



Community Bankers
Association of Kansas

Roadmap for Reporting to the Board

WEBINAR OR ON-DEMAND WEB LINK
(LINK INCLUDES FREE CD ROM)

12 - 1:30 pm PT
1 - 2:30 pm MT
2 - 3:30 pm CT
3 - 4:30 pm ET

Wednesday, January 18, 2012

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Reporting to the board can be one of the hardest challenges. The fear of making a mistake or alienating someone can hinder career advancement. This webinar provides the foundation to avoid major mistakes when reporting to the board. Join us to learn about three board reporting situations: annual or monthly reports on subjects relating to your position; special projects assigned by board or management; and explaining a problem.

All board reporting consists of two steps: the written report and verbal presentation. Each requires advance preparation. This illuminating session will provide a roadmap to handle each one of these situations skillfully. The secret is to understand how to present your written report to the board by relying on the facts that support your position and how to handle almost every situation when reporting in person. Learn how to respond to questions when you don't know the answers (or don't understand) and how to handle difficult board members/situations tactfully.

This webinar is based on real-life situations of the instructor who has reported to boards for over three decades and held the positions of compliance officer, treasurer, senior vice president, executive vice president, and consultant.

Continuing Education: Attendance verification for CE credits provided upon request.



HIGHLIGHTS

- How to establish yourself as the “Subject Matter Expert” for your bank
- Learn what should be contained in any written report to the board
- How to review your written report and anticipate questions from the board
- Establishing your main points in three to five minutes when reporting in person
- Concluding your report to support your position with emphasis

WHO SHOULD ATTEND?

This informative session is invaluable to anyone who reports in person or in writing to the Board of Directors.

MEET THE PRESENTER

**Barry Thompson, CRCM,
Thompson Consulting Group, LLC**



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