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| **ADA Leadership Institute Resources** | |
| **Core Knowledge Areas** | **Resources** |
| Challenges Facing the Profession and Dental Leaders | [ADA Health Policy Institute Web Resources](https://www.ada.org/advocacy)   * A variety of national and state based fact sheets and resources on issues and trends impacting the dental profession and community.   ADA Health Policy Institute Customized Presentations   * Onsite presentations on issues and trends impacting the dental profession and community.   [ADA Advocacy Communications and Resources](https://www.amazon.com/s/ref=dp_byline_sr_ebooks_1)   * A variety of national and state based information and resources on advocacy and policy related issues and trends impacting the dental profession and community.   [ADA Power of Three Webinars](https://us02web.zoom.us/webinar/register/WN_LO_xh4PMQDOGXnLHxTJTIA#/registration)   * A variety of national and state based issues and trends impacting the dental profession and community. |
| Governance Duties of Dental Association Leaders | Video by Craig Busey, ADA General Counsel:   * [Legal Issues for the Volunteer Leader](http://ebusiness.ada.org/education/viewcourse.aspx?id=93) - During this course, Craig Busey, General Counsel for the ADA, guides volunteer leaders through the legal aspects they might face in a not-for-profit organization.   Onsite Leadership and Board Governance training   * *Leadership & Board Governance* -An association is only as strong as those who lead it. Consequently, an engaged and productive board is essential. Understanding the dynamics of fostering an effective board and equipping them with the tools and resources needed to effectively oversee mission, goals, policy and finances is vital to a dental society’s overall performance, as well as to members’ success. Thus, regular governance training is essential. This workshop will enable your dental society Board to: * Develop an appreciation for good governance practices * Understand governance roles and responsibilities * Examine the legal duties they have assumed in taking a leadership role * Exercise good governance to protect and further the interests of the organization   Onsite Strategic Planning Facilitation   * ADA Member and Client Services Staff will work with society staff and volunteer leaders to facilitate and develop society strategic plans. This process involves pre-meetings with leadership, distribution and analysis of surveys to be utilized in the onsite meeting and delivering a final plan for board approval. |
| Board Orientation and Education, including Role Clarity with Executives | Videos and Toolkits by Bill Pawlucy, President, Association Options:   * [Hit the Ground Running (first 100 days as a president)](https://www.ada.org/advocacy?id=57) - The course provides tips and best practices for preparing your incoming elected Board President to take office. * [Financial Best Practices](http://ebusiness.ada.org/education/viewcourse.aspx?id=61) - This course will take participants through the core elements of financial stability from establishing internal controls to the importance of financial reports and dashboards. * [Dental Society Relations](https://www.ada.org/-/media/project/ada-organization/ada/ada-org/files/membership/dental-societies/board_member_term_limits_info_sheet.pdf?id=76) - This course covers the core elements of good dental society relations and identifies opportunities for collaboration and communication among ADA, State and Local dental societies.   [Employment Lifecycle of State Executive Directors Toolkit by ADA](http://ebusiness.ada.org/education/viewcourse.aspx?rev=81b9080f7aae4ad99f9d09b2278e5a79&hash=892CCB16BF94BBFDB987431908BECA34)   * This toolkit was designed as a resource for the various employment stages of a State Executive Director. It is divided into three modules: * Hiring – pre-hire and hire procedures * Employment – goal setting and performance reviews * Off-Boarding – performance standards and termination |
| Strategic planning to focus resources, governance meetings and operational plans | Video and Toolkit by Bill Pawlucy, President, Association Options:   * [Practical Strategic Planning](http://ebusiness.ada.org/education/viewcourse.aspx?id=74) - This session covers the basic principles of strategic planning and plan development, as well tools and tips for ensuring the plan becomes actionable. * [Efficient Operations](http://ebusiness.ada.org/education/viewcourse.aspx?id=89) - This course covers the five basic elements of establishing efficient operations including tips for a functional strategic plan, how to optimize office resources, an overview of standard operating procedures, elements of a functional governance model and the benefits of outsourcing.   Strategic Planning through Client Services  Strategic planning to help dental societies identify and prioritize goals, strategies and objectives. Phone consultation and onsite [planning and facilitation available through Client Services. |
| Board Self-Evaluation and Ongoing Improvement | Video and Toolkit by Pawlucy, President, Association Options:   * [Good Governance](http://ebusiness.ada.org/education/viewcourse.aspx?id=116) - This course covers the various governance models with a focus on best practices and good governance. It also covers the roles and responsibilities of key leadership and staff and the importance of defining roles and empowering staff.   Board Self-Assessment Templates and Resources by Bill Pawlucy, President, Association Options   * [Board Term Limits](https://www.ada.org/-/media/project/ada-organization/ada/ada-org/files/membership/dental-societies/lifecycle_state_executive_toolkit.pdf?rev=87475f9d0afc42a4b090667d920bc266&hash=4B223E3FCF89E40ABAE5AF5A3FA43954) * [Board Orientation Checklist](https://www.amazon.com/Sylvia-Ann-Hewlett/e/B001HMYVEQ/ref=dp_byline_cont_ebooks_1?rev=6951bf0f98cc4c2aa89e7068cc6f28b2&hash=7C106F31C4852E0D93304416B616B3A3) * [Board Assessment](https://www.ada.org/ada-for-dental-societies/leadership-and-governance) * [Leadership Composition Analysis Template](http://ebusiness.ada.org/education/viewcourse.aspx)   Board Workshops by ADA   * Customized training, presentations and facilitated activities delivered through Client Services to improve team building and overall effectiveness among Boards. |
| Engaging Committed Volunteers | Video and Toolkit by Bill Pawlucy, President, Association Options:   * [Volunteer Management](https://www.ada.org/-/media/project/ada-organization/ada/ada-org/files/membership/dental-societies/board_orientation_checklist.pdf?id=63) - This course covers the spectrum of volunteer management from volunteer recruitment through volunteer engagement.   [Micro-Volunteering Toolkit by ADA](http://connect.ada.org/governance/powerofthree/TriLeadMgmtMbrpContConnt/Documents/New%20Dentist%20Toolkit/New%20Dentist_Microvolunteer.pdf)   * Toolkit on how to engage volunteers in nontraditional way through micro-volunteering opportunities. |
| Effective Meetings | Video and Toolkit by Bill Pawlucy, President, Association Options:   * [Effective Board Governance](https://www.ada.org/ada-for-dental-societies/leadership-and-governance?id=88) - This course provides practical tips and best practices for running effective Board and Committee meetings as well as solutions for common boardroom challenges.   Video by Dr. Glen Hall, speaker of the ADA House:   * [Writing Compelling Resolutions](https://ebusiness.ada.org/education/viewcourse.aspx?id=92) - Dr. Glen Hall, presents the essential qualities of a clear resolution for definitive action by governance bodies, including special aspects of ADA House of Delegates process.   Video by Westman & Associates Consulting, LLC   * [Being a Great Board Chair](http://ebusiness.ada.org/education/viewcourse.aspx?id=94) – This course provides information on best practices for leading volunteer boards, clarity around the role a board chairs plays within an organization and ways to ensure open communication among members. |
| Leading Groups, Trust and Decision-Making | Videos by J. Keith Murnighan   * [Leaders, Goals, and Teams](https://www.ada.org/advocacy/advocacy-about-adpac?id=68) - This course presents how effective leaders use goals to lead teams to achieve results. * [Leadership in Action](http://ebusiness.ada.org/education/viewcourse.aspx?id=87) - This course covers leading teams, building trust and balancing democracy vs. control to achieve results and sustain engagement by team members. * [Decision Making](https://www.amazon.com/S.J.-Scott/e/B00D60KTC0/ref=dp_byline_cont_ebooks_1?id=70) - This course examines the risks associated with leadership decision making in complex environments and suggests ways to prevent errors.   To survive in harsh environments, humans in ages past had to rely on both reason and snap decisions.  Because our world and lives are so complex, so do we.   We couldn’t function if we stopped to make all decisions on explicitly rational bases.  Yet our ability to act on experience and insight also sets us up to make predictable errors in leadership decision making. This course examines the risks and suggests ways to prevent errors.To survive in harsh environments, humans in ages past had to rely on both reason and snap decisions.  Because our world and lives are so complex, so do we.   We couldn’t function if we stopped to make all decisions on explicitly rational bases.  Yet our ability to act on experience and insight also sets us up to make predictable errors in leadership decision making. This course examines the risks and suggests ways to prevent errors.Book by J. Keith Murnighan   * *Do Nothing! How to Stop Overmanaging and Become a Great Leader -* Practical strategies and true stories will show you how to set high expec­tations for your team and watch it rise to the challenge. It will help you establish a healthier culture by trusting people more than they expect to be trusted. And it will help you overcome your natural tendencies toward micromanagement so you can let people do their jobs—even when you know you could do their jobs better.   Video by Dr. David Whiston and Gene Wurth   * [Aspects of Leadership](https://www.amazon.com/Barrie-Davenport/e/B00AFFYNK8/ref=dp_byline_cont_ebooks_2?id=67) - In this interview Dr. Whiston considers many aspects of leadership and how he managed those during his career, as well as suggestions for others about how to develop leadership skills.   [ADA Accelerator Series](http://ebusiness.ada.org/education/viewcourse.aspx)   * ADA accelerator Series is a hub for wellness, leadership and work/life balance tools to accelerate your life, your way.   Books Recommend by Kathy OLoughlin   * What makes a great organization: * *Good to Great* by Jim Collins * *Drive* by Daniel Pink * *Five Dysfunctions of a Team* by Patrick Lencioni * What makes a great leader: * *Managing the Non-Profit Organization* by Peter Drucker * *The Tipping Point* by Malcolm Gladwell * *True North: Discover Your Authentic Leadership* by Bill George * *Mistakes Were Made (but not by me)* by Carol Tavris & Elliot Aronson * How to manage conflict and have a great outcome: * *Crucial Conversations* by Grenny, Patterson, and McMillan * For Women Leaders: * *Lean In* by Sheryl Sandburg * *How Remarkable Women Lead: The Breakthrough Model for Work and Life* * *Book* by Geoffrey Lewis, Joanna Barsh, and Susie Cranston * *Executive Presence: The Missing Link Between Merit and Success Kindle Edition*   by [Sylvia Ann Hewlett](http://ebusiness.ada.org/education/viewcourse.aspx)  (Author)   * Mindfulness Practice: * Jon Kabat Zinn - has several books on mindfulness practice and medication * *Declutter Your Mind: How to Stop Worrying, Relieve Anxiety, and Eliminate Negative Thinking (Mindfulness Books Series Book 1)* by [S.J. Scott](http://ebusiness.ada.org/education/viewcourse.aspx)  (Author), [Barrie Davenport](https://www.ada.org/resources/careers/ada-accelerator)  (Author) * *Resonant Leadership: Renewing Yourself and Connecting with Others Through Mindfulness, Hope and Compassion*by [Richard Boyatzis](http://ebusiness.ada.org/education/viewcourse.aspx?ie=UTF8&text=Richard+Boyatzis&search-alias=digital-text&field-author=Richard+Boyatzis&sort=relevancerank) (Author), [Annie McKee](https://www.amazon.com/Annie-McKee/e/B001JS3DBA/ref=dp_byline_cont_ebooks_2)  (Author) * *The Happiness Advantage* by Shawn Achor |
| Effective Communications by Leaders | Book recommended by ADA Communications   * *The 7 Principles of Public Speaking -* Whether you are looking to position yourself as an industry expert, extend your sphere of influence, or gain the support and backing of vital constituencies, The 7 Principles of Public Speaking will give you the tools you need to achieve your goal. |
| Advocacy – What Leaders must Know and Do | [ADPAC Information & Resources](http://ebusiness.ada.org/education/viewcourse.aspx)   * A variety of national and state based information and resources on advocacy and policy related issues and trends impacting the dental profession and community.   [ADA Advocacy Communications and Resources](https://www.ada.org/resources/research/health-policy-institute)   * A variety of national and state based information and resources on advocacy and policy related issues and trends impacting the dental profession and community. |