

Executive Director Series



Succession Planning

Participants are invited to join Frances Yarbrough to engage in conversation related to succession planning and the contingency plans that must be considered to help ensure your organization is protected in case of an emergency situation. Participants will explore the following topics:

- What is succession planning?
- What are the three types of succession plans?
- Why is succession planning critical and who is responsible to put the plans in place?
- What are the successful steps to succession planning?
- What are some of the challenges to effective succession planning?
- Next steps for your organization

Monday November 9, 2015 • 8:30 am to 12:00 pm • ECCDC, 3340 Schmon Parkway, Thorold (Community Boardroom) • \$75 includes continental breakfast and refreshments

Evaluating Employee Performance Effectively

Executive Directors, Managers and Supervisors are invited to attend this engaging and informative presentation facilitated by Frances Yarbrough to gain strategies for evaluating the performance of staff with ease. The workshop will include:

- Introduction and overview of performance reviewing
- Types of performance reviews
- Defining expectations and standards
- Establishing performance goals
- Preparing for meeting with the employee
- Holding the meeting with employee
- Follow up with employees

Monday November 9, 2015 • 12:00 to 4:00 pm • ECCDC, 3340 Schmon Parkway, Thorold (Community Boardroom) • \$75 includes a light lunch and refreshments

To register, contact 905.646.7311 ext. 304; eccdc@eccdc.org or visit www.eccdc.org.

Frances Yarbrough, principal of Yarbrough Consulting and Training Services brings many years of experience helping not-for-profit organizations succeed, including board governance, volunteer engagement, fund development, operational management and service delivery. After working 18 years in the non-profit sector, Frances founded Yarbrough Consulting and Training Services and puts her experience to work creating customized strategies that build on a non-profit's strengths to ensure increased capacity and resiliency of the organization.



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