



Mark W. Zalkin
M.Ed., MSW

Mark W. Zalkin, is the principal trainer coach and consultant with Zalkin Training & Development, (ZTD) based in Denver, Colorado. ZTD assesses the needs of your Jewish organization and works to facilitate positive change for your board/professional staff and membership. ZTD is devoted to helping Jewish organizations increase their effectiveness and impact. ZTD has been helping non-profit organizations clarify their goals, roles, relationships and procedures since 1985.

Mark has a strong background in working with Jewish organizations – from coaching executives to lay leadership, and consulting with numerous Jewish institutions around the country. He is very familiar with the special culture and needs of Jewish organizations, having served as the Executive Director of the North Valley JCC in Los Angeles, CA and also holding administrative positions at the Jewish Community Centers in both Denver, CO and Omaha, NE.

Mark utilizes his combined 30+ years of professional experience as a Jewish non-profit executive and leadership trainer/coach to assess your situation and make recommendations specific to your unique needs. He has served as an adjunct Professor at the University of Denver's Graduate School of Social Work. Mark works with a wide range of organizations throughout the USA and also travels frequently to Asia to teach seminars at the Singapore Civil Service College's Institute of Administration/Management. He received an MSW degree in Jewish Communal Service and Group Work from Yeshiva University's Wurzweiler School of Social Work, New York. He also holds M.Ed., and BME degrees in Education from Northwestern University, Evanston, Illinois.

*For more information call 303.756.5504
or email Mark at, mark@zalkin-training.com.*

Have you or your organization experienced any of these ?

★ Meetings ...

- ... that lose focus, lack accomplishment and go on forever?
- ... where dominant board members "hijack" the session to meet their own needs or to force through their agendas?
- ... that are dominated by committee reports and little, if any, decision-making?
- ... where the "tachlis" actually takes place afterwards in the parking lot?
- ... that are poorly attended, time after time?

- ★ A high turnover rate of your staff and/or volunteer core?
- ★ Feeling of being in a constant state of turmoil?
- ★ Programs that have become stale and outdated?
- ★ Personal attacks among members of the board?
- ★ An executive committee that is allowed to usurp the power and authority of the main board?
- ★ Power struggles between older and younger leaders?
- ★ Board seems to be engaged in "Group Think" forcing a sense of unanimity at the expense of quality decisions?
- ★ A "bandaid" approach is frequently used to address problems?
- ★ Using complicated "parliamentary procedure" for a small board group?
- ★ Friction between departments and/or staff?
- ★ Outdated and cumbersome bylaws?
- ★ Lack of clear expectations of the roles of board members and professional staff?
- ★ "Founder's Syndrome," as evidenced by the "secret committee," not allowing for decision making?

Zalkin Training and Development

will customize a program to suit your organization's specific needs, providing services and programs such as:

- ★ Board Retreats and Orientation Programs
- ★ Meeting Facilitation
- ★ Board Assessment: A Process That Assesses Strengths and Weaknesses of Your Board Governance system
- ★ The Challenge of Change in Your Boardroom and Your Institution
- ★ Are You Meeting More and Enjoying It Less? Better and More Efficient Board / Committee Meetings
- ★ Keys to Recruiting, Retaining and Terminating Volunteers
- ★ Communication/Listening Skills Development
- ★ Problem Solving and Decision Making Processes
- ★ Understanding and Working with Different Behavioral Styles
- ★ Conflict Management
- ★ Dealing with Difficult Behavior
- ★ Professional Staff Succession Planning
- ★ Development and Facilitation of Your Planning Process
- ★ Customer Service From a Behavioral Perspective
- ★ Building Staff Teams
- ★ Leadership Skills for Professional Staff / Board Leaders
- ★ Management Skills for Clergy and Professional Staff
- ★ Individual Leadership Coaching for Clergy, Professionals, Board Members and Lay Leaders

Zalkin Training can help!

Mark W. Zalkin has the background and experience to help you with these issues and more. Having spent time “in the trenches” inside of Jewish organizations, he is familiar with the politics and concerns facing Jewish non-profits. By earning degrees in both education and social work, Mark has the specialized training necessary to offer practical and proven solutions. And, through his experience in lecturing, coaching and training to multiple Jewish non-profit agencies, he has the hands-on knowledge needed to be effective.

We will help you . . .

- ★ Examine the current state of your board governance practices and recommend concrete steps to take to get things back on track.
- ★ Plan and conduct productive meetings.
- ★ Reduce tension among staff members as well as between the board and staff.
- ★ Plan effectively for the future of your organization.
- ★ Clearly define expectations and roles of staff, board and committee members.
- ★ Work together as a team towards a common goal.
- ★ Save time and money streamlining your work.
- ★ Empower members with a sense of purpose, involvement and ownership.
- ★ Help your organization improve operational effectiveness in order to increase the impact to the membership and Jewish community.

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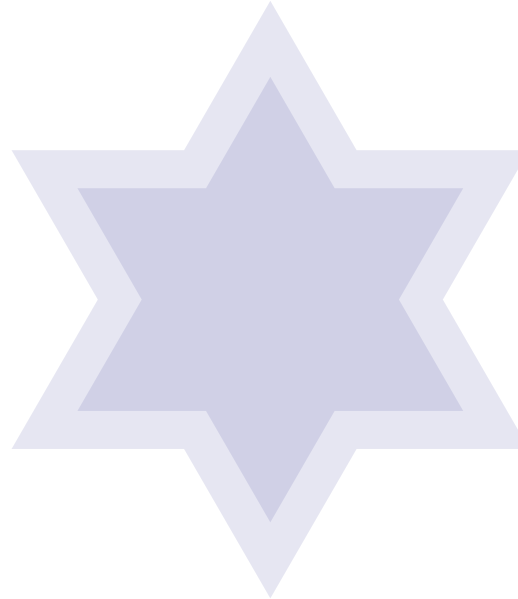
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For more information on the programs and services offered by Zalkin Training and Development, please visit our website at, **www.zalkin-training.com**

Training and Coaching Since 1985

“Why Is

Our Organization

Different From All

Other Organizations?”

Believe it or not, Jewish organizations have a unique set of issues. Not only are there the usual non-profit organizational concerns, there are most definitely distinctive cultural characteristics coloring the picture as well.

In order to address the many questions you have about the governance and running of your Jewish organization, it is essential to engage someone who understands the best governance/leadership processes as well as the special qualities associated within the environments of Jewish organizational culture.

Make the most of your time and money by engaging someone who has been there to help streamline the functioning of your Jewish organization. Mark Zalkin is a person who has not only worked to solve issues with Jewish organizations, but someone who has personally been involved from the inside, someone who understands just how to get to the core of your concerns!

 **Zalkin Training
and Development**

www.zalkin-training.com