Queen’s Foundational Leadership Program 2018/2019

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) fourteen 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, self-directed, readings, discussions, case studies, coaching, mentoring, and action learning – using real world problems / projects. The sessions are a full day in length and held once a month. The entire program spans a period of eighteen months.

This unique learning opportunity is designed and administered by Queen’s Organizational Development and Learning, Human Resources department. There is a $750.00 course fee, payable by the applicant’s department, upon acceptance to the program.

Action Learning Component

Participants will work on a project in small teams. The classroom sessions start in January with a two-day launch on January 22 & 23, 2018. The project teams will be selected June 14, 2018, 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). Project Sponsors are not program participants. Projects will stem from current high priorities, identified by the university that could assist with enhancement, cost reduction or some other measurable outcome of administrative, service or research initiatives.
## 2018/2019 Schedule

<table>
<thead>
<tr>
<th>Module One: Managing Self</th>
<th>Module Two: Managing Relationships</th>
<th>Module Three: Managing the Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 22, 2018</td>
<td>March 22, 2018</td>
<td>November 15, 2018</td>
</tr>
<tr>
<td>Making the Leap to</td>
<td>Performance Coaching</td>
<td>Best Practices in Managing your HR</td>
</tr>
<tr>
<td>Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 23, 2018</td>
<td>April 19, 2018</td>
<td>December 13, 2018</td>
</tr>
<tr>
<td>Understanding and</td>
<td>Managing Conflict</td>
<td>Legal Issues &amp; Managing in a Union</td>
</tr>
<tr>
<td>Using Leadership Styles</td>
<td></td>
<td>Environment</td>
</tr>
<tr>
<td>February 15, 2018</td>
<td>May 17, 2018</td>
<td>January 2019</td>
</tr>
<tr>
<td>The Emotionally</td>
<td>Leading &amp; Managing through Change</td>
<td>Managing Financial Resources</td>
</tr>
<tr>
<td>Intelligent Leader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 14, 2017</td>
<td>September 20, 2018</td>
<td>March 2019</td>
</tr>
<tr>
<td>Action Learning Project</td>
<td>Strategic Planning</td>
<td>Managing in a Diverse Environment</td>
</tr>
<tr>
<td>Team Selection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 18, 2018</td>
<td>Project Management</td>
<td>April 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Presentation Dry Runs</td>
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<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>May 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Team Presentations &amp; Graduation</td>
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### Learning Outcomes

- Enhance supervisory skill set
- Learn best practices in management
- Gain a better understanding of your leadership capabilities
- Expand your communication and coaching skills
- Enhance your ability to manage projects and change
- Build better relationships within and outside your department
- Exchange ideas and experiences with fellow participants
- Develop management capacity
- Build cross-organizational collaboration
- Strengthen employee engagement
**Who is eligible?**

Participant Profile:

- Currently in a non-academic role, who are 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 $750.00 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 30 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 4, 2017. 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 $750.00.

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 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 $750.00.

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