

PHADA Executive Director Education Program

Course #1: Executive Housing Management

The two-day program is an excellent opening program for participants wishing to embark upon PHADA's new and exciting professional development program designed especially for PHA Executive Directors.

Dr. Leo Dauwer, one of the country's foremost instructors of Executive Directors and Commissioners, will be the instructor for the first program. He has written and presented several national programs for Executive Directors. He is also well known within PHADA for his work with Commissioners.

The two-day program will center around challenging "Case Studies" which will evoke active participation and dialogue. Because this program goes beyond a training level to an education level, the program will present practical applications of current executive level function.

Several useful formats, job descriptions, long-range plans, assessment instruments and other materials will be found in the substantial *Course Resource Manual* which participants will be given to copy and implement at their own PHAs.

The *Course Resource Manual* has been designed around the Five Major Executive Management Functions: Planning, Organizing, Staffing, Directing and Controlling. Each of the functions will contain many helpful formats and interesting concepts applicable to leading and managing a small to moderate size PHA.

The program is also designed to accept experienced PHA administrators *who aspire to become Executive Directors*. Please call Leo

(781/449-1360) if you have questions about your level of experience. The following is a quote for the introduction to the program:

From the beginning, both PHADA and Rutgers, The State University of New Jersey-Center for Government Services have indicated that the Executive Director Education Program was to be designed, written and presented at a high level of program integrity. Those are the normal stipulations attached to educational programs with which universities become affiliated and serious professional membership organizations sponsor. The program is not meant to be tough; it is meant to be stimulating and worthwhile.

It will become immediately apparent to participants attending this program that they have embarked upon a professional development program worthy of their time and effort. Participating executive directors and those aspiring to become executive directors will display their Certificate of Completion with pride of accomplishment attached to it.

How the first EDEP course works

The first offering in the Executive Director Education Program is the two-day course entitled Executive Housing Management. It is scheduled for January 23-24, 1999, at the PHADA Commissioners Conference at the Fontainebleau Hilton Resort and Towers in Miami, Florida, and will be held from 9 am until 4 pm on both days.

The enrollment fee for the Executive Housing Management course is \$484. In addition, each participant MUST pay a reduced PHADA conference registration fee of \$200, which entitles those enrolled in EDEP to attend any of the conference activities.

No on-site registrations will be accepted for the EDEP program. PHADA must receive your registration for the first course, Executive Housing Management, no later than January 18, 1999.

Hotel reservations can be made by calling 800-548-8886. For additional information about convention rates, refer to the conference registration information provided by PHADA.

Executive Housing Management/ Commissioners Conference Registration

Name _____ First Name for Badge _____

Position _____ Housing Authority _____

Street Address _____

City/State/Zip _____

Phone _____

Is this your first PHADA Conference? Yes No

Payment Method:

Check or money order enclosed in the amount of \$684.00

Please bill my:

Mastercard VISA American Express

Name as it appears on card _____

Acct # _____ Exp. Date _____

Signature _____

EDEP registration fee for Executive Housing Management	\$484.00
PHADA Conference fee	\$200.00
Total Amount due for 1/23-26/99	\$684.00

Make all checks or money orders payable to PHADA

Mail completed form with payment to: PHADA, 511 Capitol Court, NE, Washington, DC 20002 or fax to 202-543-4381