

2014 Leadership Institute



City of Allentown

Planning Committee: Phyllis Alexander,
Miriam Denmark, Milly Canales, Serena
Davis, Serilio Molina, Norberto Dominguez,
Devin Gardner, Keianna Rivera

Saturday, May 31, 2014

Summary

Attendance

Over 100 people attended the one day 9:00 a.m. - 3:30 p.m. Leadership Institute.

Demographics

Seventy-six participants completed registration forms. **Participant's home town:** Fifty-four or 71% of the participants were from Allentown. Twenty-two or 29% of the participants were from outside of Allentown. Out of city locations included Phillipsburg, NJ, Quakertown, Neffs, Bethlehem, Coplay, Whitehall, Easton, East Greenville, Macungie and Catasauqua. **Intergenerational:** Forty-two adults, and 34 youth ages 11-17 years old. **Racial and Ethnic Diversity:** Significant racial and ethnic diversity to include Africans, Black African Heritage (African-Americans), Caucasians, and Latinos. **Gender:** Of the adults, 29 were female and 12 were male. Similarly, of the youth, 24 were female and 10 were male.

Process

The planning committee consisted of one City of Allentown staff person, Phyllis Alexander and 7 residents. Two of the residents are teenagers. The committee met twice. Residents decided on the content and suggested workshop leaders. Staff executed the resident's ideas and when necessary filled in the blanks.

Logistics

For adults we offered a total of 4 classes. Adults could choose one session each workshop round. Youth were taught separately and were offered one workshop per time slot. Adults and youth were together for the morning plenary keynote speaker: Assistant Chief Keith Morris, and for the afternoon Life is a Process plenary panel. Participants received a hot breakfast, boxed lunch, and fruit salad during the afternoon break. Parking was free.

Partners

Lehigh Valley Economic Development Corporation by way of the CADCA – sponsored the meals. Sacred Heart Hospital provided the parking passes and the conference room space. City of Allentown provided staff time. Seven residents provided the plan. Of the 7 residents, 3 are graduates of previous leadership institutes. Charles Stonewall, professional photographer provided photographs.

Evaluation

Please see attachment 1.

Lessons Learned

- Registration process needs improving especially when attendance is over 40-50 participants.
- Completion of evaluations and distribution of certificates needs to be better organized.
- Will continue to seek ways to harness the talents of the graduates. This year the neighborhood coordinator plans to ask the mayor to extend a personal invitation to the graduates and invite them to apply to the city commission of their choice.

The Day

9:00 – 9:30	Registration and breakfast Welcome and remarks by Mayor Pawlowski	 Mayor Pawlowski
9:30 – 9:50	Keynote Speaker	 Assistant Chief Morris
10:00 - 11:30	Workshops Round 1	
	How to be a Servant Leader	 Pastor Gregory Edwards
	Communicating Effectively	 Jenna Azar
	Don't Give Up – Get Up	 Darrian Colbert and Sam Martinez

11:30 – 12:15

Lunch

12:30-2:00	Workshops Round 2	
	Cultural Sensitivity	 <p data-bbox="824 583 1058 617">Professor Latif Matt</p>
	Advanced Leadership Clinic	 <p data-bbox="824 884 1216 919">Phyllis Alexander</p>
	Be the Real You	 <p data-bbox="824 1220 1216 1255">Shannon Mayfield, educator</p>
2:00 – 2:15	Break	
2:15 – 3:00	Panel – Life is a Process	 <p data-bbox="841 1682 1403 1751"> Cidnee Phillips 13; Joshua Gandia 16; Steven Salinger 27; Gail Hoover 54; Stan Nowak 71. </p>
3:00 – 3:30	Evaluations, Certificates, Closing	

Photos taken by Charles Stonewall, www.charlesstonewall.com [Photos Click Here!](#)

May 31, 2014 Workshop Evaluations

Evaluation at a glance

Roughly half the participants completed evaluations. The eight workshops were rated either Absolutely Fabulous or It Rocked. Twenty-nine or 59% of the participants rated the overall day as Excellent.

Comments included advice e.g. "get more forks," as well as kudos e.g. "This was a great program!" List of comments available upon request.

General Evaluation of Day 51 responses					
	Fabulous	It Rocked	So/So	Better Luck Next Time	
The Day Was Well Organized	29/57%	19/37%	2/4%	1/2%	
The Sessions Lived up to My Expectations	30/59%	18/35%	3/6%		
The content was relevant to my role as a leader	28/55%	18/35%	4/8%	1/2%	
Overall Summary of Day 49 responses	Excellent	Very Good	Good	Fair	Poor
	29/59%	16/33%	3/6%	1/2%	

Adult sessions	Absolutely Fabulous	It Rocked	So/So	Better Luck Next Time	
Servant Leader Workshop- Pastor Edwards - 12 responses					
The presenter was easy to understand	10/83%	2/17%			
The presenter was knowledgeable	10/83%	2/17%			
The presenter was prepared	10/83%	2/17%			
The presenter encouraged participation	10/83%	2/17%			
Communication - Jenna Azar 9 responses	Absolutely Fabulous	It Rocked	So/So	Better Luck Next Time	
The presenter was easy to understand	8/89%	1/11%			
The presenter was knowledgeable	9/100%				
The presenter was prepared	9/100%				
The presenter encouraged participation	9/100%				

Cultural Sensitivity Professor Latif - 16 responses	Absolutely Fabulous	It Rocked	So/So	Better Luck Next Time
The presenter was easy to understand	14/88%	2/12%		
The presenter was knowledgeable	14/88%	2/12%		
The presenter was prepared	13/81%	3/19%		
The presenter encouraged participation	14/88%	2/12%		
Advanced Leadership Training Phyllis Alexander - 4 responses	Absolutely Fabulous	It Rocked	So/So	Better Luck Next Time
The presenter was easy to understand	3/75%	1/25%		
The presenter was knowledgeable	3/75%	1/25%		
The presenter was prepared	3/75%	1/25%		
The presenter encouraged participation	3/75%	1/25%		
Youth Sessions				
Don't Give Up Get Up - Darian Colbert and Sam Martinez - 7 responses	Absolutely Fabulous	It Rocked	So/So	Better Luck Next Time
The presenter was easy to understand	7/100%			
The presenter was knowledgeable	7/100%			
The presenter was prepared	7/100%			
The presenter encouraged participation	7/100%			
Being the Real You Shannon Mayfield - 10 responses	Absolutely Fabulous	It Rocked	So/So	Better Luck Next Time
The presenter was easy to understand	8/80%	2/20%		
The presenter was knowledgeable	9/90%	1/10%		
The presenter was prepared	8/80%	2/20%		
The presenter encouraged participation	8/80%	2/20%		
	Absolutely Fabulous	It Rocked	So/So	Better Luck Next Time
Life is a Process Panel - 47 responses	31/66%	11/24%	3/6%	2/4%