

Curriculum/Content for the DCAR Leadership Institute

Leadership 100: On the Path to Leadership (online class)

Whether you're new to the board of directors, already in an association leadership role, or are considering a volunteer position, this online course in the REALTOR® Leadership Program will give you the necessary tools to make your experience positive and rewarding.

This self-guided online course is available 24/7 and will take up to one and one-half hours but does not have to be completed in one sitting. The course covers the following areas:

- Association Structures
- Trends Facing the Association
- Decision Making
- Volunteer Responsibilities & Roles
- Meeting Management... and more!

Leadership 200: Becoming a Leader (full day course)

This intermediate-level REALTOR® Leadership Program workshop is designed to help you understand your role as a REALTOR® association leader. The workshop covers the following topics that will help you strengthen skills and gain confidence in your role as a leader:

- Association Leadership
 - Importance of Governance
 - REALTOR® Association Structure
 - Myths and Realities of Association Leadership Activity
- Staff / Volunteer Relationships
 - Clarifying Staff and Volunteer Responsibilities
 - Association Roles
- Participating in Meetings
 - Responsibilities of Attendees
 - Effective Discussion and Debate
 - Meeting Evaluation Checklist
- Building Consensus
 - Guidelines and Activity for Building Consensus
 - Effective Leader Assessment

Leadership 300: Enhancing Leadership Skills (full day course)

This advanced REALTOR® Leadership Program workshop is for leaders who are interested in strengthening their leadership skills. Through group activities and case study analysis, the workshop addresses the following topics to foster decision-making and conflict resolution skills:

- Duties of Directors
 - Fiduciary Duties
 - Fulfilling the Duties of Directors
- Strategic Planning
 - Outcomes of Strategic Planning
 - How Strategic Goals Guide Decision Making
 - Advancing a Strategic Plan
 - After the Plan: Addressing Challenges
- Meeting Management
 - Planning & Responsibilities of the Chair
 - How Chairs Handle Difficult Situations
- Communication
 - Challenging Questions
 - Answer with Impact
 - Leadership Attributes: Checklist for Leaders