

Upcoming Events & Conferences

Mark your Calendar!

Annual Members Meeting

November 01, 2005

2005 International Conference on Volunteer Administration

November 2-5, 2005 Jacksonville, Florida

www.avaintl.org/education/conference.html

2005 Texas Governor's Volunteer Leadership Conference

November 9-10, 2005 Addison, Texas

www.onestarleadership.com/onestar/events/

Joan Waite Hanlon Memorial Award

December 08, 2005

The mission of HAVA is to educate, empower
and elevate volunteer administrators in
the Greater Houston area.

Houston Association of
Volunteer Administrators
P.O. Box 130975
Houston, TX 77219
www.hava.org



Fall Lunch & Learn Series

*Building
Effective
Communication*



Houston Association of
Volunteer Administrators

About the Facilitator...

Suzanne M. Gruber

Ms. Gruber is a skilled consultant, trainer, and business coach who has extensive experience in the Organizational Development field. Her key focus areas include strategic planning and alignment, performance management, change management, executive coaching, and curriculum development and implementation for the learning organization. Ms. Gruber has a vested interest in helping build world class organizations through integrating organizational development systems and processes within crucial business operations.

Among other roles, Ms. Gruber has worked in a consulting capacity both internally and externally with a wide variety of organizations. Prior to becoming an independent consultant and trainer in June 2001, Ms. Gruber was with Enron, Houston, where her assignments included a number of broad-based domestic and international assignments in organizational development and business operations.

Preceding her tenure with Enron, Ms. Gruber was President of Gruber & Associates and Executive Vice President of Mentor Management, inc., both firms providing consulting services in the areas of organizational development, human resources planning, and training and development. Her primary clients included Duke Energy, Burlington Resources, The Charles Machine Works, AMD Corporation, Sterling Bank, SONAT Marketing & Trading, The City of Houston, and Air Liquide America Corp. Ms. Gruber also held key positions within Panhandle Eastern Corporation for fifteen plus years in a number of corporate and business unit capacities.

Ms. Gruber has degrees in both Human Resources Development and in Organizational Development. She is also certified to train a number of formal training programs including Increasing Personal Effectiveness, Developing Individual and Group Effectiveness, Six Principles of Successful Self-Management, and Positive Power and Influence.

In addition to her professional experience, Ms. Gruber has been affiliated with several non-profit agencies including Center for the Aging, JobNet, The Ronald McDonald House, Girls, Inc., and has served on the Board of Directors for The Children's Museum of Houston. She has been a member in both the Southern and American Gas Associations, and has been active in both the Society for Human Resource Management and the American Society for Training and Development.

Series Overview: Today's workplace environment requires an enhanced set of communication and human relationship skills that reflect and include the dramatic changes that are taking place within nonprofit organizations of all sizes. These three sessions will offer a practical, memorable, common-sense set of tools and techniques that will work effectively to build trust, commitment and person-to-person relationships with your volunteers.

Series Information

When

Three Fridays, September 30-October 14, 2005
11:00 a.m. - 11:30 p.m. Lunch & Networking
12:00 p.m. - 1:30 p.m. Program

Where

Upper Kirby District
3015 Richmond @ Eastside
(between Buffalo Speedway & Kirby)
1st Floor Conference Room

Cost (includes complimentary lunch)

Member \$40 for 3-part series or \$15 per session
Non-Member \$55 for 3-part series or \$20 per session

Series Schedule

Friday, September 30

Effective Strategies for Communication

An introduction to building effective strategies through identifying the various communication types and how they interact with others.

Friday, October 7

What's Your Type?

This session will give attendees the opportunity to learn about their own personal communication type through a self-test that will be followed by a discussion on the many types that exist.

Friday, October 14

Communication in the Workplace

Attendees will review a range of communication strategies and types to better communicate with colleagues, organization volunteers and professional peers.

Registration Form

HAVA Member

Yes No

Name _____

Title _____

Agency _____

Mailing address _____

Phone # _____

Email _____

Payment

Please select session you will attend!

Member

- \$15 - September 30 - Effective Strategies
- \$15 - October 7 - What's Your Type?
- \$15 - October 14 - Communication in the Workplace
- \$40 - All Three Sessions

Non-Member

- \$20 - September 30 - Effective Strategies
- \$20 - October 7 - What's Your Type?
- \$20 - October 14 - Communication in the Workplace
- \$55 - All Three Sessions

Check for \$_____ is enclosed.
(Payable to HAVA)

Send form and payment to:

HAVA
Lunch & Learn Series
P.O. Box 130975
Houston, Texas 77219-0975

Please direct questions regarding HAVA Education to
mailbox@hava.org or 1-866-595-4447 (toll-free).