

Queen's Foundational Leadership Program 2020/2021

Application

Program Description

This comprehensive program is designed to provide a solid foundation for leading and managing your team. Customized specifically for Queen's employees, it is an opportunity to network with other Queen's managers and integrate advanced management skill acquisition with leadership development.

The program consists of two main components: a) fifteen classroom sessions and b) action learning projects in teams. The Action Learning Component (ALC) consists of applying the knowledge acquired in the classroom sessions toward real-life challenges. The blended learning format includes in-class and self-directed activities, readings, discussions, case studies, coaching, mentoring, and experiential learning. The sessions are full day in length and held once a month. The entire program spans a period of seventeen months.

This unique learning opportunity is designed and administered by Queen's Organizational Development and Learning, Human Resources. There is a \$1200.00 course fee, payable by the applicant's department, upon acceptance to the program. The program fee includes all training materials, diagnostic assessments, standardized participant activity, and refreshments.

Action Learning Component

Participants will work on a project in small teams. The project teams will be selected in June 2020, providing participants with the opportunity for the prerequisite learning as well as time to choose potential topics. Supporting each team will be a Project Sponsor(s). Projects will stem from current high priorities, identified by the university that could assist with efficiencies, cost reduction or some other measurable outcome of administrative, service or research initiatives. The Office of the VP, Finance and Administration, evaluates the projects and commits to supporting those who meet immediate university priorities.

2020/2021 Schedule

Module One: Managing Self	Module Two: Managing Relationships	Module Three: Managing the Organization
January 23, 2020 Making the Leap to Management	March 19, 2020 Performance Coaching	November 19, 2020 Best Practices in Managing your HR
January 24, 2020 Understanding and Using Leadership Styles	April 16, 2020 Managing Conflict	December 17, 2020 Legal Issues & Managing in a Union Environment
February 20, 2020 The Emotionally Intelligent Leader	May 21, 2020 Leading & Managing through Change	January 21, 2021 Managing Financial Resources
	June 18, 2020 Action Learning Project Team Selection	February 18, 2021 Business Presentations
	TBD Standardized Participant session at Queen's Health Sciences Sim Lab	March 18, 2021 Managing in a Diverse Environment
	September 17, 2020 Strategic Planning	April 15, 2021 Presentation Dry Runs
	October 15, 2020 Project Management	May 16, 2021 Team Presentations & Graduation

Learning Outcomes

- Enhance supervisory skill set
- Learn best practices in management
- Gain a better understanding of your leadership capabilities
- Expand communication and performance coaching skills
- Enhance your ability to manage projects and change initiatives
- Build better relationships within and outside your department
- Learn from, exchange ideas and experiences with fellow participants
- Develop management capacity through application of learning
- Build cross-organizational collaboration
- Strengthen employee engagement

Who is eligible?

Participant Profile:

- Currently in a non-academic role, who are formally managing staff
- Currently in a grade 9 or higher
- Committed to full participation and attendance

Program Attendance and Expectations

Attendance and participation are vital components to the success of the program and are strict requirements. Participants have a responsibility to their project team members, the entire cohort and themselves personally and professionally.

It is expected that participants, with the support of their supervisor, will attend all classroom sessions. In the event of extenuating circumstances, participants may miss a maximum of two sessions. Participants who miss more than two sessions may be ineligible to continue and their department will be charged a \$500.00 withdrawal fee.

Foundational Leadership is an advanced program and requires that participants engage in a variety of activities outside of the classroom sessions. These activities may consist of the following:

- Readings and assignments
- Maintenance of a learning journal
- Inventories / tools / assessments
- Team project meetings

Application and Selection Process

Upon meeting the basic criteria, applications will be reviewed and selected to reflect a cross-section of job roles and departments/units across the university in the event the program is oversubscribed.

There are 35 spaces available. All applicants will be notified of their placement status. Applicants who are not selected may apply to future program offerings.

Submission Instructions for the Applicant

The deadline for applying for the program is **Monday December 2, 2019**. Applications should be submitted to Shannon Hill, Learning and Development Specialist, Human Resources, Fleming Hall, Stewart-Pollock Wing (either electronically or via inter-campus mail).

Section A: Applicant Information

Last Name _____ First Name _____

Department _____

Job Title _____

Email _____ Phone _____

Chartfield

(fund, department, account, program) _____

Section B: Applicant Statement of Commitment

If selected to participate in the Foundational Leadership Program, I understand that I will make my participation in all aspects of this program, including pre-session preparation, session attendance and team work, a priority.

I understand if I withdraw or miss more than two sessions of the program I may be ineligible to complete the program and my department will be charged a fee of \$500.00.

I have discussed my participation in this program with my direct supervisor and with my direct reports to help ensure that any disruption to our unit / department's operations, as a result of my attendance in this program, is minimized.

I certify that all information provided in my application is true and accurate.

Applicant's Signature

Date

Section C: Applicant's Direct Supervisor Information

Last Name _____ First Name _____

Department _____

Job Title _____

Email _____ Phone _____

Supervisor Support

If selected to participate in the Foundational Leadership Program, the applicant will be expected to make their participation in all aspects of this program including pre-session assignments, session attendance and project team work a priority.

In order to support the applicant's success in the program, I agree to the following:

- Support the full participation of the applicant
- Provide guidance and advice to the applicant as needed
- Provide opportunities for discussion and debriefing related to program content

I understand and acknowledge that if my employee withdraws or misses more than two sessions they may be ineligible to complete the program and my department will be charged a fee of \$500.00.

The applicant and I have discussed their participation in this program and I believe this opportunity will be beneficial to the participant's management and leadership development. I support and will help ensure this applicant's full participation in this program.

Supervisor's Signature

Date