**Completed Staff Work: A Habit of Excellence**

*We are what we repeatedly do.*

*Excellence, then, is not an act*

*but a habit*

Aristotle

Americans United for Life is offering a series of seminars to train people to deliver recommendations to an organization’s leadership.

Completed Staff Work is where nothing needs to be added.  It is a finished product.

**Who**: Individual contributors who assist the principals in an organization and who are looking to increase their value. Promotion into leadership is learned through follower-ship demonstrated in Completed Staff Work.

**What**: The seminars will cover the art and science of providing advice to the decision maker. The staffer will learn the steps in Completed Staff Work: the *presentation* of a *path* to solve a *problem*. At the conclusion the attendee will learn how to provide well thought-out support to the leader to accomplish organizational goals

**When**: Last Thursday of every month March to June:

March 26th, April 30th, May 28th, June 25th

11am to 1pm. Lunch will be provided.

**Where**: Americans United for Life

655 15th St NW Suite 410

Washington, DC 20005

Phone 202.289.1478

**Why**: Leaders today have an overload of information and options. Good staff can act as a filter to separate the valuable ‘signal’ from the distracting ‘noise.’ Managers need mature researchers to gather, analyze and consider options then to make a signature-ready recommendation. Leaders do not have time to do these tasks. This takes training.

However, quality instruction for staff is beyond the budgets of most not-for-profits. AUL is hosting these seminars to help sister organizations to become more effective the execution of their respective goals.

**How Much**: The course is available at no charge, but space is limited. E-mail Twanna Spurgeon [twanna.spurgeon@aul.org](mailto:twanna.spurgeon@aul.org) to hold your seat and to clear security. Contact Jack Yoest [Yoest@cua.edu](mailto:Yoest@cua.edu) for questions.

**Instructor**: John Wesley (Jack) Yoest Jr is a Clinical Assistant Professor of Management and Deltak Fellow teaching graduate business students at The Catholic University of America. He is also the president of Management Training of DC, LLC.

Professor Yoest is a senior business mentor in high technology, medicine, non-profit and new media consulting. His expertise is in management training and development, operations, sales, and marketing. He has worked with clients across the USA and in India and East Asia.

He has been published by *Scripps-Howard*, *National Review Online*, *The Business Monthly*, *The Women’s Quarterly* and other outlets. He was a columnist for *Small Business Trends*, *Business and Media Institute* and was a finalist in the annual 2006 Weblog Awards in the Best Business Blog category for *Reasoned Audacity* at www.yoest.org which covers the intersection of business, culture and politics. The blog has received one and a half million unique visitors.

Professor Yoest served as a gubernatorial appointee in the Administration of Governor James Gilmore in the Commonwealth of Virginia. During his tenure in state government, he acted as the Chief Technology Officer for the Secretary of Health and Human Resources where he was responsible for the successful Year 2000 (Y2K) conversion for the 16,000-employee unit. He also served as the Assistant Secretary for Health and Human Resources, acting as the Chief Operating Officer of the $5 billion budget.

Prior to this post, Prof. Yoest managed entrepreneurial, start-up ventures, which included medical device companies, high technology, software manufacturers, and business consulting companies. His experience includes managing the transfer of patented biotechnology from the National Institutes of Health to his client, which enabled the company to raise $25 million in venture capital funding.

He served as Vice President of Certified Marketing Services International, an ISO 9000 business-consulting firm, where he assisted international companies in human resource certification.

And he also served as President of Computer Applications Development and Integration (CADI), the premier provider of software solutions for the criminal justice market. During his tenure, Prof. Yoest negotiated a strategic partnership with Behring Diagnostics, a $300 million division of Hoechst Celanese, the company’s largest contract.

Prof. Yoest served as a manager with Menlo Care, a medical device manufacturer. While at Menlo, Prof.. Yoest was a part of the team that moved sales from zero to over $12 million that resulted in a buy-out by a medical division of Johnson & Johnson.

Prof. Yoest is a former Captain in the United States Army having served in Combat Arms. He earned an MBA from George Mason University and completed graduate work in the International Operations Management Program at Oxford University.

He has been active on a number of Boards and has completed a number of 26.2-mile marathon runs.

Prof. Yoest and his wife, Charmaine Yoest, Ph.D., who is president and CEO of Americans United for Life, a public interest law firm, live in the Washington, DC area with their five children and dog, Captain America. Their three older children are Division I recruited athletes. First-born Hannah rows at the University of Virginia and was a member of the 2012 NCAA D-I National Championship Team. First-born son, John pitches for the College William & Mary baseball team. Middle daughter Helena will row for Bucknell University in the fall of 2015. Their two youngest children in middle school remain uncommitted.