

PST 350a/b and BUS 344a/b Conference Planning & Management
1.5 credits for Fall 2015 AND 1.5 credits for Winter 2016

Instructors: Matthew Wilks

Contacting the Instructor

Class Location: L2084
Class Times: Monday 11:15 am/First Semester
Monday 9:00 am/Second Semester
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Course Description

This course extends over two semesters. These two semesters focus on the principles and practices of programming with exposure to related skills such as: preparation of materials for publication, leading and recruiting teams, marketing, time management, budgeting, facilities planning, reporting and coordinating resources both human and material. Opportunity will be given to do programming through the planning of *Legacy Youth Conference, March 11 – 13, 2016*.

Course Objectives

- To give the student training in and exposure to developing a leadership style, leading a task team, planning Legacy 2016 and implementing that plan by running Legacy 2016. To allow students to discover their leadership style through chairing the various committees required in planning and implementing Legacy 2016.
- To allow the student, through experience, to develop team building and leading skills. To recruit volunteers, empower them and lead them to complete the tasks in front of them.
- To allow the student, through experience, to develop time management and project management skills especially as they submit to reviewing past Legacy conferences and refining the process. As well as the challenge of working within a budget, time limits, record keeping and report structures.
- To allow the student, through experience, to develop leadership abilities in conflict resolution, administration, using available resources, and servant leadership.
- To allow the student, through experience, to develop abilities in synthesizing, analyzing, reasoning logically for discernment, assessment, and problem solving and live with ambiguity.
- To allow the student to develop, through experience, the conceiving and articulating a purpose, mission and values and be able to formulate a strategic plan following it through to completion.
- And, most importantly, to know what it is like to hear the voice of God and to appropriately respond as a leader to do what He has said.

Recommended Texts

Stanley, Andy. *The Next Generation Leader*. Sisters Oregon: Multnomah Publishers. 2003

Maxwell, John. *The 17 Essential Qualities of a Team Player*. Thomas Nelson Publishers, 2003

Other: there will be additional assigned reading. Specific chapters from other books will be required over the semester.

Extra-recommended texts

Malphurs, Aubrey. *Advanced Strategic Planning*. Grand Rapids. Baker Book House, 1999

Course Attendance

Each LYC2016 team member is required to be at every team meeting. It is critical for the smooth operation of the team, that all members be present when the team meets. ***Grades will be severely affected by missed classes.***

Course Requirements

- 1. ACTIVE participation** in the BIG PICTURE planning and delegating of the work for Legacy 2016. Many things will be required as we go along. Some of these are:
Creation of a P.E.R.T. (project evaluation review technique) This is a project management tool to help us keep and meet deadlines.
Resource planning and usage
Recruiting a sub team (or more) and leading that team to complete the tasks of your leadership role
Weekly reporting on progress
Running an administrative tight ship. Example: Creating agendas and minutes for sub-teams
DUE DATE: discussed in class (something almost every week)
- 2. Interview** with last years' committee member in your role.
Visit with, learn from, pick the brains of last years' lead person in your role. Go over the binder that they prepared for you and learn as much as you can!
DUE DATE: November 2015 submitted to Matt (keep copy for your final binder)
- 3. Job Description**
Write you own job description. As you get a better handle on the things in your area, you need to compile a job description in the format of the samples – Do this in consultation with last year's person and with Matt.
DUE Date: November 2015 submitted to Matt
- 4. Area Plan laid out with budget**
Detailed description of your LYC area plan. What will happen, what will it look like and how much will it cost us to do that.
DUE DATE: November 2015 submitted to Matt
- 5. Project Binder**
Maintain and manage a project binder based on the Legacy Youth Conference Project Team you are leading. After the conference, with all your reviews, comments and advise; turn it into something that next years' team member can use.
Include EVERYTHING that will help next years team member. For example:
 1. letter to next years CPT member in this role. With very specific things you have learned about this area, it's planning and the tricks you would advise.
 2. your job description with suggestions for changes
 3. your overall plan from this year
 4. all minutes from all sub team meetings
 5. budget sheet AND copies of all receipts and detailed explanations of spending
 6. any contact information for resources, people or bookings
 7. copies of any contracts/agreements with venders, clients, rentals....

8. copies of anything you produced (graphics, booklets, designs, handouts....)
9. your deadline chart WITH your actual 'done' dates
10. tips, step by steps, hints, everything that will make their job simple
11. interview with former CPT person and any of their info that might be valuable or insightful

DUE DATE: End of the Class 2016 submitted to Matt

6. Reflective Interviews/Journals and GAP Forms

Keep a journal which includes entries/notes about recruiting, management issues, evaluations, prayer, and life lessons learned. Ensure that reflections on your reading and learning about leadership are included. This is not a blow by blow log of what you are doing. This is your personal interaction with what you are doing and learning.

Journal will be reviewed upon the completion of the first semester AND upon completion of the conference.

Include your reflections on the assigned reading.

DUE DATE: Handed in every two weeks

Course Grade

A letter grade is given FOR EACH semester (1.5 credits each), so it is treated as 2 classes. Don't assume that assignments can carry over the semester break.

These things will be evaluated:

Participation, Attendance, Reporting, Personal Leadership, Preparation of necessary materials, Recruiting and leading your sub team(s), preparing and working with a budget, using available resources, meeting your deadlines, quality of your work, interview with last year's team member, your final binder and your reflective learning journal (including reading).

Important Notes

The available letters for ***THIS*** course grades are as follows:

<u>% Number Grade</u>	<u>Letter Grade</u>	<u>Description</u>
97-100	A+	
94-96	A	Excellent
90-93	A-	
87-89	B+	
84-87	B	Good
80-83	B-	
77-79	C+	
74-76	C	Satisfactory
70-73	C-	
65-69	D+	
60-64	D	Bare Minimal Pass
<60	F	Failure

This syllabus is a contract between the instructor and you. Students are advised to retain this syllabus for their records.