



**Professionalism
Knowledge
Performance**

2012 Courses and Opportunities

For retreat and conference center professionals

Both members and nonmembers are welcome

Human Resources Course

Employees are our greatest asset and this course teaches the conference center professional skills to build a staff culture, recruitment, supervision, and termination. Understanding both management and motivation for the persons who work at the center is the core of this very important course. Participants will learn leadership skills along with current employer practices.

March 16, 1:15 pm - March 17, noon

8 hour course

\$205 member; \$230 non-member

1 night lodging, 4 meals (LDBL): \$110 double, \$135 single

Life Enrichment Center, Fruitland Park, FL

Nearest airport: Orlando International

Business Administration & Governance Course

Every successful conference center professional has a clear understanding about how to manage complex administrative tasks under the guidance of a board of directors. Attention is given to those administrative practices that are unique to conference centers, such as mission-driven organizations, governance, compliance, strategic planning, etc.

March 17, 1:15 pm - March 18, noon

8 hour course

\$205 member; \$230 non-member

1 night lodging, 4 meals (LDBL): \$110 double, \$135 single

Life Enrichment Center, Fruitland Park, FL

Nearest airport: Orlando International

IACCA offers education and professional development opportunities designed specifically for the nonprofit conference and retreat center professional.

IACCA Education Offers:

- Six, 8-hour Courses
- Training Modules for Center Staff
- The Capstone Planning Seminar
- Certification as a Conference Center Professional
- The Annual Conference



International Association of
Conference Center
Administrators

www.iacca.org