

2023 LEADERSHIP ACADEMY: HOW TO APPLY

PROGRAM OVERVIEW

The Leadership Academy is open to all ISU Extension and Outreach employees. This program focuses on four components of leadership development:

- self-awareness,
- leadership theory and best practice,
- understanding and building teams, and
- organizational leadership.

Participants will gain awareness of their own personality style and leadership skills. They will also gain a better understanding of leadership theory and how those best practices are implemented by others. They will be asked to synthesize leadership theory and their own style as they apply concepts to the teams and organizations they work with. Participants will engage in face to face and online learning opportunities, as well as individual and group assignments. The cohort will represent diverse roles throughout the organization, providing opportunities to network and learn more about all of ISU Extension and Outreach.

KEY DATES

Introduction and Orientation Webinar: 9:00 am, Tuesday, December 13

Session 1, Who I Am as a Leader: January 23-24, 2023

Session 2, Leadership Best Practices: April 11-12, 2023

Session 3, Team Leadership: June 19-20, 2023

Session 4, Organizational Leadership: September 19-20, 2023

PROGRAM GOALS

- Build leadership skills and capacity in staff to support and prepare for new and evolving roles within ISU Extension and Outreach.
- Create a climate of leadership development as a priority at all levels within our organization.
- Assist staff in developing a peer leadership network to enhance personal leadership practice, collaboration, and diversity of perspective.

PROGRAM BENEFITS

- Participants will develop and begin implementing an individual learning plan.
- Participants will gain confidence and competence in their leadership style and its execution within the work environment and beyond.
- Participants will be able to articulate their leadership role within ISU Extension and Outreach and their respective community as an extension representative.
- Participants will be able to identify leadership best practices and ways/places they can be implemented within their own roles and responsibilities.
- Participants will build and enhance relationships with co-workers.

ELIGIBILITY REQUIREMENTS

- The Leadership Academy is open and relevant to ISU Extension and Outreach staff and faculty at all levels and within all program and service areas.
- The applicant must have completed two years as an ISU Extension and Outreach employee at the time of application.
- The applicant must be in good standing (not on a performance improvement plan) and have the supervisor's approval.
- Participation will be limited to approximately 15 participants.
- Representing diverse units and roles within ISU Extension and Outreach will be a priority in selection.

PARTICIPATION REQUIREMENTS

- This will be a one-year commitment that includes approximately one in-person session per quarter (1 ½ days), with virtual connections and outside assignments between sessions.
- Participants need to commit to participating in each of the in-person sessions, as well as the virtual meetings. If the participant cancels for any reason other than extreme circumstances, the individual or the department will be responsible for reimbursing the Extension Professional Development unit for the individual's expense of participation in the program. Dates the participant must commit to participate so far include: December 13, 2022; January 23-24, 2023; April 11-12, 2023; June 19-20, 2023; September 19-20, 2023
- Participants will have assignments and engagement with the program outside of the in-person sessions and must commit to completing this additional work as well. Examples include journal and book reading assignments, presentation/workshop preparation, online discussion, and journaling. We expect support from the supervisor for staff to complete these assignments and experiences during work time.
- Participants will be asked to be fully present at the in-person sessions and actively engaged in the course during our appointed gatherings.

- Participants will be asked to create an action plan as part of their final assignment, which will include a small individual or group project that benefits the larger organization. Examples might include preparing and offering a workshop open to extension staff, creating a resource or tool to be used by others, presenting to the leadership team, or taking on a new committee assignment that benefits the larger organization.
- There will be a cost-share between the Extension Professional Development unit and the respective departments of the participants. Extension Professional Development will plan to cover the costs of each meeting, including speaker stipends, meals, room rentals, and all educational materials for the program; sponsoring departments will be asked to cover travel expenses such as mileage, hotel (if needed) and meals outside of the educational sessions. In addition, if a participant is not able to fully commit to the program and misses sessions, the department and/or individual will be charged for those expenses.

HOW TO APPLY

- Potential applicants need to complete an online application sharing basic information about themselves and their current position, upload a letter of interest, and request a letter of nomination by a supervisor.
- The applicant's statement of interest should respond to the following questions: How do you hope to benefit by your participation in this program? How will the organization benefit through your participation in this program? What are your professional goals and how will participating in this program support those goals?
- A letter of nomination must be provided by a supervisor. The online application will require applicants to include the name and email address of their nominator. A message will then be sent to the nominator to request a nomination letter.
- Selection will be based on how the applicant demonstrates the potential to positively impact the ISU Extension and Outreach land grant mission (e.g., committee work, direct service, community partnerships, curriculum development).
- All application materials, including the agreement by the supervisor and applicant to commit to full participation in this experience, must be submitted by October 20, 2022 to be considered for the 2023 Leadership Academy.

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to www.extension.iastate.edu/diversity/ext.