

COURSE INFORMATION

Lodging Information: Participants will be required to pay their own lodging. A block of rooms has been reserved at the ??? Hotel you may wish to share a double occupancy room whenever possible. Double rooms will be provided for persons traveling with personal care assistants.

Travel Cost: Participants will be responsible for the cost of their travel and for other costs not covered by the training project such as additional meals and other incidentals.

Enrollment Fee: A \$50.00 registration fee is required at the time of application. The registration fee will be returned if applicant is denied enrollment.

Cancellations: Cancellations will be accepted up to three days before the program. After this time, the registration fee is non-refundable.

Confirmation: A confirmation letter will be sent from our office two weeks prior to the program.

Registration Form: Enrollment is limited to 20 people
See www.Simulationhouse.com for registration form.

Presented By: R.B. House and Associates, LLC and ILUSATRaining, Inc.
11718 SW 72 Circle,
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INDEPENDENT LIVING EXECUTIVE MANAGEMENT SIMULATION



DATE OPEN

PLACE TO BE
ANNOUNCED

INDEPENDENT LIVING EXECUTIVE MANAGEMENT SIMULATION

The Central Edwardsville Center for Independent Living (CECIL) provides the participant with the opportunity to exercise management decisions in a simulated, but realistic, center for independent living. Imagine yourself as the Executive Director of a center for independent living which is in a growth cycle with new opportunities and services for consumers. As the Executive Director of the Center, you will increase your understanding of the philosophy of independent living and the mission of the center. You will experience day-by-day the decision-making process of managing the organization. You will encounter realistic experiences hurdles, opposition, and concerns as you work with the board of directors, staff, parents, government officials and consumers. Critical incidents (DVD presentations, role plays and Internet correspondence) highlight the consequences of your decisions over a period of time.

PROGRAM CONTENT

Each participant is assigned to a team of 4-5 members who function collectively as the Executive Director of the Central Edwardsville Center for Independent Living (CECIL). The simulation is conducted with computer access and Internet capabilities. The simulation is designed to incorporate management responsibility for a variety of functions including:

I.L. Philosophy
Financial Management
Human Resource Management
Advocacy
Board Relations

Program Management
Governance & Administration
Marketing & Public Relations
Community Linkages
Organizational Climate

The simulated learning functions are derived from a descriptive research study of independent living programs conducted nationwide by Ron House at the RRTC for I.L. Management. Nine major functions were found to define the management of a center for Independent living; these functions are the basis for the simulation you will experience through “discovery learning”. The simulation presents one fiscal year of an independent living program’s operation.

The participants work in teams of 4 - 5 members. Individuals are encouraged to call upon their diverse talents and experiences to engage in a mutual exchange of viewpoints. The simulation approximates reality to the greatest degree possible, enabling participants to acquire skills they can take home with them.

Teams are provided with feedback on their performance in the form of debriefing sessions by their team assigned coordinator /mentors. A Management Effectiveness Rating scoring system provides participants with a benchmark regarding their management decisions and enhances learning. The scores are not designed to evaluate individuals or to label trainees as good or poor managers. The simulation is fast paced. It provides for intensive learning, and offers a challenging and rewarding experience to Executive Directors of independent living centers.

WHO SHOULD ATTEND

This course is intended for Executive Directors and high level managers of centers of independent living, recently hired Executive Directors or Directors who are experiencing transition in organization and growth. (This course is not designed for managers of new or recently funded CILs. See Start-up Simulation).

PROGRAM OBJECTIVE

The primary objective of the management simulation is to give executive managers decision-making experiences and feedback on those decisions in a growth organization during one year of operation.

LEARNING OBJECTIVES

- ▷ To learn strategic planning and management skills.
- ▷ To develop a vision, mission statement, and operational plan for a consumer-driven organization.
- ▷ To learn how to manage a program from a systems perspective.
- ▷ To experience the effects of decisions, priorities, and systems interactions on the organization.
- ▷ To learn the nine functions of I.L. management including operations, process, relationships, and performance measurement.
- ▷ To design and develop procedures to meet state and federal regulations and requirements.

PARTICIPANT MANUAL

A Participant Manual containing background data and ground rules is provided to participants prior to the program. This manual helps set the stage for the simulation and provides participants with information on which to base their decisions.

AGENDA

Evening Welcome & Orientation
7:30 p.m. to 8:30 p.m.

Day One

9:00 a.m.-5:00 p.m.
Introduction & Team Assignments
Pre Simulation - Team Exercise
Simulation Exercise Quarter I

Day Two

9:00 a.m.-12:00 Noon
Team Assignments
Simulation Exercise Quarter 2

Team Assignments 1:00 p.m.-5:00 p.m.
Simulation Exercise Quarter 3

Day Three

9:00 a.m.-12 Noon
Quarter 3 (continued)
Team Presentations 1:00 p.m. to 5:00 p.m.
Simulation Exercise Quarter 4

Final-Day Four

9:00 a.m.-12:00 Noon
Team Reports
2:00 p.m. to 3:00p.m.
Discussion and Wrap-up

COURSE COORDINATOR

Ronald B. House, Ph.D. is the Director of ILUSATraining. While at Cornell University he was the director of Training and principal investigator of several national training grants for I.L. managers and personnel from 1981 to 2000. Co-director of RRTC--ILM from 2000-2005.

ABOUT THE TRAINERS

To be announced.