

The San Joaquin Valley Rural Community Leadership Institute



February 14, 2013

Dear Community Leader:

The Community Water Center (CWC) in partnership with Self Help Enterprises (SHE), the San Joaquin Valley Rural Development Center (SJV-RDC) funded by the Rural Community Assistance Corporation (RCAC) and the Fresno Regional Foundation (FRF) is very excited to invite you to participate in the **2013 San Joaquin Valley Rural Community Leadership Institute**. This institute has never been available in the San Joaquin Valley before and we are pleased to announce you have been specially selected as a possible participant. The Institute offers an extremely unique opportunity for SJV rural community leaders to come together to develop skills and acquire tools on how to become highly effective leaders in their communities.

This institute is being funded by both government and private funds meaning there is no cost to you. You need to respond to us as stated below because participation is limited to 30 people.

The benefits of participating in this program include: building your communication skills, confidence and effectiveness as a community leader and as an individual. You will also strengthen your job resume. You will eat great food- *all meals are included* and you will have a good time as you get to know the other participants. Upon conclusion of the program you will receive a Certificate of Completion.

Because space is limited and the program is free of charge, we ask for your commitment to fully participate and stay in the program the entire time. Please review the schedule to make sure you will be able to do so.

Enclosed is an application and schedule. Please complete the application and return it by **Friday, April 26**. You may e-mail it to suer@selfhelpenterprises.org or mail it to Sue Ruiz, Self Help Enterprises, P.O. Box 6520, Visalia, CA 93290.

We are very excited to bring this great leadership development opportunity to you and the San Joaquin Valley. It is an honor that you were nominated to participate in this Institute. We look forward to working with you.

Workshops to provide assistance in completing applications are currently being scheduled. We are also available to assist you over the phone. If you need assistance or have any questions, please contact Sue Ruiz as (559) 802-1687 or Abigail Solis at (559) 733-0219 for Spanish speakers.

Sincerely,

Sue Ruiz

Sue Ruiz
Community Development Specialist

Abigail Solis

Abigail Solis
Community Projects Coordinator

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Leadership Training Institute

The leadership training curriculum that will be used was created by Rural Community Assistance Corporation in collaboration with Western New Mexico University (WNMU). The curriculum provides an important learning experience for leaders to expand their knowledge and skills to become more effective at working together with diverse communities and to create positive change that reflects their values.

The leadership class content is structured to build a “learning network” of community leaders and effective organizations so that, together, they can respond to issues and opportunities in their community and region.

The curriculum was designed with five assumptions:

- Leaders can be made, and good leaders can be made better;
- Leadership in the community is almost always about relationships, about engaging others;
- New knowledge and skill about leadership must be applied to an immediate, real community project;
- Positive attitudes, strong self-esteem, and community pride are part of leadership; and
- Much of being an effective leader comes from knowing oneself.

The plan is to conduct the training program over four weekends (Friday afternoon and Saturdays) in a four month period that includes 8 modules/chapters. The class is planned to start on May 17, 2013. See the schedule in next page.

CWC and SHE are very excited to bring this leadership event to the San Joaquin Valley. We hope that this will be the foundation of many community leaders that will have a lasting impact in the Valley.

If you have any questions, please contact Sue Ruiz at (559) 802-1687 or by e-mail at suer@selfhelpentperprises.org. For Spanish speakers, please call Abigail Solis at (559) 733-0219 or email at Abigail.solis@communitywatercenter.org.

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Leadership Institute San Joaquin Valley

Schedule of Sessions

Week One	Friday, May 17, 2013
	Saturday, May 18, 2013
Week Two	Friday, June 21, 2013
	Saturday, June 22, 2013
Week Three	Friday, July 12, 2013
	Saturday, July 13, 2013
Week Four	Friday, August 23, 2013
	Saturday, August 24, 2013

Training Time: Fridays 2:00 PM – 8:00 PM
Saturdays 9:00 AM – 4:00 PM

Training Location: Self-Help Enterprises Board Room
8445 W Elowin Court
Visalia, CA 93290



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Application to Participate in the RCAC Leadership Institute

The Community Water Center (CWC), in partnership with Self Help Enterprises (SHE) and the Rural The Community Assistance Corporation (RCAC) are conducting a Leadership Institute in Visalia, CA. Please see the attached program overview before committing to this application. With this signed application we accept your commitment to attend all trainings, in as far as possible.

Name: _____ Age: _____ Mr. _____ Ms. _____

HOME Mailing Address: _____

City: _____ State: _____ ZIP: _____

Email: _____ Home Phone _____

Occupation/Job Title: _____

Business Name: _____

Business Mailing Address: _____

City: _____ State _____ ZIP: _____

Business Phone: _____ May we contact you at work? Yes No

Please indicate any special needs, dietary requirements or if you have a disability and may need some accommodation in order to participate fully in the program.

Upon acceptance of this program, I give permission for RCAC to use my name in press releases as well as post my photo on the RCAC website (in form of group photo.)

Signature

Date

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Name: _____

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The following questions will help us develop a brief “biography” that will be shared with staff and, if accepted, will be shared with participants of the Leadership Program. Note that this program does not require that you already have extensive leadership experience just that you have interest in and motivation to participate fully in this program.

1. How long have you lived in this community?

2. Please check your highest level of education

High school student (please circle one) Freshman Sophomore Junior Senior

Name of School _____

High School Graduate/GED

Some College/AA

College Graduate (BA, Masters, PhD.) _____

3. Please list:

Your current role(s) in community organizations (board member, staff, volunteer?):

A.

B.

C.

E.

Other leadership experiences in your community, at work/school and home:

1.

2.

3.

I am currently an elected/appointed official.

Title:

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Name _____

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4. What interests you about this program? How do you see it being of value to you?

5. What issues or opportunities do you see in your community to make it a better place to live and work?

6. List anything related to hobbies, family life, and personal interests you would share with other participants.

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Leadership Program Outline

Module 1: Introduction to Leadership and Community Development

Training Topics:

- 1.1 Let's Get to Know Each Other Better
 - 1.2 Leadership Models, Definitions, and Characteristics
 - 1.3 Who Are YOU? What Personality Inventories Say
 - 1.4 Leadership Styles
 - 1.5 Civic and Community Leadership
 - 1.6 What Is "Effective" and "Ineffective" Communication?
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Module 2: Exploring Community Development Models

Training Topics:

- 2.0 Community Development Overview
 - 2.1 Know About Where You Live
 - 2.2 Community History Timeline
 - 2.3 Understanding Community Culture
 - 2.4 Appreciative Inquiry (AI) Model
 - 2.5 Non-Profit Panel Presentation and Discussion
 - 2.6 Asset Based Community Development Model
 - 2.7 Class Project Selection Criteria
 - 2.8 Using Rapid Appraisal Methodology
-

Module 3: Working with People, Conflict Transformation, and Building Community Communication

Training Topics

- 3.0 Active Listening to Prevent Conflict
- 3.1 Ragged Start Opener
- 3.2 TKI Conflict Response Modes
- 3.3 Conflict Transformation Styles
- 3.4 Keirsey Temperaments based on MBTI
- 3.5 Community Group Conferencing
- 3.6 Identifying the Project

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Module 4: Management of Change

Training topics:

- 4.1 Social Capital Development
- 4.2 Project Selection
- 4.3 Benefits of Managing Change
- 4.4 Local Leaders' Panel (will be conducted during lunch time)
- 4.5 Project Evaluation
- 4.6 Basic Facilitation Skills
- 4.7 Community Change Opportunities
- 4.8 Opening Up to New Ideas

Module 5: Organization, Strategy and Action Planning

Training Topics:

- 5.0 Linkages to Previous Sessions /Homework Assignments
- 5.1 Organization and Planning
- 5.2 Development of a Project, vision and mission statement
- 5.3 Community SWOT
- 5.4 Strategic Planning
- 5.5 Project or Community Stakeholders
- 5.6 Tying the pieces together
- 5.7 Priorities and Decision Making

Module 6: Public Relations and Resource Development

Training Topics:

- 6.1 Public Relations and Outreach Overview
 - 6.2 Building Bridges over Barriers and Intensifying Strengths
 - 6.3 Communicating with the Public
 - 6.4 Project Budgeting and Funding Considerations
 - 6.5 Project Reprise
 - 6.6 Social Marketing and Public Outreach
 - 6.7 Project Management Update
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Module 7: Maintaining Personal Balance and Project Momentum

Training Topics:

- 7.1 Project Reflections and Critical Adjustments
 - 7.2 What are the Differences Between a “Good” and a “Great” Project?
 - 7.3 Why am I doing this & how do I get help?
 - 7.3 Why am I doing this & how do I get help?
 - 7.4 Personal Strategic Planning
 - 7.5 Time & Stress Management Tools
 - 7.6 Tips, Tricks & Tools for Community Activists
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Module 8: Boards and Organizational Sustainability Building

Training Topics:

- 8.1 Class Project Assemblage
- 8.2 Sustainability
- 8.3 Building Strong Boards
- 8.4 Collaboration & Collective Impact
- 8.5 Telling your story
- 8.6 Program Review