

2010 Mid-America ATTC / PFR Leadership Institute

Nomination Packet



**Director/Clinical Supervisor Packet:
Information Letter & Nomination Form**

The 2010 Mid-America ATTC / PFR Leadership Institute:

A Unique Leadership Opportunity for the Addiction Treatment Field

TO: Agency Director or Clinical Supervisor

FROM: Mid-America Addiction Technology Transfer Center
Pat Stilen, LCSW, CADAC, Director

RE: Leadership Development Opportunity for Addiction Professionals

DATES: Leadership Institute: February, 2010 – September, 2010
Nomination Form deadline – December 22, 2009
Application Form deadline – December 22, 2009
Leadership Institute Immersion Training – March 8-12, 2010
Booster Session – July or August, 2010
Commencement and Presentations – September, 2010

This document and nomination form describes a unique leadership development opportunity open to individuals in middle management who are committed to the field of addiction treatment and have exhibited leadership and/or leadership potential.

We hope you will take a moment to read through the description of the 2010 Leadership Institute and consider nominating and sponsoring a staff member to participate in this unique opportunity.

Thank you for your time and consideration.

The 2010 Mid-America ATTC / PFR Leadership Institute: A Unique Leadership Development Opportunity for Addiction Professionals

Your addiction treatment agency/program may be faced with a shortage of adequately prepared leaders. Many agency directors and senior level personnel who are now providing leadership in community-based addiction treatment agencies are approaching retirement age. There have been few educational opportunities to groom successors for these leadership positions. The Mid-America Addiction Technology Transfer Center (Mid-America ATTC) will be facilitating the 2010 Leadership Institute to provide a leadership preparation program designed to facilitate the development of future leaders in the addiction field.

Why Participate?

This program is an exceptional opportunity to further develop clinical supervisors and other mid-level management staff who are already leaders in your agency and who exhibit potential for additional leadership responsibility. Your staff person will have an opportunity to:

- Develop individual leadership skills
- Learn more about personal leadership style
- Develop strategies for working with personalities and styles different from their own
- Meet and network with other new and emerging leaders
- Gain practical experience when working on an agency-specific project
- Receive individualized attention for leadership development
- Earn a Certificate validating completion of the Leadership Institute

What is offered?

Mid-America ATTC is offering a six month program which requires commitment from the protégé (i.e. participant) as well as the sponsoring agency. Enrollment in this unique leadership preparation program is limited to 12 protégés and provides a balance of traditional training seminars, distance education, and field experience.

The primary goal of the 2010 Leadership Institute is to cultivate new leaders within the addiction field through the enhancement of knowledge and development of leadership competencies. The Institute incorporates a four-phase design that lays a foundation for developing leadership and management skills.

- **Phase 1: Assessment** – Protégés will undergo an online 360-degree assessment of their leadership and management interests, values, and skills through a standardized assessment instrument and feedback process. Participation of supervisors, peers and persons who report directly to the protégé is essential for a well-rounded assessment. Protégés will also complete the Meyers Briggs personality inventory and Thomas-Kilmann Conflict Mode Instrument (TKI).
- **Phase 2: Training Experience** – Protégés are required to participate in a five-day (five-night) Immersion Training from March 8 - 12, 2010 in Kansas City, Missouri. This

intensive training will provide a conceptual framework and appropriate body of knowledge for understanding the theory and practice of leadership and management. The sponsoring agency will be responsible for the following protégé expenses: 1) \$250 registration fee; 2) travel to and from Kansas City; 3) meals and parking while traveling; 4) continuing education as identified by the agency and the participant during the six-month period following the Immersion Training. Continuing education opportunities will also be provided through a variety of venues, including a Booster Session and required conference calls. All other expenses, including trainers, training materials, and hotel/meal costs while attending Leadership Institute events will be provided by the Substance Abuse and Mental Health Services Administration's (SAMHSA) Center for Substance Abuse Treatment (CSAT) funding through Partners for Recovery (PFR) and Mid-America Addiction Technology Transfer Center (Mid-America ATTC).

- **Phase 3: Experiential Learning** – This phase moves the protégé from the classroom to their sponsoring agency where they will build leadership competencies through the development and implementation of a project. Each protégé will be paired with a mentor who will advise them on their project and guide their leadership development.
- **Phase 4: Recognition** – The 2010 Leadership Institute requires each protégé to make a presentation about their experience in the Leadership Institute and their individual project at a special event attended by sponsoring agency directors or supervisors, and mentors. A certificate of proficiency will be awarded during this Commencement event. Eligibility for graduation from the program will be based on the following criteria.

Leadership Institute Component	Activity / Assignment	Possible Points
Immersion Training (20 pts)	Participation in 5-day Immersion Training March 8 - 12, 2010	15
	Personal Development Plan submitted March 12, 2010	5
Mentor Contact (15 pts)	Phone Call = 1 pt.	15
	E-mail = 1 pt.	
	Face-to-Face Visit = 5 pts.	
Project (20 pts)	Project Plan submitted by due dates	15
	Participation in Project Update Call with ATTC staff (as scheduled)	5
Booster Session (15 pts)	Participation in 1-day Booster Session – July or August	15
Education (10 pts)	Conference Calls with Mid-America ATTC = 1 pt. each	10
	Other Continuing Education and Assignments	
Presentation (20 pts)	PowerPoint submitted on time = 5 pts. (date to be determined)	20
	Deliver 10-15 minute presentation for Commencement = 15 pts.	
Total Points Possible:		100
Points Required for Graduation:		90

What are the Nomination/Application Criteria?

Candidates for the program are nominated by their director or supervisor within an addiction treatment agency. It is critical that the agency agree to and allow for the time necessary to complete all requirements, and provide the protégé with opportunities to test new skills.

Nominations are screened and selected for the program by Mid-America ATTC staff.

Mid-America ATTC will select 12 protégés for the program who:

- Possess a personal and/or professional commitment to the addiction treatment field. Preference will be given to applicants who have worked in the field 5 years or more.
- Are **currently** employed in a supervisory or management position within an addiction service agency. Preference will be given to applicants with at least 2 years experience as a manager or supervisor.
- Demonstrate current and potential leadership as indicated by professional, volunteer and other activities or through recommendations.
- Have an educational background of a Bachelor's degree or higher. Preference will be given to applicants with a degree.
- Make a commitment to participate fully in all training activities, including an assessment of personal leadership skills by superiors, peers and subordinates.
- Have received employer's commitment to fully support participation and allow for time required to learn and apply the leadership model/training, as signified by submission of the nomination form.

The time commitment involved to complete the program includes the following:

- Scheduling at least 2 hours during the work week March through September to develop and implement an individualized project
- 5-day Immersion Training to be held in Kansas City – March 8 - 12, 2010
- Self-study, continuing education, monthly conference calls, periodic on-line assignments, and regular contact with mentor – March through September, 2010
- 1-day Booster Session – July or August, 2010
- 1-day Commencement and Presentation – September, 2010

How to Nominate:

Application to the 2010 Leadership Institute is open to persons who work in addiction treatment agencies located in Arkansas, Kansas, Missouri, Nebraska and Oklahoma. An equitable proportion of participants representing each of the 5 states will be selected.

Potential candidates must:

- 1) Be nominated by a supervisor or director using the attached Nomination Form**
- 2) Complete the Candidate Application Form**
- 3) Provide a current resume**

Applications and Nomination Forms must be postmarked, e-mailed (rockfordd@umkc.edu) or faxed (816-482-1101) by December 22, 2009. Nominators and candidates will participate in phone interviews during December and January, and notification of acceptance to the program will be given by early February, 2010. Participants will be selected by Mid-America ATTC based on the criteria described on page four. Phone interviews, strength of the candidate's application and timely receipt of nomination/application will also be considered. **Early submissions are encouraged.**

What does the program cost?

The cost for the 2010 Leadership Institute is largely offset by funding provided by the Substance Abuse and Mental Health Services Administration's (SAMHSA) Center for Substance Abuse Treatment (CSAT) through Partners for Recovery (PFR) and Mid-America Addiction Technology Transfer Center (Mid-America ATTC).

The sponsoring agency will be responsible for:

- A \$250 registration fee (agency will be invoiced upon acceptance of nominee to the program)
- Providing travel to and from Kansas City for the Immersion Training, Booster Session and Commencement
- Reimbursing meals incurred during travel to and from meetings (hotel expenses meals and will be provided by Mid-America ATTC during the three events)
- Providing a dedicated e-mail address which is accessible to the participant during work hours
- Continuing education as identified by the agency and the participant
- Supporting development of individual leadership skills as identified during the Immersion Training
- Allowing the participant time to develop and implement an agency project plan to develop, coordinate, enhance, and/or evaluate services
- Making time for protégé to participate in additional educational opportunities as needed

**Please direct application/nomination questions to:
Mid-America Addiction Technology Transfer Center
Deborah Rockford – (816) 482-1175 or rockfordd@umkc.edu**

Leadership Institute Nomination Form

(to be completed by agency director or nominee's supervisor)

- *Please notify the individual you are nominating and ask him/her to complete the Protégé Application which includes a Leadership Essay and Project Plan Proposal.*
- *It is important for the candidate to be aware of and committed to this extended training and development process.*
- *It is important to nominate an individual who has realistic leadership potential, currently holds a supervisory/management position, and is committed to your agency and the addiction field.*
- *Please note that this is not a program for persons needing corrective action. This program is designed for persons who are performing at or above performance expectations and who have exhibited leadership potential.*

Your assessment of the candidate's talents, accomplishments, needs and potential will be very helpful. Your comments are *confidential* and are not shared with the candidate. The selection committee appreciates the time and care necessary to prepare this form. Please **type or print** your answers to all the questions.

NOMINATION FORMS AND APPLICATIONS

MUST BE RECEIVED OR POSTMARKED ON OR BEFORE **DECEMBER 22, 2009**.

This Nomination Is Being Submitted By: _____

Name of Candidate: _____

Agency: _____

Department: _____ **Title:** _____

Agency Address: _____

City: _____ **State:** _____ **Zip:** _____

Candidate's Telephone Number: _____

Candidate's E-mail Address: _____

7) Please rate the effectiveness of the nominee, to the best of your ability, in the following seven leadership competency dimensions. Circle your numerical response using the 5 point scale provided (highlight or bold both the answer and corresponding number if answering electronically).

Managing People and Tasks - demonstrates such skills as coordinating, teamwork, leadership/influence, managing conflict, and planning/organizing

Not Effective	Sometimes Effective	Often Effective	Effective	Highly Effective
1	2	3	4	5

Problem Solving and Decision Making - demonstrates skills through problem identification, insight, seeing things from new angles, recognizing trade-offs, decisiveness, and action

Not Effective	Sometimes Effective	Often Effective	Effective	Highly Effective
1	2	3	4	5

Communicating - demonstrates effective oral and written communication skills and active listening

Not Effective	Sometimes Effective	Often Effective	Effective	Highly Effective
1	2	3	4	5

Building and Maintaining Relationships - demonstrates skills that build interpersonal relationships, negotiating, putting people at ease, and showing compassion and sensitivity

Not Effective	Sometimes Effective	Often Effective	Effective	Highly Effective
1	2	3	4	5

Mobilizing Innovation and Change - demonstrates the ability to conceptualize, inspire, act creatively to mobilize innovation and change, risk-taking and visioning

Not Effective	Sometimes Effective	Often Effective	Effective	Highly Effective
1	2	3	4	5

Managing Self - demonstrates self-directed learning, personal organization/time management, personal strengths, and problem solving/analytical skills

Not Effective	Sometimes Effective	Often Effective	Effective	Highly Effective
1	2	3	4	5

Personal Professional Demeanor - demonstrates integrity, projecting a professional image, and ethical practice

Not Effective	Sometimes Effective	Often Effective	Effective	Highly Effective
1	2	3	4	5

8) Do you plan to promote the person you are nominating sometime in the future, or to utilize him/her in another capacity after participating in the Leadership Institute?

OPTIONAL - Is there any additional information you would like to furnish that would assist the selection committee in making a decision about your nominee? You may attach supplemental information limited to two (2) pages.

Certification and Agreement

Nominator Name (Print): _____

Title: _____ Date: _____

Agency: _____

Agency Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Telephone: _____ Fax: _____

The purpose of the 2010 Leadership Institute is to enhance the knowledge and skill of a diverse group of promising leaders at an optimal point in their career. The program is designed to help Institute participants prepare for greater responsibility and to contribute more to their agency, and ultimately, the addiction treatment/recovery field.

I understand that continued agency support is imperative for the candidate's successful completion of this six month process. I understand that in making this nomination, this agency will be responsible for a portion of the costs incurred in this extended training program. If the nominee is accepted as a protégé for the 2010 Leadership Institute, the agency agrees to support the protégé in the following ways:

Check all that apply

- We will encourage this participant's leadership development through the Leadership Institute and allow the time required for full program participation, including time to participate in conference calls, attend 3 required events, work with an assigned mentor and spend a minimum of 2 hours per week to develop and implement an Individual Project
- We will provide travel and meal expenses and parking fees (if applicable) incurred during travel to and from the 3 required events
- We will provide a dedicated e-mail address which is accessible during work hours
- We will provide continuing education opportunities as determined by the agency and the participant
- We will pay a registration fee of \$250 after acceptance to the program

I certify that the information included in this nomination form is correct and that I will support this candidate's participation in the 2010 Leadership Institute.

Nominator Signature: _____

Submit Nomination by **December 22, 2009** to:

Deborah Rockford / Mid-America ATTC - University of Missouri-Kansas City
5100 Rockhill Road / Kansas City, MO 64110

Email: rockfordd@umkc.edu / Telephone: 816-482-1175 / Fax: 816-482-1101