

# LeadingAge™ Georgia

*leadership academy*

## 2020 Call for Applications



The LeadingAge Georgia Walter O. Coffey Leadership Academy 2020 offers LeadingAge Georgia members a challenging and engaging year-long learning experience. It is designed to engage and support aging services professionals at any level in their organization. The environment is created for an enriched experience of shared learning with colleagues, guest coaches and the facilitators.

The vision of LeadingAge Georgia is to create a generation of authentic, open-minded and transformational leaders who will collaboratively and innovatively create the future of aging services in America. Successful organizations want strong leaders thriving throughout their organizations. We especially encourage the identification and application of minority staff who are emerging leaders in organizations.

### **NEW FORMAT: 2020 Leadership Academy Calendar of Events**

- **FOUR Face to Face Events** in metro Atlanta (Must attend each event); 9:00am – 4:00pm
  - Wednesday, February 19 (KICK-OFF Event); Wednesday, October 14 (FINAL Event)
  - Summer Events: Friday, July 31 and Friday, August 28; 9:00am – 4:00pm
- **SIX Events via Wednesday ZOOM on-line Gatherings** (1.5 hours each); 10:00am - 11:30am
  - March 4, 18; April 1, 15, 29; September 16
  - (Must participate in at least 4 of 6)
- **THREE Individual Coaching Sessions** (approximately 30 minutes each)
  - Weeks of March 9, June 8, and October 5 (Must participate in all 3 coaching sessions)

**Registration: NOW – January 31, 2020 | 1<sup>st</sup> Event (face-to-face), February 19<sup>th</sup>**

**Note: The 2020 class is limited to 36 participants**

## NEW This Year:

The 2020 Leadership Academy has been enhanced in order to: 1) reach more LeadingAge members around the state, 2) save travel time/expense (participants can spend more time in their work environment), and 3) be more efficient (include shorter, more focused sessions, participants will prepare ahead of time, participate in webinars for instruction, utilize zoom groups for dialogue, shared learning and networking, etc.). As in previous years, coaching will play an important role. Over the last two years, we have learned that individual coaching helps each person better focus on their individual goals, anchors the concepts presented, and ultimately helps them become more successful.

Some of the benefits of coaching are that it empowers individuals and encourages them to take responsibility, increases engagement and satisfaction, and helps individuals work more productively in their teams.

## Participants Will Gain:

- Knowledge of who they are as a person and as a leader
- Individualized growth opportunities through coaching
- Tangible tools to help them further develop their skills
- The confidence to lead and grow others around them
- A realization that leaders are found at all levels of organizations
- An understanding of trends, changes, and innovation in aging
- Valuable relationships within LeadingAge Georgia membership



## Leadership Academy Facilitators & Coaches:

Facilitators: Walter Coffey & David Sprowl, Managing Partners, WD International Consulting; Ginny Helms, President/CEO, LeadingAge Georgia/Georgia Institute on Aging

Coaches: Andy Landrum (Clairmont Oaks), Karon Winston (Lutheran Towers), and Deke Cateau (A.G. Rhodes Health & Rehab).

Facilitators will provide information and activities related to developing and implementing a personal action plan, emotional intelligence strategies, time management, understanding temperament, mastering conflict, understanding the continuum of aging services, each of the five practices of exemplary leadership, person-centered care/services (culture change), influence and public policy, and overall leadership in action.

Coaches will share their personal leadership journeys. This has proven to be a valuable opportunity for participants to hear from senior management.





## Statement of Intent:

Since 2007, there have been over 300 staff from LeadingAge Georgia member organizations who have completed this annual Leadership program.

The foundation of the program will be focused on learning to lead with “Emotional Intelligence”. In “Primal Leadership”, co-author Richard E. Boyatzis states: “Understanding the powerful role of emotions in the workplace sets the best leaders apart from the rest – not just in tangibles such as better business results and the retention of talent, but also in the all-important intangibles, such as higher morale, motivation, and commitment”. As leaders, it is imperative that we better utilize our core emotional competencies - self awareness, empathy, social mindfulness and relationship management – to truly be successful in the workplace.

With an emphasis on emotional intelligence principles such as connecting with others, developing relationships and being aware of how to manage self, we will pull from a variety of resources so that participants will have practical take-home tools to apply as they focus on their personal leadership development.

The Individual coaching incorporated into the 2020 Leadership Academy supports staff development by focusing on each individual’s unique development goals needs and anchoring concepts related to their specific development goals.

The schedule for the year includes: 6 On-line Zoom Gatherings, 4 full-day face to face events, and 3 individual coaching sessions. For the on-line gatherings, participants must have a private space/office with a computer (with camera and speakers)

**NOTE:** This year, we have built in a stronger commitment and connection with participants as well as their supervisors/managers. We will ask participants to provide facilitators at least a 2-day notice if they cannot participate in an online event. Everyone must participate in all 4 face to face events (Wednesday, February 19; Friday, July 31; Friday, August 28; and Wednesday, October 14).

*Emotional Intelligence 2.0* books will be mailed to each participant, in addition to more information about the academy including instructions on connecting remotely, etc. It is OK if the use of on-line technology is new to a participant. We will work with each individual as needed to make sure they understand how to connect, etc.

# 2020 Leadership Academy Schedule

## February:

### **19 Event 1: Wednesday Kick-off FACE to FACE Event (9:00am – 4:00pm); Location TBA, Metro-Atlanta**

Continental breakfast and lunch will be provided

#### Content to include:

Introduction to LeadingAge Georgia, the leadership program, the new enhanced format, and the commitment (attend all 4 face to face events, at least a 2 day notice if you cannot participate in on-line events, etc.).

Introduction of the group facilitation model; Break into groups to meet each other

Introduction to Emotional Intelligence

Understanding yourself better first. Learn skills related to Emotional Intelligence and how to use the skills to be more aware of and manage yourself as well as relationships with others.

Developing & Implementing your Personal Action Plan

Meet and hear from the guest coach

Introduction to Time Management (Covey Quadrants); Complete “What’s on your plate” activity

Complete and discuss Leadership worksheet; Kouzes & Posner Leadership Characteristics activity

Groups will work with each other throughout the day. Separate on-line group gatherings will be set up for groups to make contact in March.

**PREP** (Tasks to complete in preparation for the next event):

Complete On-line EI appraisal via talentsmart.com and forward results no later than Monday, February 17, 2020

Work on personal action plans

## March:

### **4 Event 2: Wednesday ZOOM On-line Gathering (#1); 10:00am – 11:30am**

Debrief and shared learning

Content to include: Debrief from Emotional Intelligence and Time Management presentations

Discuss progress on Personal Action Plan development;

Ask the Experts activity

Begin discussing The Five Practices of Exemplary Leadership (Kouzes & Posner)

**PREP:** Work on personal action plans and complete the Kersey Temperament Sorter for the March 18<sup>th</sup> event

**Week of March 9<sup>th</sup> | Individual Coaching calls related to personal action plans (NOTE: There will be sign up sheets for dates and times during the week.)**

### **18 Event 3: Wednesday ZOOM On-line Gathering (#2); 10:00am – 11:30am**

Debrief and shared learning

Content to include: Continued conversations around progress on personal action plans

Understanding your Temperament (Kersey Temperament Sorter)

Introduce Daily Conversations & Active Listening

Continue discussing The Five Practices of Exemplary Leadership (Kouzes & Posner)

**PREP:** To be announced

## April:

### **1 Event 4: Wednesday ZOOM On-line Gathering (#3); 10:00am – 11:30am**

Debrief and shared learning

Content to include: The Culture Change Movement in Aging Services; Meet and hear from guest coach

Continue discussing The Five Practices of Exemplary Leadership (Kouzes & Posner)

**PREP:** Complete Kraybill Conflict Style Inventory

### **15 Event 4: Wednesday ZOOM On-line Gathering (#4); 10:00am – 11:30am**

Debrief and shared learning

Content to include: Resolving conflict Part 1

Review/discuss Kraybill Conflict Style Inventory

Continue discussing The Five Practices of Exemplary Leadership (Kouzes & Posner)

**PREP:** To be announced

**29 Event 5: Wednesday ZOOM On-line Gathering (#5); 10:00am – 11:30am**

Debrief and shared learning

Content to include: Resolving conflict Part 2

Meet and hear from the guest coach

PREP: To be announced

**May:**

Continue practicing and developing EI skills and working on action plans

**June:**

**Week of June 8<sup>th</sup> | Individual Coaching calls related to personal action plans**

**Summer Break**

Continue practicing and developing EI skills and working on action plans

**July:**

**31 Event 6: FRIDAY FACE to FACE all day (9:00am – 4:00pm); Location TBA, Metro-Atlanta**

Debrief and shared learning

Content to include: Putting Resources into Practice

Visions & Implementation

Meet and hear from the guest coach

Visit and tour a Life Plan Community

PREP: To be announced

**August:**

**28 Event 7: FRIDAY FACE to FACE all day (9:00am – 4:00pm); Location TBA, Metro-Atlanta**

Debrief and shared learning

Content to include: Putting Resources into Practice

Meet and hear from the guest coach

Visit and tour an Affordable Housing Community (or Adult/Respite Center)

Developing & Utilizing A Coaching Mindset

PREP: To be announced

**September:**

**16 Event 8: Wednesday ZOOM On-line Gathering (#6); 10:00am – 11:30am**

Debrief and shared learning

Content to include: Coaching Mindset and Building Relationships

Wrap up The Five Practices of Exemplary Leadership (Kouzes & Posner)

PREP: To be announced

**October:**

**Week of October 5<sup>th</sup> | Last Individual Coaching Calls**

**14 FINAL Event: Wednesday FACE to FACE (9:00am – 4:00pm); Location TBA, Metro-Atlanta**

Debrief and shared learning

Content to include: Leadership in Motion

Leadership: An Ongoing Practice

Applying the “PIE”

NEXT Steps

PREP: To be announced

**December 3, 2020      LeadingAge Georgia 2020 Annual Business Meeting/Certification Presentation**

# LeadingAge Georgia Leadership Academy 2020 Participant Application

**For the Potential Participant:**

Printed Name: \_\_\_\_\_

Name of member organization: \_\_\_\_\_

Phone number: \_\_\_\_\_ email: \_\_\_\_\_

Current Position Title: \_\_\_\_\_ Years in Current Position: \_\_\_\_\_

Why are you interested and what do you hope to gain from your participation in this leadership program?

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By submitting this application, I agree to participate in the Leadership Academy by being on time and staying engaged for the entire event, completing assignments, actively engaging with colleagues and presenters, and meeting with someone in my organization to discuss information from the program and opportunities within my organization.

**Signature of Applying Participant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For the supervisor of the participant:**

I agree that this employee is a good candidate for the Leadership program. I will support my employee by 1) allowing him/her time to participate in all the Leadership Academy events; 2) checking in with him/her about his/her experience to ensure it is meaningful; 3) allowing him/her opportunities to develop his/her skills in our organization; and 4) paying the annual participation fee of \$495 to help cover some of the expenses of the program. In addition, I will participate in an evaluation to provide feedback about this program.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return to LeadingAge Georgia no later than January 31, 2020**

**Fax 404-872-9191 OR scan/email to [swatkins@LeadingAgeGA.org](mailto:swatkins@LeadingAgeGA.org)**

**Space is Limited for the 2020 Academy – Register Now**