



Ignite YOUR Flame

CALL FOR APPLICATIONS

2016-2017



WHY APPLY?

LeadingAge New York IGNITE Leadership Academy arose from members' experience with the national program and the realization that discussion and learning is also needed at the state level.

"Priceless. A great program that is so beneficial for new leaders and even experienced leaders to participate – life long learning!"

"I believe my return on investment from this program is far greater than the time and effort invested in the program. The connections, friendships and personal growth achieved through the direction of our team leader is immeasurable."

"This program has been incredibly helpful. It allows us to reflect on, analyze, and openly discuss goals, experiences and challenges as leaders. This program helps foster ideas among peers. It not only builds upon our network but also among our friendships."

"I feel that the experience was worth the investment; meeting other leaders, hearing their stories and bringing back creative, useful, concrete concepts that can be used in my everyday work practices to help balance work and home life."

"I found the program very worthwhile. I have little doubt that there will always be some pieces of the work I did here present with me everyday of the rest of my career. The time investment was minor compared to the reward."

"I think the program was completely worth it. I gained knowledge and skills that are actually being used after each session. Sometimes you go to courses and have nothing that you can use to model new behavior when you go back to work. These classes are different."

"Life changing!"

"I appreciated that in each session the facilitators pushed us to get out of our comfort zones. I feel I gained more self confidence during the program because of this. It was a safe, non-judgemental environment to be able to learn in."

"The program has given me an opportunity to take a step back, reflect, learn, collaborate, and make real progress at a personal and professional level."

"This has been the best leadership-based program I have been involved with."

"I have experienced so much growth after every session. Every meeting has afforded me such an opportunity to impact my organizations. I am so empowered to foster positive change."

**What IGNITE
graduates are
saying!**

LeadingAge New York IGNITE Leadership Academy provides approximately 30 credits from the National Association of Long Term Care Administrator Boards (NAB) and a total of 60 generic continuing education credits each year.



BENEFITS



Vision

To create an engaged group of transformational senior living leaders who are prepared to serve their own organizations and support the goals of LeadingAge New York in an exemplary and innovative fashion.

- Learn how leaders become more authentic as they clarify their personal values and create their own unique leadership legacy;
- Understand what it means to be a visionary leader who embraces culture change and innovation;
- Adopt the practices required for networking and partnership building within and outside the organization; and,
- Manage energy levels for high performance and model behaviors that enhance personal credibility.

2016-2017 Learning Schedule and Themes

Participants will engage in four face-to-face learning experiences that include visits to member communities, intimate conversations with aging services leaders and self-exploration of leadership styles through exercises and readings. The selected dates for the 2016-2017 LeadingAge New York IGNITE Leadership Academy are as follows:

Date	Region	Theme
Sept 13 – 14	Western New York	Discovering Our Authentic Leadership
Dec. 6 – 7	Rochester	Collaborating and Partnership Building
Feb. 16 – 17	Capital/Northern	Leading Change and Innovation
April 25 – 26	Hudson Valley	Harnessing the Power of Full Engagement

Mission

To facilitate the development and growth of the next generation of senior living leaders in New York State, with a focus on internal and external relationship building, the sharing of best practices, and a passion for continuous learning.

Values

Collaboration
Generous Listening
Thoughtful Questioning
Responsiveness
Open Communication
Diversity



Application Components

1) Letter of Commitment

*Applicants are required to submit a Letter of Commitment (next page) signed by their *sponsoring organization as part of the application package. Applications cannot be considered without a Letter of Commitment.*

*Please note: the Letter of Commitment must be signed by the president, CEO, executive director or administrator (where appropriate) of the applicant's sponsoring organization. If the applicant is the highest ranking executive officer, the organization's board chair should sign the commitment letter.

2) Letter of Reference

Applicants are required to obtain one professional letter of reference.

3) Leadership Essay

Please complete your personal leadership essay using the following points as headers. Please make sure you provide enough information to give the selection committee insight into your history and desire to be part of this program. One or two sentence answers to the following questions are not recommended.

1. Describe the capacities that you possess that make you an effective leader and the specific ways in which you have utilized these attributes in your personal and professional life. In doing so, please refer to a significant professional achievement, your specific role in attaining that achievement and the impact it had on your organization.
2. Describe the perspective and knowledge you hope to acquire as a result of your participation in the LeadingAge New York IGNITE Leadership Academy and how these insights will enable you to become a transformational leader.
3. Describe your personal commitment to aging services and how you envision using your IGNITE experience to enhance aging services within your organization, your community and at the state level.

Evaluation Criteria

All application submissions will be reviewed to ultimately assemble a diverse class of New York Fellows (in terms of life experiences, leadership roles, geography, type of organization, as well as other unique characteristics). A committee of LeadingAge New York member leaders will evaluate applications using the following criteria:

- ✓ How strongly defined, insightful and introspective is the leadership essay?
- ✓ How strongly does the applicant demonstrate a personal commitment to the field of aging services?
- ✓ How strongly does the applicant demonstrate a dedication to life-long learning?
- ✓ To what extent does the applicant possess the leadership capacity needed to become a transformational leader?

Submission Deadline

To ensure consideration, the deadline to complete and submit the application packet is 5 p.m. on June 1, 2016. Applications that fail to meet all guidelines or are incomplete cannot be considered for review. Applicants will receive notification of their acceptance status by June 1, 2016.

Applications should be sent to Nancy Caban at:

LeadingAge New York | 13 British American Blvd., Suite 2 | Latham, NY 12110
OR ncaban@leadingageny.org OR F. 518-867-8384

If you have questions:

Contact Diane Darbyshire, LeadingAge New York
Phone. 518-867-8828 | Email: ddarbyshire@leadingageny.org

Application/Letter of Commitment

Please include: signed Letter of Commitment, Letter of Reference, Leadership Essay and Summary of Qualifications. The package must be received by 5 p.m. on June 1, 2016.

Current Contact Data

Name _____

Employer _____

Position/Title _____

Email Address _____

Business Mailing Address

Address _____

City, State, Zip _____

Phone _____

Home Mailing Address

Address _____

City, State, Zip _____

Phone _____

Preferred Mailing Address: (check one) ☐ Business ☐ Home

Participation in the program is contingent upon employment by a LeadingAge New York provider member. If at any point a Fellow is unemployed or fails to meet any of the program's eligibility criteria, continued participation in the program is subject to review by LeadingAge NY.

Sponsoring Organization's Commitment

If selected, the Applicant's organization agrees to:

- ✓ Provide travel and lodging costs associated with the program. Contact Diane Darbyshire, ddarbyshire@leadingageny.org, if you have questions about related costs.
- ✓ Allow adequate time to attend the four two-day sessions and for the completion of assignments that will enhance the understanding and application of the content areas of each session.
- ✓ Allow the Fellow time to connect with his or her coach and actively participate in distance learning activities.

Signed: _____ (Executive Director, CEO, Administrator or Supervisor)

Participant Commitment

If selected, the participant agrees to:

- ✓ Attend each of the four two-day sessions – no exceptions unless a letter is written by the sponsoring organization to LeadingAge New York.
- ✓ Complete assignments to enhance the understanding and application of the content areas.
- ✓ Connect monthly with the LeadingAge New York IGNITE Leadership Academy coaches to discuss assignments, on-going development, and additional professional development opportunities.
- ✓ Actively participate in the LeadingAge New York IGNITE Leadership Academy conference calls with your group and assigned coach.
- ✓ Remain employed with a LeadingAge New York member for the duration of the period. If at any point I am unemployed or fail to meet any of the program's eligibility criteria, my continued participation is subject to review and should be brought to the attention of Diane Darbyshire at ddarbyshire@leadingageny.org.

Signed: _____ (Applicant)



ELIGIBILITY

Faculty Team

FACILITATORS:

Diane Darbyshire,
senior policy analyst,
LeadingAge New York

Ruth Tietz, director of
marketing and public relations,
Baptist Health System

COACHES:

Dorothea Bell, executive vice
president of human resources
and corporate compliance
officer, Wartburg

Mary Costigan, LNHA,
LMSW, administrator, Michaud
Residential Health Services

Ellen O'Connor, BS, director
of community services,
Fairport Baptist Homes

Application Deadline June 1, 2016

The program is available to anyone who works for a LeadingAge New York member, in any member category, irrespective of clinical or managerial experience. Associate and Affiliate members will also be considered for selection. It is far more important for potential LeadingAge New York IGNITE Leadership Academy Fellows to demonstrate deep leadership potential within their organizations than it is for them to carry specific job titles.

A \$2,500 tuition payment *(non-refundable and non-transferable) is required from each New York Fellow's organization. In addition, lodging and travel expenses are also paid by each Fellow's organization (the costs incurred vary depending on the locations of the site visits). Some meals are provided during the sessions at no additional cost. Registration for the 2017 LeadingAge New York Annual Conference and Exposition is included as part of the tuition. Graduation will be held at the conference.

Fellows are required to attend **all** in-person sessions. Please note, access to cell phones and other communication devices will be limited to break periods.

The Fellows should plan on spending 10-15 hours a month working on Academy activities.

Fellows will need access to a personal computer for regular email contacts with their coaches and team members.

Fellows must remain actively employed by a LeadingAge New York organization during the Academy program year in order to remain eligible for participation. Each applicant slot is non-transferable and tuition is non-refundable unless an alternate arrangement is agreed to by all parties.

*Please note: If financial commitment is a barrier, please contact Diane Darbyshire at 518-867-8828 to discuss.

