



Alpha Kappa Alpha Sorority, Inc. + Alpha Kappa Omega Chapter  
LEADERSHIP ACADEMY + LEADERSHIP DEVELOPMENT SUMMIT-FALL 2016

“FINDING THE LEADER IN YOU!”

REQUEST FOR PROPOSALS



**DEADLINE TO SUBMIT:**  
**July 22, 2016**



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*Presents*

2016 LEADERSHIP DEVELOPMENT SUMMIT:  
REACHING EXTRAORDINARY DIMENSIONS OF  
LEADERSHIP: FINDING THE LEADER IN YOU!

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## INTRODUCTION

The goal of the **Leadership Academy Committee** is to plan, develop, and facilitate the chapter's *Leadership Training Program*; and, to further engage and provide leadership training and enrichment opportunities to ensure better-prepared/informed members; and, to cultivate and engage leadership talent within the chapter to sustain high performing and impactful chapter programming. The **2016 Leadership Development Summit** is designed to ensure that the chapter continues to cultivate leadership talent on an ongoing and consistent basis.

Leadership experts remind us that we may not be aware of everything that there is to know about ourselves. Others may know things about us that we just cannot see or are unwilling to admit. One way to improve our personal relationships is to increase what we know about ourselves and what others know about us.

The following two (2) behaviors are key to improving personal and professional relationships:

- **Openness to Feedback** – we have to recognize that others see things in us that we may not be aware of and accept information they provide.
- **Willingness to Disclose** – we have to trust others enough to share personal information with them. Grasping the realities of organizational behavior begins with an understanding of one's own personality and behavioral tendencies.

## REQUEST FOR PROPOSALS

The 2016 Leadership Development Summit Planning Committee invites **educators and specialists** to share their strengths and expertise regarding leadership development. The Summit is seeking oral presentations, round-table discussions and ignite sessions that are designed to enhance the leadership skills and abilities of attendees. The Summit is a unique professional development opportunity that brings multi-generational Sorors together from all levels and subject matter areas.

The mission of the Summit focuses on individual and organizational leadership; sessions must focus on these topics. They should illustrate, demonstrate or provide hands-on learning opportunities on skills or models that can be replicated by individuals and/or groups. What

worked? What didn't work? What contributed to the success or problems with what was tried? What are leadership tools or methods that Summit participants can experience during a session and take home?

### **Agenda Format:**

The General Session I will include introductions and an exciting, inspiring keynote presenter. All attendees will have the opportunity to attend all three 45-minute breakout sessions. Attendees will enjoy a healthy lunch during General Session II. (See attached)

### **Presentation Options:**

**Oral Presentations / Round-Table Discussions / Ignite Sessions** – The conference theme “Finding the Leader in You!” will be the focus of our keynote presentation and one of the 45-minute oral presentation tracks. Proposals are welcome related to this theme or any of the topics listed below.

## **TRACK #1**

### **Navigating Conflict Resolution While Using Self-Developing Skills:**

To enhance individual self-development skills; improving your influence to exhibit authority as you lead and deal with team comprise. Learn to stay focused; stay on task; and, resolve issues which will teach you how to step out of your comfort zones and to follow the written processes and procedures of the organization.

#### **Objectives:**

Managing different personalities while solving issues with a group; e.g., agreeing to disagree. Providing techniques/strategies for stress management and time management.

## **TRACK #2**

### **Leading a Multi-Generational Organization—Communicating & Motivating:**

As a leader, the merging of skills to expand the thought process as a leader—defining communication and motivation of others with strategies in building and delivering effective communication within multi-generational groups. This session will provide communication strategies; how to communicate with groups in a cohesive, persuasive, engaging yet empathetic way, while achieving the end results.

#### **Objectives:**

How to achieve “buy into” of an idea; communicating with various sizes and multigenerational groups. Providing techniques on how leaders can rally a broader group of people toward an organization's goal, mission and objectives. In addition, sharing the internal and external factors that stimulate the desire to get things done through others.

## TRACK #3:

### **The Numbers Game: Understanding the Finance & Budgeting Process**

Leaders must have a working knowledge of the financial and social environments in which their organization operates. It is essential that members, along with leaders, have general understanding of the budget & finance processes. Management training objectives should include the capability to understand and use chapter financial information in relevant ways. Provide teaching tools, development and engagement, and evaluation tools, methods and insights that will support leadership development.

#### **Objectives:**

Potential topics for sessions could include:

- ♣ How to accurately develop an operating budget based on forecasted income and expenses revenues
- ♣ Preparing a well-planned budget
- ♣ Understanding the line items on the income statement, their metrics and interdependencies
- ♣ Developing alternative strategies to help reach specific goals
- ♣ Defining variances so you can quickly implement changes to meet your financial objectives
- ♣ Developing and presenting a well-thought-out budget that will get buy-in
- ♣ Effectively use your budget to provide strategic direction and a blueprint for the upcoming programming year

## **GUIDELINES**

### **Proposal Will Be Reviewed Based On The Following:**

- ♣ Proposals will be evaluated upon the following weighted criteria: Addresses the mission of the conference: 50%; Relevance of the topic: 30%; Demonstrates innovation, uniqueness, and creativity: 20%.
- ♣ The workshop proposal title must have a short, specific presentation title that indicates the nature of the presentation. Catchy titles to attract attendees are encouraged as long as they clearly define the content of the workshop. Consider the workshop learning objectives as you create the title, i.e., what is the main take-away? Workshop titles may be edited prior to final publication in the program book to meet length and space requirements.
- ♣ Descriptions should clearly define the content of the workshop. Consider the workshop learning objectives; i.e., “What is the main take-away?” “What will the learner know or be able to do?”
- ♣ Proposals will be reviewed and scored by the Leadership Academy Review Committee, comprised of the Leadership Academy Chairman, Co-Chairman, Curriculum Team, 1-2 members of the Leadership Council, and Basileus.

- ♣ The three highest scored proposals will be awarded a waived conference registration fee, if applicable.
- ♣ Failure to adhere to the guidelines may result in non-evaluation of the proposal by the Leadership Review Committee.

## SUBMISSION REQUIREMENTS

**ALL PROPOSALS MUST BE RECEIVED ELECTRONICALLY VIA THE ONLINE**

**PROCESS BY FRIDAY, JULY 22, 2016, 12:00 AM (MIDNIGHT)**

Submit proposals to:	Soror Karen Y. Grays, Chairman
Email:	<a href="mailto:kyg08@aol.com">kyg08@aol.com</a>
<b>Subject Line:</b>	<b>2016 Leadership Proposal</b>

- ✓ Direct all questions to Soror Karen Grays via email or cell 832.671.4129; or Soror Tishauna Washington at [washingtontm@yahoo.com](mailto:washingtontm@yahoo.com) or 713.203.7725.
- ✓ An individual can submit as many proposals as they wish, but only one per professional (for oral presentations) will be selected for presentation.
- ✓ Applicants must be an active member of Alpha Kappa Omega Chapter.
- ✓ Applicants will be informed of selection in early August 2016.
- ✓ Electronic copies of presentations and handout materials are to be submitted to the Leadership Academy Co-Chairman ([washingtontm@yahoo.com](mailto:washingtontm@yahoo.com)) prior to September 9, 2016 by 12:00 midnight. Failure to do so will result in forfeiting the opportunity to present.
- ✓ Electronic presentations must be in PowerPoint format. Each room will have a LCD Projector with presentations being pre-loaded on a laptop prior to the conference. There will not be any audio support for the presentations.
- ✓ There will be no internet support provided in the rooms where presentations will be given.
- ✓ Presenters must receive prior approval from the Leadership Academy Chairman for reimbursement of any out-of-pocket expenses for copying, office supplies, etc.

# **ATTACHMENT**

Alpha Kappa Alpha Sorority, Incorporated | Alpha Kappa Omega Chapter  
**2016 LEADERSHIP DEVELOPMENT SUMMIT**  
Texas Southern University | Thurgood Marshall School of Law  
Saturday, October 1, 2016

## **DRAFT AGENDA**

[SUBJECT TO CHANGE]

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(7:30 AM – 8:30 AM)

Registration

(8:30 AM – 9:30 AM)

General Session I

(9:30 AM – 10:15 AM)

Breakout Session #1

Breakout Session #2

Breakout Session #3

(10:30 AM – 11:15 AM)

Breakout Session #1

Breakout Session #2

Breakout Session #3

(11:30 AM – 12:15 PM)

Breakout Session #1

Breakout Session #2

Breakout Session #3

(12:30 PM – 2:00 PM)

Lunch

General Session II