



# Prospective Heads' Institute I, II & III

Mission Inn Resort

January 9-10, 2019

#FCISPHI18-19

*PHI I = Prospective Heads attending Institute for the first time*  
*PHI II = Prospective Heads returning for second year*  
*PHI III = Prospective Heads returning for third year*

## WEDNESDAY, JANUARY 9

1:15 Welcome and Introductions for PHI I, PHI II and PHI III *La Paloma*

***Topics for PHI I*** *La Paloma*

- 1:45-2:15 • Do you really want to be a Head of School? Why? Are you ready?  
2:15-5:00 • Overview of Search Process  
- Timeline for a typical search  
- Different models of search firm approaches  
- Search profiles and how to read them  
• Resumes  
- Psychology of reading a resume  
- What a resume should include  
- Deconstructing a resume  
- Case studies

***Topics for PHI II*** *La Fontana*

- 1:45-2:45 • Communication & the Role of Leadership 201  
3:00-4:00 • Governance 201  
4:15-5:00 • Case Studies

***Topics for PHI III*** *Courtyard Conference*

- 1:45-3:45 • Financial & Risk Management 301  
4:00-5:00 • Lessons Learned from the First Year of Headship

\*2:30-3:00 *PHI I, PHI II, and PHI III: Break and refreshments*

***PHI I, II and III*** *La Paloma*

- 5:00 • Resume Review  
(optional, but recommended)

6:00 Reception *La Veranda*  
7:00 Dinner with roundtable discussions *La Hacienda*

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## THURSDAY, JANUARY 10

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7:30 – 8:15 Breakfast *La Hacienda*

***Topics for PHI I*** *La Paloma*

- 8:30-9:30 • Leveling Up in Leadership 101
- 9:35-10:30 • Fundraising 101
- 10:30-10:45 Break and refreshments
- 10:45-11:45 • Enrollment Management / Communication 101
- 11:45-12:00 • Q & A

***Topics for PHI II*** *La Fontana*

- 8:30-9:30 • Interviewing
- 9:30-10:45 • Finance & Risk Management 201
- 10:45-11:00 Break and refreshments
- 11:00-12:00 • Human Resources & Related Issues 201

***Topics for PHI III*** *Courtyard Conference*

- 8:30-9:30 • Fundraising 301
- 9:45-10:45 • Interviewing Tips
- 10:45-11:00 Break and refreshments
- 11:00-11:45 • Leadership & EQ

12:00-12:30 Lunch for PHI I, PHI II and PHI III *La Hacienda*

***Topics for PHI I*** *La Paloma*

- 12:45-1:45 • Finance 101
- 2:00-3:00 • Governance 101

***Topics for PHI II*** *La Fontana*

- 12:45-3:00 • Enrollment Management & Marketing
- Case Studies

***Topics for PHI III*** *Courtyard Conference*

- 12:45-1:45 • Case Studies & Contracts
- 2:00-3:00 • Entry Plan: First 100 Days

***PHI I, II and III*** *La Paloma*

3:15-4:00 • Q&A with Panelists

4:00 Adjourn