

Frontline Leadership Institute Preparation Overview - Virtual

Preparing for Your Experience

EXPECTATIONS AND REQUIREMENTS. Frontline Leadership Institute participation is by an application process. Participants must have the support and recommendation of their supervisors to insure successful completion. Selection is made by a review team and those participants selected are notified of their acceptance.

To successfully complete the Frontline Leadership Institute all participants are required to:

1. Attend all Institute sessions.
2. Complete and submit all learning connections.
3. Attend and participate in three (3) post-Institute Online/Web delivered conferences.
4. Complete and submit all post-conference assignments.

Due to the changing health environment, Frontline Leadership Institute will be offered in the appropriate manner recommended by State and Federal Health Departments. Both the in-person and online delivery systems offer 24 hours of classroom training and 4 hours of post-Institute Online/Web delivered sessions.

To participate in an online web delivered training, you must have:

1. A computer.
2. Access to a stable internet.
3. Webcam/Video and microphone.

In addition to the online training participants are expected to complete daily assignments designed to incorporate their learned experience with their lived experience. There are three (3) post Institute **required** online meetings and assignments for successful completion of the Frontline Leadership Institute.

SCHEDULE. Frontline Leadership Institute will be an Online/Web delivered experience. Two Institutes are currently scheduled during a fiscal year.

DRESS CODE. The dress code for the Institute is business casual.

YOUR FACILITATOR. The facilitator for the Institute is Charlie Johanson-Adams, Owner and Professional Coach, Leading EDGE Transformative Coaching, Chugiak, Alaska. Charlie is a veteran leader in the corporate/non-profit organizational leadership world. Her foundational background is in early childhood, disabilities, family studies and leadership.

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Charlie holds an International Coaching Federation (ICF) Professional Certified Coach Certification as she continues to build and refine her relationship-based coaching approach. Her passion is inspiring people on the path to growth, deep rooted change and meaningful results.

YOUR EXPERIENCE AT FRONTLINE LEADERSHIP INSTITUTE. The Frontline Leadership Institute allows participants to experience and explore the critical, vital contribution Frontline Supervisors provide to the agency, the individuals they support and the direct support professionals they work with. Participants will have the opportunity to network with other Frontline Supervisors from across the State of Alaska sharing their experiences, their challenges and the truly amazing work which they accomplish.

LEARNING OUTCOMES. During your Frontline Institute experience the following outcomes will be explored, enhanced and embraced:

Keeping Focused: Participants will understand how the relationship between organizational mission, values and vision directly impacts relationship based supervision and how superior leadership provides a foundation of support for change in an organization.

Organizing Workplace Teams: Participants will understand and broaden their perspective of including members of the team as partners in the workplace through strategies that resolve conflict, build momentum and sustain team membership.

Attracting and Securing Staff: Participants will understand and explore how recruitment efforts are directly linked to successfully hiring, orientation, and long term retention.

Keys to Keeping Staff: Participants will understand how performance reviews utilizing the Alaska Core Competencies can provide relationship based principles and regular feedback as cornerstones to effective supervision practices.

The Formula for Successful Planning: Participants will understand and explore the strengths and challenges of organizational fit and apply supervisory assessment knowledge and effective program planning to reduce turnover and improve retention efforts.

Sharing the Gift of Leadership: Participants will understand and explore useful tools for motivating and retaining staff while keeping their own leadership motivation on target through a Positive Change Plan.

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TRAINING MATERIALS. As a participant you will receive:

1. The Frontline Leadership Institute Participant's Journal will be mailed to you prior to the start of the Institute.
2. Access to the CHD/AKTC e-Learning Portal Site where additional training materials and assignments will be available.

PRE-INSTITUTE TASKS AND ASSIGNMENTS. As a selected participant of the Institute you will be expected to arrive at the Institute with the following completed tasks and readings. After you complete your registration you will have access to the following:

1. Complete the "Get To Know You" survey posted at the CHD/AKTC e-Learning Portal site.
2. Prior to the Institute, you will be offered reading assignments which will support your leadership learning during the Institute.

ASSIGNMENTS DURING THE INSTITUTE. There will be assignments for each day of the Institute to reinforce the experience and learning outcomes discussed. All assignments will be located in the CHD/AKTC e-Learning Portal Site.

POST-INSTITUTE ASSIGNMENTS AND ONLINE WEB MEETINGS. After the completion of the Institute, there are three (3) additional online/web delivered meetings with assignments. These online assignments will be posted and available on the CHD/AKTC e-Learning Portal Site the last day of the Institute. Dates and times for the assignment due dates and web meetings are posted at the AK Training Cooperative LMS site, www.aktclms.org.