



AMERICAN COUNSELING ASSOCIATION
**INSTITUTE for
LEADERSHIP
TRAINING**

*Sponsored by the
Midwest, North Atlantic, Southern, and Western Regions*

July 29- August 1, 2009

Westin Hotel

400 Courthouse Square, Alexandria, VA 22314
(703) 253-8600

*(Unless noted, all meetings will be held on **the second floor** of the hotel)*

Wednesday, July 29

Attendees arrive during the day and into the evening.

5:00 pm Registration open

6:00 pm No-host reception for Institute and COPARC attendees
Greetings from ACA leadership
Location: Edison E & F

7:00 pm Dinner groups meet and eat

Thursday, July 30

7:00 am Registration open

Continental breakfast
Visit the "ACA Coffee House," peruse materials, make new friends
Location: Outside Edison A-D

Thursday, July 30, continued---

8:00 am Welcome
Overview of the Day's Events
Opening plenary session
Location: Edison A-D

"Leadership, Motivation, and Success"

Keynote Speaker: Dr. Pat Schwallie-Giddis
President, National Career Development Association

9:30 am Council of Presidents and Region Chairs (COPARC)
Location: Banneker

Institute Attendees
Leadership Content Sessions (all will be repeated at 10:35 am):

1A. ***Emerging Leader Basics---Navigating the ACA Structure***
Location: Edison G

1B. ***Staying Out of Hot Water: What Leaders Need to Know About Taxes, Laws and Business***
Location: Edison F

1C. ***Leading an Organization When You Have Little or No Staff***
Location: Currie

1D. ***Building a Successful Organization by Exceeding Member Expectations***
Location: Edison E

10:20 am "Introduce yourself to others" break

10:35 am COPARC
Location: Banneker

Institute Attendees
Leadership Content Sessions (repeated from 9:30 am):

1A. ***Emerging Leader Basics---Navigating the ACA Structure***
Location: Edison G

1B. ***Staying Out Of Hot Water: What Leaders Need to Know About Taxes, Laws and Business***
Location: Edison F

Thursday, July 30, continued---

1C. ***Leading an Organization When You Have Little or No Staff***
Location: Currie

1D. ***Building a Successful Organization by Exceeding Member Expectations***
Location: Edison E

11:25 am COPARC and Institute attendees gather for a working lunch
Location: Edison A-D

Introductions and T-shirt Exchange
Greetings from the ACA Foundation

Overview and Preparation for Friday's ***ACA Day on the Hill***

1:15 pm COPARC
Location: Banneker

Institute Attendees
Leadership Content Sessions (all will be repeated at 3:30 pm):

2A. ***Planning a Perfect Meeting***
Location: Edison G

2B. ***Professional Advocacy: Access Issues in Testing***
Location: Edison F

2C. ***Social Media for Leaders: A Brave New World***
Location: Currie

2D. ***Emerging Leaders Only---Tips, Strategies, and Preparing to Lead***
Location: Edison E

2:15 pm Plenary Session
Location: Edison A-D

"The Impact and Usefulness of Social Media"
Keynote Speaker: Mr. Don Dea
Co-Founder, Fusion Productions, New York

3:15 pm "3 C's" (caffeine, candy, connecting) break

Thursday, July 30, continued---

3:30 pm COPARC
Location: Banneker

Institute attendees
Leadership Content Sessions (repeated from 1:15 pm):

2A. *Planning a Perfect Meeting*
Location: Edison G

2B. *Professional Advocacy: Access Issues in Testing*
Location: Edison F

2C. *Social Media for Leaders: A Brave New World*
Location: Currie

2D. *Emerging Leaders Only---Tips, Strategies, and Preparing to Lead*
Location: Edison E

4:15 pm Management Services for Branches---A New Way to do Business
Location: Edison A-D

5:00 pm Regional Business Meetings, Session #1
*All Institute Attendees will go to their regional meeting room.
COPARC members are also invited to attend their respective region meeting.*

Midwest Region - *Location: Edison G*
North Atlantic Region - *Location: Edison F*
Southern Region - *Location: Edison E*
Western Region - *Location: Banneker*

6:30 pm Recess for the day

All Region Reception---four unique regional cuisines
Location: Edison A-D

Dinner (on your own)

Friday, July 31

7:00 am Continental Breakfast
Location: Edison A-D

Final preparation for Capitol Hill visits

Friday, July 31, continued---

- 8:15 am Buses depart for Capitol Hill
- 9:30 am Arrive on Capitol Hill
Group photo at Capitol
Conduct visits with Congressional Offices
- 12:45 pm Buses depart Capitol Hill for the
Westin Hotel, 400 Courthouse Square, Alexandria, Virginia
- 1:15 pm Working lunch---"Welcome back" and debriefing of visits
Location: Edison A-D
- 2:15 pm Relaxation Break (change clothes, check e-mail, get some air!)
- 2:30 pm Institute Attendees and COPARC now meeting as one group
Leadership Content Sessions (all will be repeated at 3:30 pm):
- 3A. ***20/20--- A Vision for the Future of Counseling –
A Roadmap for the Profession***
Location: Edison G
- 3B. ***Risk Management for Counselors***
Location: Edison F
- 3C. ***Collaborating with Your Branch Divisions to Maintain
Professional Unity and Provide Services to Members***
Location: Edison E
- 3D. ***Marketing on a Shoestring***
Location: Banneker
- 3:15 pm Networking break
- 3:30 pm Leadership Content Sessions (repeated from 2:30 pm):
- 3A. ***20/20--- A Vision for the Future of Counseling –
A Roadmap for the Profession***
Location: Edison G
- 3B. ***Risk Management for Counselors***
Location: Edison F

Friday, July 31, continued---

3C. ***Collaborating with Your Branch Divisions to Maintain Professional Unity and Provide Services to Members***
Location: Edison E

3D. ***Marketing on a Shoestring***
Location: Banneker

4:30 pm Plenary Session
Location: Edison A-D

“How Leaders Build, Connect, and Succeed”
Keynote Speaker: Dr. Marcheta Evans,
ACA President-Elect

5:15 pm No host reception in ACA “Coffee house”
Location: Foyer

7:00 pm There is lots to do in Washington! We will supply you with information. Feel free to make your own reservations. Here are some of our favorites:

- 4A. Tour of DC at Night
- 4B. Kennedy Center Performance
- 4C. Pub Crawling in Old Town Alexandria
- 4D. Potomac River Cruise
- 4E. Capitol Steps improvisational group

Saturday, August 1

7:30 am Full breakfast hosted by ACA and the ACA Insurance Trust
Location: Edison A-D

8:30 am Regional Business Meetings, Session #2
All Institute Attendees will go to their regional meeting room. COPARC members are also invited to attend their respective region meeting.

Midwest Region - *Edison G*
North Atlantic Region - *Edison F*
Southern Region - *Edison E*
Western Region - *Banneker*

Saturday, August 1, continued---

10:30 am Plenary Session - *Edison A-D*

"Responsibilities of a Leader"

**Keynote Speaker: Mr. Bob Schmidt
Chair, ACA North Atlantic Region**

11:15 am Evaluation and feedback
Acknowledgements

Noon Adjournment

(Updated July 27, 2009)