



2022 Leadership Institute

A Unique Leadership Development Program for

Mid- to Upper-Level Behavioral Health, Mental Health, and Recovery Professionals

Candidate Information & Application

Application Process

The 2022 Leadership Institute presented by the [Mid-America Addiction Technology Transfer Center \(ATTTC\)](#), [Mid-America Mental Health Technology Transfer Center \(MHTTC\)](#), and [Mid-America Prevention Technology Transfer Center \(PTTC\)](#) is open to persons who work in behavioral health, mental health, or recovery agencies in Iowa, Kansas, Missouri, and Nebraska. Candidates must be nominated by leadership within their agency. If you have received this application from within your agency, your leadership plans to nominate you! If you are interested in participating, submit an **application form** and **current resume by Friday, February 4, 2022**. Agency **nomination forms and candidate applications can be e-mailed to TTCLeadershipinstitute@gmail.com**. The 2022 Leadership Institute Selection Committee will review applications and select participants based on the criteria described later in this document. Strength of the candidate's application and essay as well as timely receipt of nomination/application will also be considered. **Space is limited to 24 participants and early submissions are encouraged.** Selected candidates will be notified by February 7, 2022.

***Please note that multiple applications from a single organization are allowed, however selections will be based on creating a diverse pool of participants**

Program Cost

2022 Leadership Institute will provide:

- Participants will complete the full Lumina Spark Assessment, get a fully customized 41-page report of their results, and get a one-on-one debrief/coaching session with a trainer Lumina practitioner
- Virtual Orientation
- Five-day training focusing on personal development in Kansas City, MO
- Five-day training focusing on partnership development in Des Moines, IA
- Five-day training focusing on process development in Omaha, NE
- Ongoing support from certified Lumina Spark Virtual Coaches
- Monthly communities of practice gatherings
- Access to LinkedIn Leadership Institute group for networking, resources, and developing information
- One-day Commencement Ceremony in Omaha, NE which includes short presentation by each participant to an audience comprised of Mid-America ATTTC, MHTTC, and PTTC staff, Protégés and Mentors, in addition to a representative from each sponsoring agency
- Lodging and meals during Immersion Trainings in Kansas City, Des Moines, and Omaha (except dinners); curriculum and training resources

The sponsoring agency will be responsible for:

- \$595 registration fee due during online registration process after notification of acceptance
- Reimbursement of travel to and from Kansas City, Des Moines, and Omaha for a five-day Immersion Trainings



- Reimbursement of meals incurred during travel to and from three Leadership Institute events (lodging expenses, breakfast, and lunch will be included in the training)
- Supporting development of individual leadership skills as identified from assessment and participation in the series
- Allowing time for the participant to participate fully in the program

Application Criteria

Candidates for the program must be employed in a behavioral health, mental health, or recovery agency in Iowa, Kansas, Missouri, or Nebraska, and be nominated by their CEO or director. 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.

Following the consideration of nominations and application forms by the Leadership Institute Selection Committee, protégés are selected for the program.

The Selection Committee will select 24 Protégés for the program who:

- Exhibit professional commitment to the behavioral health, mental health, or recovery field. Preference will be given to applicants who have **worked in the field five years or more**.
- Are **currently** employed in a supervisory or management position in a behavioral health, mental health, or recovery agency. Preference will be given to applicants with at least five years' experience as a manager or supervisor.
- Demonstrate current and potential leadership as indicated by professional, volunteer and other activities or through recommendations
- Make a commitment to participate fully in all training activities, including completion of the Lumina Spark Assessment
- Have received employer's commitment to fully support participation and allow for the time required to learn and apply the leadership model. Commitment of the employer is demonstrated by submission of a nomination form.

Time commitment needed to complete the program involves:

Date(s)	Program Elements	Location
March 21-April 8, 2022	Virtual Orientation <ul style="list-style-type: none"> • Purpose of the Institute • Orientation and expectations • Lumina Spark intro • Onboarding Video 	Virtual
Dates TBD	Monthly Communities of Practice gatherings	Virtual
April 18 - 22, 2022	Immersion training focusing on personal development <ul style="list-style-type: none"> • Character development; identifying and empowering personal strengths and broadening perspectives. • Mindset, communication, and leadership styles • Embracing equity and inclusion • Learn to value and appreciate each other's domains 	Kansas City, MO
May 9, 2022	Hue training includes: 4-hour session <ul style="list-style-type: none"> • Impact Statement 	Virtual





	<ul style="list-style-type: none"> • Why Accidental Diminisher • Lumina Speed Reading/Rapport Building 	
June 27 – July 1, 2022	<p>Immersion training focusing on partnership development:</p> <ul style="list-style-type: none"> • Hue Conversations training: An introduction to fundamentals of human decision-making process and group dynamics. Participants will learn a practical, structured, and easy-to-apply method (DEVCA) to facilitate conversations that lead to shared understanding and action. • Design Thinking 2-day training: This workshop will help future leaders explore and generate new ideas to creatively solve problems. Participants will use design thinking methods and tools, focusing on individual development and team collaboration. The workshop will be application-based and feature lectures, case studies, demonstrations, project assessment, and reflection, all while addressing a key issue facing our field. 	Des Moines, IA
August 8, 2022	<p>Hue training includes:</p> <ul style="list-style-type: none"> • SMARTIE GOALS–2-hour session 	Virtual
September 26 – 30, 2022	<p>Immersion training focusing on process improvement:</p> <ul style="list-style-type: none"> • Design Thinking Showcase: protégés will kick off their Omaha-based training week with a showcase of the prototypes their teams developed during the Design Thinking Workshop. Protégés will reflect on the creativity, potential utility, and impact of the ideas presented. • Strategic Planning: Protégés will learn strategic planning for putting into practice the skills and knowledge they acquired throughout the Leadership Institute. • Commencement will take place on the final day of this 5-day session. Protégés must meet requirements to complete the program and attend Commencement. 	Omaha, NE

Please direct application questions to:
Mid-America Addiction Technology Transfer Center Region 7
TTCLeadershipinstitute@gmail.com





Application Form

(to be completed & submitted by candidate)

Your agency is submitting your name as a candidate for the 2022 Leadership Institute. Please read through the accompanying information and consider your willingness to participate in this extended professional leadership development opportunity. If you do NOT want to participate in the Leadership Institute, please inform your agency now.

If you are interested in pursuing this unique opportunity, please complete the application and essay. Your comments are **confidential** and will not be shared with your agency leadership. The Selection Committee appreciates the time and care necessary to prepare this application. Please fill out the application form electronically.

Name:

Credentials:

Position:

Department:

Agency:

Agency address:

City:

State:

Zip:

Work phone number:

Work e-mail address:

of employees in agency: _____ # of people you supervise: _____ # of peers in agency: _____

Home address:

City:

State:

Zip:

Cell phone number:

Alternate e-mail address:

Name of direct supervisor:

Supervisor's work phone number:

Supervisor's email address:

What is the highest degree you have received? (Double click to check a box)

High school diploma or equivalent (GED) Associate's degree Bachelor's degree Master's degree Doctoral Degree

The following two data fields are OPTIONAL. This information is included to help create a balanced protégé group, if possible.

APPLICATIONS DUE
ON OR BEFORE
FEBRUARY 4, 2022
(Space is limited. Early
submissions are encouraged)



1. Preferred Pronouns

- She/Her
- He/Him
- They/Them
- Other _____

2. Race/Ethnicity (Select all that are applicable)

- Black or African-American
- Caucasian
- Hispanic/Latino
- Asian
- American Indian
- Native Hawaiian/Pacific Islander
- Alaska Native

1) Please submit a **TYPED essay (1-2 pages) which includes responses to the following:**

- Describe your reasons for interest in this program.
- Describe the scope of your current leadership roles.
- Describe your leadership strengths and development needs.
- Describe the next professional position to which you aspire.
- Describe your dedication to the behavioral health, mental health, and or recovery field

2) Submit a current resume with your application.

3) Rate your effectiveness when using a computer in the workplace. (double-click box to check)

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Not Effective | Sometimes Effective | Often Effective | Effective | Highly Effective |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4) I use e-mail at work:

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Don't use | Occasionally | Weekly | Daily | Many Times a Day |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5) I have access to the internet:

- | | |
|--------------------------|--------------------------|
| At Work | At Home |
| <input type="checkbox"/> | <input type="checkbox"/> |

6) I have experience using the following computer programs (list programs you are comfortable using – i.e. Microsoft Word, ZOOM, LinkedIn, Box, Google Drive)





7) I have worked in the behavioral health/mental health/recovery field for ____ years. You may also describe other work experience you would like the Selection Committee to know about.

8) I have supervised and/or been a manager in this field for ____ years. You may also describe leadership roles you have filled in other settings. (Preference will be given to applicants with at least 5 years' experience as a manager or supervisor.)

9) Leadership Competency Dimensions

Please rate your effectiveness in the following areas of leadership. Check your responses by double clicking the shaded box and choosing the "checked" option.

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 []

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 []

Communicating: Demonstrates effective oral and written communication skills and active listening.

Not Effective [] Sometimes Effective [] Often Effective [] Effective [] Highly Effective []

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 []

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 []

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 []

Personal professional demeanor: Demonstrates integrity, projecting a professional image, and ethical practice.

Not Effective [] Sometimes Effective [] Often Effective [] Effective [] Highly Effective []





Certification and Agreement

The purpose of the 2022 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 Leadership Institute participants prepare for greater responsibility and contributions to their agency in a changing healthcare environment, and ultimately, the fields of behavioral and mental health, prevention, treatment, and recovery.

My Commitment

I understand that continued agency support is imperative for my successful completion of this six-month process. I understand that if selected to participate in the Leadership Institute, my agency will be responsible for a portion of the expenses incurred in this extended training program.

I understand that my agency agrees to support my successful completion of the Leadership Institute by (check all that apply):

- Allowing me the time required for full program participation including time to participate in

 - virtual meetings
 - in-person sessions
 - online business course and project
 - mentoring for development of growth areas*
- Providing travel and meal expense during travel to and from the three in-person events plus dinner, as the Leadership Institute will only cover breakfast and lunch.*
- Providing an e-mail address dedicated to me which is accessible during work hours.*
- Paying \$595 registration fee following notification of selection for the program.*

In addition, I affirm the following:

- The information provided in this application is correct.*
- If selected for the 2022 Leadership Institute, I will participate fully.*
- Submission of this application indicates interest in my personal development through the components provided in this program.*

Candidate Signature: _____ Date: _____





Leadership Institute



Application should include the following. Please combine your application form, essay, and resume into one PDF or Word document and send to the email listed below:

- Application Form**
- Essay**
- Current Resume**

Submit application to: TTCLeadershipinstitute@gmail.com

APPLICATIONS DUE
ON OR BEFORE
FEBRUARY 4, 2022

