



**National Home Delivery Association Leadership Institute
2023-24 Program Agenda**

**Session 1 at High Point University
11/5-11/9, 2023**

Sunday, November 5th

2:00 & 4:00 P.M.		GSO Airport HPU Shuttle Service
3:00 – 5:00 P.M.	Kahn Hotel	Check in and optional introduction to campus via golf cart
5:00 – 6:00 P.M.	Student’s Club at Arena	Networking and Cocktails: All events are business casual, except the last event on Wednesday at the President’s Club in Ronald G. Wanek Center, which will be business evening attire: coat and tie for men and suit/dress for women.
6:00 – 7:00 P.M.	Cottrell Kushner Ballroom	Dinner – Participants discover their presentation groups where their nameplates are produced. Common case study this year
7:00 – 7:15 P.M.	Cottrell Baur Room	Welcome and Introductions, Importance of the Four Leadership Pillars.
7:15 – 9:00 P.M.	Cottrell Baur Room	Vision Interview of Industry leaders by Steve Alberts [Daniel Hall]
8:15 – 9:00 P.M.	Cottrell Baur Room	Participants Answer Keynote’s Challenge

Questions

9:00 – 10:00 P.M. Lower-Level Arena

Panther Club Hangout (beer & wine, hosting group)

Monday, November 6th

7:30 – 8:30 A.M. Alo: Restaurant of Kahn Hotel

Breakfast

7:50 – 9:00 A.M. Cottrell Baur Room

Get Clear – handle all work-related business, work out, etc

9:15 -10:25 A.M. Cottrell Baur Room

Faculty Presentation #1: Vision by Brad Venable [Daniel Hall]

10:40 - 11:50 A.M. Cottrell Baur Room

Faculty Presentation #2: Culture by Jason Williams [David Bergen]

12:00 – 12:50 P.M. Cottrell Kushner Ballroom

Lunch

1:00 – 2:00 P.M. TBD

Open to add something

2:00 -- 5:00 P.M. Cottrell Baur Room

Overview of the Industry (Don Staniszewski)
Background / history of Last Mile industry
Operating models
Scope of industry segment
Last mile and supply chain interaction
Dinner

5:00 – 6:00 P.M. Cottrell Kushner Ballroom

6:00 – 7:00 P.M. Cottrell Baur Room

Culture Interview of TBD by Steve Alberts [Daniel Hall]

7:00 – 7:45 P.M. Cottrell Baur Room

Participants Answer Keynote’s Challenge Questions

8:00 -- 9:00 P.M.

Panther Club Hangout (beer & wine, hosting group)

Tuesday, November 7th

7:15 – 8:00 A.M. Alo

Breakfast at Alo

8:00 – 9:30 A.M. Cottrell Baur Room

Case Study Introduction – Dave Tofanelli

9:30 – 11:25 A.M. TBD

Flextime TBD

11:25 – 11:40 A.M. Trolley

Trolley to Congdon Hall

11:40 – 1:00 P.M.	Callicutt – Congdon Ballroom	Trip or Fleet: Sweet opportunities in Last-Mile Delivery. Invite a couple of classes that relate to industry to learn more. Different candy at each table.
1:00 – 2:00 P.M.	Ballroom – Congdon Hall	Lunch
2:00 – 3:10 P.M.	Phillips 120	Faculty Presentation #3: Execution by Dave Tofanelli [Brad Venable]
3:25 - 4:35 P.M.	Phillips 120	Faculty Presentation #4: Communication by Steve Alberts [Daniel Hall]
5:00 – 5:30 P.M	Walking	Return to Cottrell Hall
5:30 - 6:30 P.M.	Cottrell Baur Room	Execution Interview of industry leader by Steve Alberts [Daniel Hall]
6:30 – 7:00 P.M.	Cottrell Baur Room	Keynote Challenge Questions
7:00 – 8:45 P.M.	Cottrell Kushner Ballroom	Dinner
9:00 – 10:00 P.M.	Arena Lower Club Level	Panther Club Hangout (beer & wine, hosting group)

Wednesday, November 8th [work in basketball if there is a home game - when is schedule published]

7:15 – 8:00 A.M.	Alo	Breakfast
8:00 – 9:00 A.M.	Cottrell Baur Room	Participant Reflections
9:00 – 10:10 A.M.	Cottrell Breakout Rooms	Rehearsal of Common Case Study Presentation
10:40 – 11:50 A.M.	Cottrell Baur Room	Panel: AI, Automation, and Logistics in the Last Mile – Dr. Brad Venable, Dr. Jason Williams, Keynote from last night, Keynote for afternoon, Outside Expert
11:50 – 12:25 P.M.	Cottrell Kushner Ballroom	Catered Lunch (Andy or Marideth will order)
12:25 – 1:45 P.M.	Cottrell Breakout Rooms	Final Rehearsal of Common Case Study Presentation

2:00 – 3:00 P.M. 3:00 – 3:45 P.M.	Cottrell Baur Room Cottrell Baur Room	Communications Keynote Interview of TBD by Steve Alberts [Daniel Hall] Keynote Challenge Questions to Participants
4:00 - 5:30 P.M.	Cottrell Baur Room	Group Case Study Presentations: Groups present case study solution to Tofanelli [Venable] 15-minute presentations.
5:30 – 6:30 P.M.	Cottrell Baur Room	Dr. Tofanelli [Venable] presents case study solution, feedback to each group, and announces winning group. Participants join in on discussion. Participants change for evening attire. Ladies: dress or suit. Gentlemen: Coat and tie (suit).
6:30-6:45 P.M.	Trolley	Trolley to Wanek Center
6:45-7:15 P.M.	President’s Club at Wanek Center	Cocktails
7:15 – 9:00 P.M.	President’s Club at Wanek Center	Dinner and Awarding of Certificates
9:00 – 9:15 P.M.	Trolley	Trolley back to Arena
9:15 P.M.	Panther Club	Closing Social

Thursday, November 9th

7:50 – 11:00 A.M.	Alo and Kahn Hotel	Breakfast and Checkout of Kahn Hotel
6:00 A.M. & 9:00 A.M.		GSO Airport HPU Shuttle Service Departures

Session 2 at Watermark Hotel, Tysons, VA*

3/4 – 3/6, 2024

Session 2 – Watermark Hotel, Tysons, VA (March 4-6, 2 days)

- Introduction (Daniel, Don)
 1. Goals of this session – relating Vision and Execution pillars of leadership to industry subject matter
- Discussion #1: Key Metrics (subject matter expert TBD, HPU Faculty)
- Discussion #2: Leading with technology – trucks & equipment, software, tracking, artificial intelligence (subject matter expert TBD, HPU Faculty)
- Deep dive on two of four pillars of leadership (Vision, Culture) with sample case studies.

Monday, March 4th

7:00 – noon	Watermark Hotel	Arrivals
12:00 – 1:00 P.M.	Elevate Reception	Lunch
1:00 – 2:00 P.M.	Elevate Boardroom	Introduction to Deeper Dives and Application Communication and Execution Pillars of Leadership by Daniel Hall and Don Staniszewski Faculty Presentation #1: Vision by Brad Venable [Daniel Hall] Faculty Presentation #2: Culture by Jason Williams [Daniel Hall]
2:00-3:00 P.M.	Elevate Boardroom	
3:00 - 4:00 P.M.	Elevate Boardroom	
4:00 – 4:30 P.M.	Watermark Lobby	Check-in to hotel rooms
4:30 - 6:30 P.M.	Elevate Boardroom	Key Metrics Discussion with SME, Jason Williams and Brad Venable moderated by Daniel Hall, includes panelist questions to participants
6:30 – 8:00 P.M.	Elevate Reception	Dinner
8:00 - 9:00 P.M.	Wren	Hangout (beer & wine, hosting group)

Tuesday, March 5th

7:15 – 8:00 A.M.	The Aviary	Breakfast
8:00 – 9:00 A.M.	Elevate Boardroom	Introduction of Vision and Culture Case Studies by Daniel Hall
9:00 – 10:00 A.M.	Elevate Boardroom and Hotel Rooms	Groups work on solution to case studies: Dave leads Execution group, Steve leads Communication group

10:00 – 12:00 P.M.	Elevate Boardroom	Labor Management Discussion with SME, Dave Tofanelli and Daniel Hall moderated by Steve Alberts
12:00 – 1:00 P.M.	Elevate Boardroom	Participants Answer Discussion Challenge Questions
1:00 – 2:00 P.M.	Elevate Reception	Lunch
2:00 – 5:00 P.M.	Elevate Boardroom and Hotel Rooms	Groups develop solution and presentation to case studies
5:30 – 8:00 P.M.	Outstanding local restaurant	Dinner and Awarding of Certificates
8:15 P.M.	Wren	Closing Social

Wednesday, March 6th

7:15 – 8:00 A.M.	The Aviary	Breakfast
8:00 – 10:00 A.M.	Elevate Boardroom	Groups present case study solutions
10:00 – 11:00 A.M.	Elevate Boardroom	Judges [SME, Don, Daniel, Steve, Dave] deliberate. Participants check out of hotel
11:00 – 12:00 A.M.	Elevate Board Room	Presentation of case study solutions and winners
11:00 – 12:00 P.M.	Elevate Reception	Lunch
1:00 P.M.	Waterfront Lobby	Departures

Session 3 at Watermark Hotel, Tysons, VA* 5/20 – 5/22, 2024

Session 3 – Watermark Hotel, Tysons, VA (May 20-22, 2 days)

- Introduction (Daniel, Don)
 1. Goals of this session – relating Communication and Culture pillars of leadership to industry subject matter
- Discussion #1: Compliance – claims and compliance, insurance/risk issues, legal issues (subject matter expert TBD, Dave/Daniel- HPU)
- Discussion #2: Labor Management - Independent Contractor Management, Quality of delivery operation/In-home experience (subject matter expert TBD, Dave/Daniel- HPU)
- Deep dive on remaining two of four pillars of leadership (Communication, Execution) with sample case studies.

Monday, May 20th

7:00 – noon	Watermark Hotel	Arrivals
12:00 – 1:00 P.M.	Elevate Reception	Lunch
1:00 – 2:00 P.M.	Elevate Boardroom	Introduction to Deeper Dives and Application Communication and Execution Pillars of Leadership by Daniel Hall and Don Staniszewski
2:00-3:00 P.M.	Elevate Boardroom	Faculty Presentation #1: Communication by Steve Alberts [Daniel Hall]
3:00 - 4:00 P.M.	Elevate Boardroom	Faculty Presentation #2: Execution by Dave Tofanelli [Daniel Hall]
4:00 – 4:30 P.M.	Waterfront Lobby	Check-in to hotel rooms
4:30 - 6:30 P.M.	Elevate Boardroom	Compliance Discussion with SME, Daniel Hall and Dave Tofanelli moderated by Steve Alberts, Includes panelist questions to participants
6:30 – 8:00 P.M.	Elevate Reception	Dinner
8:00 - 9:00 P.M.	Wren	Hangout (beer & wine, hosting group)

Tuesday, May 21st

7:15 – 8:00 A.M.	The Aviary	Breakfast
8:00 – 9:00 A.M.	Elevate Boardroom	Introduction of Communication and Execution Case Studies by Dave Tofanelli
9:00 – 10:00 A.M.	Elevate Boardroom and Hotel Rooms	Groups work on solution to case studies: Dave leads Execution group, Steve leads Communication group
10:00 – 12:00 P.M.	Elevate Boardroom	Labor Management Discussion with SME, Dave Tofanelli and Daniel Hall moderated by Steve Alberts
12:00 – 1:00 P.M.	Elevate Boardroom	Participants Answer Discussion Challenge Questions
1:00 – 2:00 P.M.	Elevate Reception	Lunch
2:00 – 5:00 P.M.	Elevate Boardroom and Hotel Rooms	Groups develop solution and presentation to case studies
5:30 – 8:00 P.M.	Nearby Fine Dining Private Location	Dinner and Awarding of Certificates

8:15 P.M. Wren Closing Social

Wednesday, May 22nd

7:15 – 8:00 A.M. The Aviary Breakfast

8:00 – 10:00 A.M. Elevate Boardroom Groups present case study solutions

10:00 – 11:00 A.M. Elevate Boardroom/Waterfront
Lobby Judges [SME, Don, Daniel, Steve, Dave]
deliberate. Participants check out of hotel.

11:00 – 12:00 P.M. Elevate Board Room Presentation of case study solutions and
winners

12:00 P.M. Elevate Reception Lunch

1:00 P.M. Watermark Lobby Departures