**Training Announcement: Coalition Business Administration (CBA)**

The prevention field needs strong leaders to grow and sustain prevention efforts. To meet this need, the *ORN*, PTTC, and CADCA came together to create a new training: Coalition Business Administration (CBA). Following a successful pilot cohort who recently celebrated their graduation at CADCA Forum, the *ORN* is excited to offer this training again to a larger audience.

The goal of this program is to equip current and aspiring leaders in prevention with business knowledge and skills to increase their effectiveness and sustainability in their organizations.

The training covers a wide variety of topics related to the business, sustainability, and administration of prevention coalitions such as branding, accounting, management styles, grant writing, and nonprofit development. Participants who complete the training will receive a certificate in Coalition Business Administration from the PTTC Network Coordinating Office.

# Time Commitments and Expectations

This is an intensive training which will require participants to attend in-person and virtual training, as well as complete individual reading and learning activities. These commitments include, but are not limited to:

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| **Trainings and Events** | | |
| **Event** | **Date and Time** | **Location** |
| Orientation Webinar | Wed. October 4th, 2023 from 12-1pm ET | Zoom Meeting |
| In-person training | November 14-16, 2023 from 9am-4pm ET daily | Knoxville, TN |
| 1st Virtual Training Session | Wed. January 24th, 2024 from 10:30am-4:30pm ET | Zoom Meeting |
| 2nd Virtual Training Session | Wed. February 26th, 2024 from 10:30am-4:30pm ET | Zoom Meeting |
| 3rd Virtual Training Session | Wed. March 27th, 2024 from 10:30am-4:30pm ET | Zoom Meeting |

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| **Individual Reading and Learning Activities** | | |
| **Activity** | **Deadline/Date** | **Estimated Time to Complete** |
| 360 Analysis | Before in-person training on Nov. 14 | 2-3 hours |
| Personal Development plan | Before in-person training on Nov. 14 | 1.5 hours |
| Required Readings (two books and 3-4 scholarly articles) | Before in-person training on Nov. 14 | No estimate available |
| Budget | After in-person training | 1 Hour |
| Elevator Speech | After in-person training | 1 hour |
| Individual Grant Review Notes | After in person training | 3 Hours |
| Marketing Plan | After in-person training | 1.5 Hours |
| Personal Development Plan | After in-person training | 3 Hours |
| Public Speaking video | After in-person training | 1 hour |
| Fundraising plan | After in-person training | 1.5 hours |

Space in the training is limited to **30 participants** who will be selected via a competitive application process.

To apply, complete the [Coalition Business Administration Application](https://airtable.com/appRbTrPcC0jLLbZy/shrJVFwC4AF1dgmKV)

* **Application deadline: Friday, September 8, 2023**
* Acceptance Announcement: Friday September 15, 2023
* Particant RSVP: Friday, September 22, 2023

# Application Requirements and process

* **Experience:** A minimum of **five** years working in the prevention field.
* **Education:** An IC&RC Prevention Specialist Certification **OR** a bachelor’s degree or higher in a related field. **Letter of endorsement from** supervisor/employer acknowledging that they understand the time commitment and travel requirements and that they support your participation.
* R**esponse to two question about interest in participation.** To answer these questions, you may need to refer to the full curriculum outline: [CBA Full Curriculum Outline](https://drive.google.com/file/d/16iDxT0sgjQ5NZ5VvkEHAfE6koqLZzsNH/view?usp=sharing)
  1. Please list the top three content areas of the CBA you are most interested in learning about and how they will help with your prevention work.
  2. Please describe one challenge your organization is experiencing and how participating in the CBA can help develop a solution.

# Costs

The training and related materials are provided at no cost to the participant. In addition, *ORN* will cover the cost of hotel accommodations for the in-person training in Knoxville, TN.

***All other costs (airfare, meals, ground transportation, parking fees, luggage, etc.) are at the participant's expense.***

* Questions? Contact Rory McKeown at [rmmz67@umsystem.edu](mailto:rmmz67@umsystem.edu)



