



2016 CAI-NJ Manager Committee

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Wednesday, September 7, 2016

**Rossmoor Community Association
The Ballroom
2 Rossmorr Drive
Monroe Township, NJ 08831**



The Managers Leadership Workshop is intended to provide information and tools for managers to achieve their full potential as leaders in the community association industry. It is intended to benefit all levels from those new to the industry to management company executives and CEOs. The program will cover goal setting for a team, assessing and motivating staff, building a collaborative environment and staff efficiencies.

CONTINUING EDUCATION NOTICE:

By successfully completing this program, the New Jersey Chapter of Community Associations Institute (CAI-NJ) will approve a full day of credit for this program towards the Professional Management Development Program (PMDP).

Date: Wednesday, September 7, 2016
 Location: Rossmoor Community Association
 The Ballroom
 2 Rossmoor Drive
 Monroe Township, NJ 08831

SCHEDULE:

8:30 a.m. - 9:00 a.m. Registration & breakfast

9:00 a.m. - 10:15 a.m.

Speaker: Lisa Vitiello, CPA – Towne & Country Management
Understanding the importance of profitability and how it relates to the success of the company and the growth of the manager. Why it is necessary to meet your budget, maintain financial controls and the financial responsibility of the community manager. The session will also include the importance of the bottom line, financial management and ways in which management companies can increase their revenue.

10:15 a.m. - 10:30 a.m. Break

10:30 a.m. - 11:45 a.m.

Speaker: Robert Flanagan, Esq. – Greenbaum Rowe Smith & Davis
What is the correct process for maintaining employee records, evaluations and terminations? The steps that should be taken by employers to protect themselves against wrongful terminations and harassment lawsuits.

11:45 a.m. - 12:30 p.m. Lunch

12:30 p.m. - 1:30 p.m.

Speaker: Michael Mendillo – FirstService Residential
“Leading for Success” Recommendations on how the community manager can advance to an executive management role including manager characteristics such as good communication, interpersonal skills and dressing appropriately. The session will explore how to develop into a good leader or supervisor.

1:30 p.m. - 2:15 p.m. Panel Q&A

Questions? Contact Angela at angela@cainj.org or 609-588-0030

Please note: CAI-NJ only reviews CAI designations, certifications, and accreditations for validity and current status. Registrants are advised that each individual company is solely responsible for the content they provide on registration forms including all designations, certifications, accreditations and licenses by the company or the individual employee. Concerns about the validity of non-CAI designations, certifications, accreditations, and licenses should be directed to the specific company or individual in question. Removal of designations, certifications, accreditations, and licenses by CAI-NJ will only take place upon the submission of a letter written by the official credentialing and/or licensing body to CAI-NJ.

CAI-NJ advises that for training, marketing or other purposes, this event may be recorded, videotaped and/or photographed. By attending this event, the registrant(s) consents to the use of his or her image by CAI-NJ and agrees to waive any claim for the use of his or her image, including without limitation, the appropriation of his or her image for commercial purposes or the invasion of his or her privacy.

* This event requires a cancellation notice at least 72 hours in advance. If a notice is not received, a \$25 cancellation fee will be charged per registrant. Substitutions are permitted if you cannot attend.

Managers Leadership Workshop

Name: _____

CAI Designation(s): _____

Company Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

Email: _____

Register Fees:

CAI-NJ MGR/MGMT Co. Members: \$15.00

Non-Members: \$40.00

CAI-NJ has a 72-hour cancellation policy

Payment Options:

TOTAL: \$ _____

Payment Methods:

1.) Pay by check, payable to CAI-NJ.

Mail completed form and payment to:

CAI-NJ

Attn: 2016 Mgr. Leadership Workshop

500 Harding Road

Freehold, NJ 07728

2.) Pay by credit card. Please fax to (609) 588-0040.

Or email to angela@cainj.org or call 609-588-0030.

Cardholder Name: _____

Card Number: _____

Exp. Date: _____ Security Code: _____

Cardholder Signature: _____

*Cardholder acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligations set forth in the cardholder's agreement with issuer

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Exp: _____