

Developing Effective Program Manager Skills

August 12–16, 2019 • Albany, NY



Managing your housing counseling program can be a challenge especially in times of reduced grant income. To help you succeed, our class covers these important areas of program management:

- HUD requirements for housing counseling agencies
- Drafting a counseling plan that meets HUD requirements
- How to submit an invoice to HUD
- Drafting an effective disaster recovery plan, quality control plan and how to monitor them
- Building sustainability in your counseling program with a greater focus on community impacts
- Keys to marketing your counseling program using social media
- Staff management

Taught by Teresa Bardwell & Donna Lea Brooks

NOTE: This course is not eligible for NCHEC certification

When: August 12–16, 2019 • 8:30 a.m.–4:30 p.m.

Where: Hampton Inn & Suites Albany Downtown
25 Chapel Street • Albany, NY

Register online at: <https://www.events.rcac.org/assnfe/ev.asp?ID=1705>

Questions?

For questions, please email Debie Baranchuk at dbaranchuk@rcac.org or call (916) 447-9832 ext. 1019.

Registration: This is a live presentation in a classroom setting. There is a \$250 per person fee to attend the class. Please register early, at: <https://www.events.rcac.org/assnfe/ev.asp?ID=1705>. Space is limited. There are limited scholarships available so please indicate your interest in a scholarship. You will receive notice of registration within 72 hours and whether you are receiving a scholarship by separate email when decisions are made.

All registrants will receive an email notification within 72 hours. If you do not receive notification, please contact Debie Baranchuk at dbaranchuk@rcac.org or 916-447-9832 x. 1019.

Special Needs: If you have special needs addressed by the Americans with Disabilities Act, please notify RCAC at (916) 44-9832 x 1019 at least three (3) weeks prior to the workshop so that we may make accommodations for you.



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