



ALASBO New Business Manager Institute

The Alaska Association of School Business Officials (ALASBO) is pleased to offer an opportunity for those new to school business in Alaska. The **New Business Manager Institute (NBMI)** is a **three-year program** designed to deliver a comprehensive curriculum program through a series of in-person and video conference sessions, instructed by experienced school business practitioners. This program is adapted from a successful 13-year program at Oregon ASBO. The curriculum includes 7 modules delivered over a three-year period:

- Managing District Finances (year 1)
- Managing Self and Personal Skills (year 1)
- Working with People (year 2)
- Managing HR in Schools (year 2)
- Risk Management (year 3)
- Managing School Facilities (year 3)
- Ancillary Services (year 3)
- Prep for the ASBO School Finance and Operations (SFO) certification exam for those who qualify for this exam

Target audience:

- New school business managers, including those new to Alaska (< 3 years)
- Those aspiring to school business manager positions within 1-3 years

The NBMI requires a significant time commitment:

- 2024 Cohort - Full-day kick-off session on Friday, July 12, 2024 in Fairbanks (in conjunction with Summer Leadership Conference)
- Zoom Meetings (90 minutes) every other week to introduce curriculum and review activity assignments, with an estimated additional time commitment for homework assignments of 2-4 hours every two weeks
- In-person meetings twice per year during the three years, scheduled in conjunction with ALASBO's July and December conferences

The current cost of the NBMI program is \$750 each year, with payment charged up front during each year of the program. The total cost for all seven NBMI modules delivered over three years is \$2,250.

Participants will need to purchase the most current edition of three resource books, which are available in paperback and electronic formats, to be discussed periodically each year:

Year 1 - *7 Habits of Highly Effective People* by Stephen Covey

Year 2 - *Emotional Intelligence 2.0* by Travis Bradberry & Jean Greaves

Year 3 - *Crucial Conversations: Tools for Talking When Stakes are High* by Patterson, Grenny, McMillan, Switzler