



**Leadership Academy
Program Information and Application**
(last updated: 9/12/2022)

Contents

APPLICATION PROCESS 2

REVIEW AND SELECTION PROCESS 5

UNITS (or CREDITS) MANAGEMENT..... 6

ANCOR / ANCOR FOUNDATION-SPONSORED LEARNING ACTIVITIES..... 8

ACADEMY COMPLETION & GRADUATION 10



APPLICATION PROCESS

Eligibility Requirements:

- Full-time employee of a service provider
- Five to ten years of experience in the I/DD or disability field
- Minimum 1-year supervisory experience

A completed application package must contain the following for consideration by the submission deadline (**Wednesday, December 14**):

The Application Form contains 4 parts:

- History of Employment
- Supplemental Question Responses
- Recommendation Letter
- Agency Commitment

Part 1: History of Employment: Attach resume

Part 2: Supplemental Question Responses: All the prompts have a word maximum. However, you do not need to feel compelled to reach that outer limit. If you can answer in less, go for it.

1. If asked to write a tweet to tell the world who you are, what would you say?
2. What are your career goals over the next 3-5 years?
3. How will this leadership program help you achieve your career goals?
4. Diversity, equity, inclusion and accessibility (DEIA) are essential to our mission. As you advance your leadership career, what steps do you envision taking to promote DEIA work in your organization?
5. Identify a leader with skills you admire. Who are they? What did you learn from them? How have you put that acquired knowledge into action?
6. Choose one of the following:
 - A. A package arrives at your door. After seeing the contents, you know it's going to be the best day of your life. What's inside and how do you spend your day?
 - B. You've invented a time machine in your living room – well done! When and where is your first destination and why?

Part 3: Recommendation Letter

- Each application must be supported by one letter of recommendation.

- The letter must include basic contact information to facilitate follow-up actions, if needed:
 - Reference Name
 - Title of Position Held
 - Organization
 - Work Phone
 - Alternate Phone
 - Email address
 - Reference's Relationship to Candidate
 - Organization Address (Street, City, State, Zip, Country if not U.S.)

- The letter must address these 2 questions:
 - Why do you recommend this candidate for this program? How do you anticipate participation will benefit this candidate and the I/DD field?

 - How does this candidate's performance, potential, background, or personal qualities compare to those of other well-qualified individuals in similar roles? Please provide specific examples.

Part 4: Guidance for Agency Letter of Commitment

- Applicants must have the endorsement of their agency to participate in the ANCOR Foundation Leadership Academy.
- The agency is expected to offer reasonable support to enable the applicant to complete the program.
- The letter must be signed by the agency CEO or designee.



Sample Agency Commitment Statement

Agency Name confirms its full support for Candidate Name to participate in the ANCOR Foundation Leadership Development Program.

Agency Name commits to work with Candidate Name to identify learning opportunities that will enable him/her to pursue her program objectives.

Agency Name commits to work with Candidate Name to identify resources (e.g., time and/or funding) to pursue training opportunities to meet his/her program objectives.

Agency CEO Signature

Part 5: Personal Commitment Statement

I hereby affirm that all the above-stated information provided by me is true and correct to the best of my knowledge.

I understand that incomplete application packages or applications that do not meet eligibility criteria will not be considered for this program.

REVIEW AND SELECTION PROCESS

Review and Selection

- 5-person panel to review and score all submissions
 - 3-Person Review Panel Composition
 - The Foundation Director
 - The Director of Education and Intersectional Collaboration
 - Cohort Support Director
 - Two Foundation Leadership Development Committee Members
 - Foundation Board will have first right of refusal to participate
 - Can find volunteer to fill 3rd slot, if needed
 - If a Foundation Board member nominates or recommends an applicant, he/she must recuse him/herself from the review and selection process
 - Evaluation Criteria
 - Other Selection Considerations: Each “cohort” represents diversity of I/DD field: geography, type of agency/agency services, agency size, area of expertise, years of professional experience
- Review team selects and recommends finalists
- Final approval by ANCOR Foundation

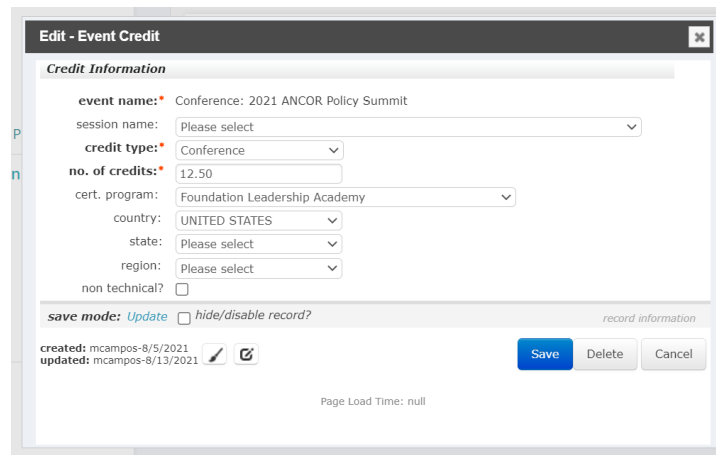
Notification and Enrollment

- Send notification letters to all applicants (with CC: to Nominators and Agency CEO) on Decision
- Notification letter includes NF registration link to pay the program enrollment fee
- ANCOR staff creates new NF Committee for Leadership Academy Cohort
- NF Committee will automatically create associated ACC community for Cohort

UNITS (or CREDITS) MANAGEMENT

50-units of any combination of learning activities and giving back must be earned over 2-year period to successfully complete the program.

- Qualifying Activities
 - Learning Activities refers to webinars, conferences, or seminars attended, as well as any professional mentoring that is received
 - Attending Webinars, Seminars, or Conferences (plenary and breakout sessions only): 1 hour = 1 unit
 - Receive Professional Mentoring: 1 hour = 1 unit
 - Giving Back refers to sharing expertise with the broader community, such as active participation in an ANCOR committee or initiative; giving presentations and/or speeches; or publishing articles (e.g., LINKS)
 - ANCOR committee or initiative: 1-hour meeting/work session= 1 unit
 - Presentations and/or speeches: 1 presentation / speech = 2 units
 - Article for publication: 1 article = 2 units
 - Capstone Project: estimate 8 hours per month, for 6-month duration = up to 48 hours (48 credits); capstone project opportunities contingent on ANCOR research needs (e.g., white papers and publications)
- Tracking Units
 - Participants who register for an ANCOR or ANCOR Foundation-sponsored event/activity will automatically receive the units for that event
 - Participants who attend an external activity (i.e., not sponsored by ANCOR or ANCOR Foundation) must submit supporting documentation (e.g., certificates of attendance) to request credits for completion
- Credits are tracked via ANCOR NetForum "My Educational Credits" login site: <http://nf.ancor.org/eweb/DynamicPage.aspx?WebCode=MyEC&Site=ANCOR2019>
 - **STRONGLY ADVISE:** ANCOR events are set-up with event credits for FDN Leadership Academy, so that credits are automatically added to participant's records
 - See ANCOR office manual instructions on "**how to add a webinar**" for detailed instructions



- Alternatively, LA participants can self-report credits.
 - Reference Cohort 2 Orientation Materials for instructions on how to self-report credits
- See [“CEUs” folder](#) in ANCOR Shared Drive for details on CEU administration, tracking, and software programming requests

Example for accruing 50 units over 2-year period:

- Sample:
 - 10 (1.5 hours) webinars x 2 years = 15 hours
 - 1 ANCOR annual conference = 18 hours
 - 1 ANCOR policy summit = 12 hours
 - 1 Connections article = 2 hours
 - 1 ANCOR conference presentation = 2 hours
 - Mentoring (6 sessions, 1-hour each) = 6 hours
 - **TOTAL** = **55 hours**

ANCOR / ANCOR FOUNDATION-SPONSORED LEARNING ACTIVITIES

These are programs hosted by ANCOR or the ANCOR Foundation where program participants can earn credits toward program completion.

- **ANCOR FOUNDATION-hosted events:**
 - Mandatory - Virtual Orientation (March)
 - Mandatory - Annual Conference (April)
 - Mandatory - Bi-Monthly webinars (60 – 90 minutes each) by guest presenter on range of topics (*4th Thursday of the month, starting at 2:00pm, Eastern*)
 - Mandatory – Year One Mentoring Circles: small group mentoring over 6-month period with mentoring by established leaders in I/DD field (*see below*)
 - RLP Leadership Forum
 - Year 2 optional Mentoring Circles
 - Year 2 optional Capstone project

- **ANCOR Event**
 - Annual Conference
 - Fall Policy Summit
 - ANCOR-hosted webinars
 - ANCOR offering 4 complimentary webinars for program participants over course of 2-year period

- **ANCOR Foundation Leadership Academy Mentoring Circles**

What is it?

Small group mentoring for participants of the ANCOR Foundation Leadership Academy. Group discussions are led by volunteer mentors. Small group structure is envisioned to encourage sharing personal experiences/lessons learned and promote networking. Volunteer mentors serve as a resource for mentees in navigating careers in I/DD field.

For Cohort 3, Foundation is offering two rounds of Mentoring Circles

- Year 1 Mentoring Circles is mandatory
- Year 2 Mentoring Circles is optional

How does this work?

- Each group is comprised of two mentors with up to 5 mentees from the Leadership Academy (2:5 ratio).
- At a minimum, groups virtually meet for 1-hour per month for 6 months (e.g., via Zoom video conference). Groups can decide to extend the arrangement beyond 6-month commitment if so desired.
- Groups establish group norms:
 - Meeting schedule that works best for everyone; after-hours may be an option if that works best for the group (e.g., 8am or 6pm Eastern)
 - How to handle disruptive, late, or absent group members?

- Confidentiality
- Meeting topics for each month (*strongly recommend establishing these discussion topics beforehand to ensure everyone, the mentor and the mentees, can be prepared for a fruitful discussion*)
- Complete an evaluation form at the conclusion of the 6-month period to provide feedback on the overall experience.
- A Mentoring Circles kick-off call will be scheduled for all mentors and mentees to review the program goals and parameters, before each group conducts first meeting
- Time commitment: minimum of 7 hours to comprise the kick-off call and the minimum 6-hours of group meetings; may require additional 1-2 hours for coordination

Commitments

- Dedicate 1-hour per month for minimum of 6 months.
- Respect each other's time and commitment to this joint partnership.
- Maximize your time together -- be prepared; actively participate (e.g., share ideas/feedback, ask questions); follow-through.
- Use your best judgment to maintain confidentiality.
- Complete an evaluation form at the conclusion of the 6-month period to provide feedback on the overall experience.

Roles / Responsibilities

- **Mentors**
 - Facilitate and encourage group discussion
 - Share lessons learned, best practices, favorite resources to offer options and ideas for consideration -- but do not solve mentees' problems for them
 - Support networking, as appropriate. Do not recruit away from home agencies; if mentee is seeking new opportunity, politely recuse yourself/disengage from the active search
 - Manage group dynamics to ensure professionalism and mutual respect
 - Be the role model
 - Communicate your boundaries (e.g., availability, best ways to connect with you)
 - Offer suggestions/recommendations to the Foundation's Leadership Development Committee based on interactions with mentees.
- **Mentees**
 - Be Prepared – what do you want to get out of your session with your mentor and colleagues?
 - Want to discuss workplace challenge? Ask for ideas but keep it hypothetical and do not ask mentor (or colleagues) to intervene. Remember: we all work in the same industry.
 - Do not abuse mentoring relationship by seeking new opportunities from your mentor
 - Be an active participant in the discussions.

ACADEMY COMPLETION & GRADUATION

Two years to complete 50-hours of learning activities

- ANCOR staff to conduct progress check-in at 1-year mark; provide participants status update on training credits to-date

Graduation: Annual Conference

- Recognition at conference (group recognition; no individual recognition/ceremony)
- Include 1-page in conference program that lists everyone who completed program (along with their 'specialization', etc.)

If do not complete within 2-year timeframe

- If staff moves to another agency: can transfer credits to new agency
- If no completion
 - No certificate, no enrollment fee refund, must re-apply and start all over
 - Extenuating circumstances: submit appeal for review (case-by-case basis)