environment.

The workshop is a rare safe and confidential forum where founders and long-term executives can ask difficult questions and explore a variety of organizational and personal issues around transition.

The Next Steps workshop is an excellent opportunity to network with peer executives and to learn best practices and transition management techniques.

The **Next Steps** workshop will provide:

- ❖ an overview of the transition and succession planning processes;
- ❖ techniques for managing transition and enhancing organizational capacity and sustainability (whether your departure is 12 months or 5 years away);
- ❖ small group breakouts that address tailoring your transition to your personal needs and to the realities of your organization; and
- ❖ brainstorming sessions for sharing emerging strategies to meet the challenges of transition in a challenging economy.

Date: March 4 – 5, 2010

Location: Conference Center at NorthPointe

Address: 9243 Columbus Pike, Columbus, OH 43035 (Lewis Center)

Toll Free: (866) 233-9393

Time: 8:30am – 4:00pm (both days)

Cost: \$275 includes session materials

\$195 Early Bird Registration by February 15, 2010

For more information please call Benefactor Group: (614) 437-3000

Next Steps Workshop for Founders and Long-Term Executive Directors
 At the Conference Center at NorthPointe (9243 Columbus Pike, Columbus, OH 43035)
 March 4-5, 2010



REGISTRATION FORM

Please complete all fields of the registration form and submit via fax (301-439-6638) or mail:

TransitionGuides

Attn: Next Steps Workshop

1751 Elton Road, Suite 204; Silver Spring, MD 20903

NOTE: Please make checks payable to **TransitionGuides**

CHECK APPROPRIATE BOX:

- Enclosed is my check in the amount of \$195: Early Bird Registration by February 15, 2010
 Enclosed is my check in the amount of \$275: Registration after February 15, 2010
 Charge my Visa MasterCard American Express in the amount of \$ _____

Name on Card: _____ Cardholder Zip Code: _____

Card Number: _____ Exp. ___/___ Signature: _____

PARTICIPANT INFORMATION

Full Name:			Title:	
Organization Name:				
Organization Address:			City/State/ Zip Code:	
Telephone Numbers:	Work:		Mobile:	
Fax Number:	Work:		Home:	
E-mail address:			Website:	
Why are you attending this workshop?			List topics you want addressed:	<input type="checkbox"/> Transition/Succession Planning <input type="checkbox"/> Capacity Building <input type="checkbox"/> Explore Retirement <input type="checkbox"/> Departure Planning <input type="checkbox"/> Other _____
How did you hear about this workshop?	<input type="checkbox"/> Email <input type="checkbox"/> Newsletter <input type="checkbox"/> Website <input type="checkbox"/> Postcard <input type="checkbox"/> Referred by _____ <input type="checkbox"/> Other _____			

TENURE INFORMATION:

Years As Executive:		Role Served:	<input type="checkbox"/> Founder <input type="checkbox"/> Nearly Founder (<i>functioned as founder or followed founder</i>) <input type="checkbox"/> Long-Term Executive (<i>10+ years founder-like role</i>) <input type="checkbox"/> Other (<i>please specify</i>) _____
Planning To Leave:	<input type="checkbox"/> Within 12 months <input type="checkbox"/> 4-5 years	<input type="checkbox"/> 1-2 years <input type="checkbox"/> More than 5 years	<input type="checkbox"/> 2-3 years <input type="checkbox"/> Don't know

ORGANIZATION INFORMATION:

Budget Size:	\$ _____	Staff Size:	_____	Board Size:	_____	Year Founded:	_____
Mission Statement:	_____						

TRAVEL & HOTEL INFORMATION

Hotel Accommodations	Call Columbus Center at NorthPointe (Columbus, OH) directly at 866-233-9393 .
Rail and Air Reservations	Reserve by calling your Travel Agent.