Pathways to Leadership Program

ANTHC Off-Site Employees & THO Applicants

Program Time & Obligations

Pathways is an official ANTHC Leadership Development program, many, but not all activities are schedule within the normal M-F 8:00 am to 5:00 pm day and during that time the required activities are considered the participants work. Participants should review the below Program Schedule and Program Graduation Requirements with supervisors and sponsor/budget approver (if different) and **sign the final page**.

Expected costs:

To have the best experience and build relationships with their cohort, program participants need to attend **in person** a minimum of three times: the Program Kickoff & Program Orientation (end of September), one Core Training (December – February), and the Project Proposal presentation (end of May). Normal travel costs including: flights, accommodation, transportation, and per diem would be your organization’s responsibility. ANTHC covers the materials (books, handouts, certification, APU undergraduate credits, etc.).

Official scheduled program activities/requirements to be completed during normal workday/ workweek:

* Program Kickoff and Orientation,
* Core trainings,
* Job shadow,
* Executive meeting attendance,
* Final exam prep (2 hours in Jan. and 2 hours in April) and Final exam,
* Proposal Run Thru and Dress Rehearsal, and
* Program Graduation.

Program requirements that may be done during Education Leave (if your organization provides) or personal time:

* Leadership book clubs discussions,
* Final exam prep (6 hours in April),
* Community service hours,
* Mentor meetings,
* Networking events, and
* Project work (meetings with subject matter experts).

Education Leave

Participants are required to request, approval of Education Leave is not guaranteed. Educational Leave is in addition to the required activities and is optional. It is intended to help provide participants with time to study and complete tasks/activities outside the scheduled activities listed above. Education Leave does not deduct from personal PTO accrual or lunch time. During the program, a maximum of 3.5 hours may be taken, depending on department needs, per week.

Optional scheduled and unscheduled activities:

* Final exam prep,
* Additional book club discussions or facilitation and
* Cultural Orientation facilitation.

Specific assistance needed from Supervisors:

Each month, participants identify goals or skills they want to work towards or improve and reflect on their improvements.

Pathways to Leadership

2021 – 2022 Program Schedule

## Key Dates

* Sept. 17, 2021: Program Kickoff & Program Orientation
* October 2021 – May 2022: ANTHC core trainings
* April 22, 2022: Certified Supervisor Certification Online Exam
* May 19 or May 26: Group presentation to ANTHC Executive Leadership (THO Executive)
* May 20 or May 27, 2022: Program Graduation

## Required Reading List

1. *Certified Supervisor* (CS), by ICPM
2. *Do Alaska Native People Get Free Medical Care (Med),* by UAA and APU
3. *Two month’s Leadership Book Club*

| Date/Time | Description | Assignments due |
| --- | --- | --- |
| Sept. 17, 2021  8:00 a.m. - 10:30 a.m. | **Program Kick Off** |  |
| Sept. 17, 2021  10:30 a.m. – 5:00 p.m. | **Program Orientation** | Education Leave Request, mentor agreement, optional APU form, book club month |
| **Optional** Sep. 23, 2021  12:00 p.m. – 1:00 p.m. | Book Club Theme: ANTHC Leadership |  |
| Sep 17 – Oct 15, 2021 | **Mentor Meeting** | 1st meeting with your mentor |
| Sep 17 – Oct 15, 2021 | *SharePoint Posts* | Leadership Quote: Sep. 24  Leadership Moment: Oct 1  Accomplishment(s): Oct 8  Monthly Development: Oct 15  Two Responses: Oct 15 |
| Oct. 15, 2021  8:00 a.m. – 5:00 p.m. | **Core Training #1**  **Foundational Skill:** | Identify & Select: mentor, job shadow, executive meeting, book club month, & community service.  Leadership moment, elevator speech, CSch. 1 Med. ch. 1, review ideas for executive project proposal |
| **Optional** Oct. 21, 2021  12:00 p.m. – 1:00 p.m. | Book Club Theme: Sports Leadership | *TBD* |
| Oct. 15 – Nov 15, 2021 | **Mentor Meeting** | 2nd meeting with your mentor |
| Oct. 15 – Nov 12, 2021 | *SharePoint Posts* | Leadership Quote: Oct 22  Leadership Moment: Oct 29  Accomplishment(s): Nov 5  Monthly Development: Nov 12  Two Responses: Nov 12 |
| Nov. 12, 2021  8 a.m. - 5 p.m. | **Core Training #2**  **Foundational Skill:** | Leadership moment, speech 1, bio., CSch. 2 & 3, Med. ch. 2, identify project proposal |
| **Optional** Nov. 18, 2021  12:00 p.m. – 1:00 p.m. | Book Club Theme: Alaska Native/ Native American Leadership | *TBD* |
| Nov. 15 – Dec 15, 2021 | **Mentor Meeting** | 3rd meeting with your mentor |
| Nov. 12 – Dec 10, 2021 | *SharePoint Posts* | Leadership Quote: Nov 19  Leadership Moment: Nov 26  Accomplishment(s): Dec 3  Monthly Development: Dec 10  Two Responses: Dec 10 |
| Dec. 10, 2021  8 a.m. – 5 p.m. | **Core Training #3**  **Foundational Skill:** | Leadership moment, 2nd half speech 1, CSch. 4 & 5, Med. ½ half ch. 3 |
| **Optional** Dec. 16, 2021  12:00 p.m. – 1:00 p.m. | Book Club Theme: Leadership at the Movies | *TBD* |
| Dec. 31, 2021 – **Deadline** – Complete 2+ hours of Community Service, one book club, and complete **EITHER** your Job Shadow or Executive Meeting | | |
| Dec. 15 – Jan. 15, 2022 | **Mentor Meeting** | 4th meeting with mentor |
| Dec. 10 – Jan. 14, 2022 | *SharePoint Posts* | Leadership Quote: Dec 24  Leadership Moment: Dec 31  Accomplishment(s): Jan 7  Monthly Development: Jan 14  Two Responses: Jan 14 |
| Jan. 14, 2022  8 a.m. – 5 p.m. | **Core Training #4**  **Foundational Skill:** | Leadership moment, speech 2, bio., CSch. 6 & 7, Med. 2nd half ch. 3, project proposal outline |
| **Optional** Jan. 20, 2022  12:00 p.m. – 1:00 p.m. | Leadership Book Club: Emerging Leaders | The Alchemist by Paulo Coelho |
| Jan. 15 – Feb. 15, 2022 | **Mentor Meeting** | 5th meeting with mentor |
| Jan. 14 – Feb. 11, 2022 | *SharePoint Posts* | Leadership Quote: Jan 21  Leadership Moment: Jan 28  Accomplishment(s): Feb 4  Monthly Development: Feb 11  Two Responses: Feb 11 |
| Jan. 28, 2022  9:00 a.m. – 11:00 a.m. | **CS Review** for Final Exam | Chapter 1 – 6 reviews, chapter practice tests, practice exams |
| Feb. 11, 2022  8 a.m. – 5 p.m. | **Core Training #5**  **Foundational Skill:** | Leadership moment, , 2nd half speech 2,  CSch. 8 & 9, Med. ch. 4, 1st draft project proposal plan |
| **Optional** Feb. 17, 2022  12:00 p.m. – 1:00 p.m. | Book Club Theme: Political/Social Leadership | *TBD* |
| Feb. 15 – Mar. 15, 2022 | **Mentor Meeting** | 6th meeting with mentor |
| Feb. 11 – Mar. 11, 2022 | *SharePoint Posts* | Leadership Quote: Feb 18  Leadership Moment: Feb 25  Accomplishment(s): Mar 4  Monthly Development: Mar 11  Two Responses: Mar 11 |
| Mar. 11, 2022  8 a.m. – 5 p.m. | **Core Training #6**  **Foundational Skill:** | Leadership moment, speech 3, bio., CSch. 10 & 11, Med. ch. 5, 2nd draft project proposal plan, 1st draft executive summary |
| **Optional** Mar. 17, 2022  12:00 p.m. – 1:00 p.m. | Book Club Theme: Female Leadership | *TBD* |
| Mar. 31, 2022 – **Deadline** – BOTH Job Shadow and Executive Meeting | | |
| Mar. 15 – April 15, 2022 | **Mentor Meeting** | 7th meeting with mentor |
| Mar. 11 – April 8, 2022 | *SharePoint Posts* | Leadership Quote: Mar 18  Leadership Moment: Mar 25  Accomplishment(s): Apr 1  Monthly Development: Apr 8  Two Responses: Apr 8 |
| Apr. 8, 2022  8 a.m. – 5:00 p.m. | **Core Training #7**  **Foundational Skill:** | Leadership moment, 2nd half speech 3, CSch. 12, Med. ch. 6 |
| Apr. 15, 2022  8 a.m. – 10:00 a.m. | **CS Review** for Final Exam | Chapter reviews, chapter practice tests, practice exams |
| **Optional:** Apr. 15, 2022  10 a.m. – 5:00 p.m. | **CS Review** for Final Exam | Chapter reviews, chapter practice tests, practice exams |
| **Optional** Apr. 21, 2022  12:00 p.m. – 1:00 p.m. | Book Club Theme: International Leadership | TBD |
| April 22, 2022  8 a.m. – 5:00 p.m. | **Final Exam** | 90-min. Exam can be completed any time between 8 am – 3 pm |
| April 27, 2022  TBD | **CET Practice Run Thru** |  |
| Apr. 30, 2022 – **Deadline** – All Community Service, networking event, Personal Mission Statement and second Book Club | | |
| April 15 – May 15, 2022 | **Mentor Meeting** | 8th meeting with mentor |
| April 8 – May 6, 2022 | *SharePoint Posts* | Leadership Quote: Apr 15  Leadership Moment: Apr 22  Accomplishment(s): Apr 29  Monthly Development: May 6  Two Responses: May 6 |
| May 6, 2022  8 a.m. – 5:00 p.m. | **Core Training #8**  **Foundational Skill:** | Leadership moment, elevator speech, Med. ch. 7 |
| May 17, 2022  8 a.m. – 1 p.m. | **CET Dress Rehearsal** | Dress up - Graduation Photos – Individual and group |
| May 13, 2022  9:00 a.m. | **Due**: Final version of project proposal including executive summary, PPT, and group bio | |
| May 19 or  May 26, 2022 | **Presentation to CET**  **10:30 am – 12:00 pm** | Make up graduation photos |
| May 20 or  May 27, 2022  12:30 p.m. – 3:30 p.m. | **Program Graduation! 1:00 pm – 3:30 pm** | Elevator speech |

# ANTHC Program Requirements for Graduation

* Complete 7 of the 8 Core Trainings, complete readings and assignments
  + Write 50 words about your Leadership Quote, 7 of 8 months
  + Write 100 words about your Leadership Moment 7 of 8 months
  + Write 100 words about your Accomplishments, 7 of 8 months
  + Write 100 words for your Monthly Development Plan, 7 of 8 months
  + Write 2 50 words responses, 7 of 8 months
* Write Personal Mission Statement
* Complete 1 job shadow (8 hours, can be completed over 2 4-hour days) with an ANTHC director-level, or above
* Complete 4 hours of community service, 2 hours must be for a different ANTHC department and the other 2 may be for a THO
* Attend 1 networking event (outside of ANTHC)
* Attend 1 ANTHC executive meeting (DLT, EMT, or CET)
* Maintain ANTHC "Good Standing"
* Complete a Group Project Proposal, including Executive Summary, to improve service or quality within the Alaska Tribal Health System
* Present group project proposal to the executive leadership team
* Have a mentor (meet with them 7 of the 8 months for at least 1 hour each time), excluding your supervisor
* Attend and participate in 2 ANTHC Leadership Book Club discussions
* Pass online exam for Certified Supervisor certification
* Attend either the Program Kickoff (including Program Orientation) or Program Graduation

# Off-site ANTHC employees & THO Program Requirements for Graduation

All of the above program requirements with the following modifications:

* Attend the Program Kickoff and Program Orientation in person
* ​Complete 7 of the 8 Core Trainings, minimum of 1 (December-February) must in person
* Executive meeting may be completed within your organization
* Job shadow may be completed within your organization
* Community service hours may be completed within your organization, all must be completed for a different department
* Networking event (outside of your organization)
* Complete a Group Project Proposal, including Executive Summary, to improve service or quality within the Alaska Tribal Health System
* Present group project proposal, must be in person, to the ANTHC executive leadership team and designated THO representative/sponsor

Upon acceptance as a participant in ANTHC’s Pathways to Leadership (PATHWAYS) Program, I understand and agree to the following:

*Initial beside each program requirement.*

I understand that PATHWAYS is designed to complement, not detract from my position; I will work with my supervisor to complete or delegate all of my regular work during PATHWAYS functions.

I am expected to attend all ANTHC core trainings and actively participate; I will arrive at each with an open and inquiring mind, a willingness to learn, and a respectful attitude toward the opinions of others.

I understand that some of my own time will be needed to complete certain activities and assignments; I am willing to invest my own time to complete these requirements.

I will complete all activities, assignments, and program evaluations within the timeframe specified.

I will maintain continuous contact with the Program Manager, I will notify him/her when I complete program requirements, when I know I cannot attend a PATHWAYS Program function, I will notify him/her immediately; I will keep my supervisor informed of my PATHWAYS Program activities and status.

The PATHWAYS Program incurs significant costs, in time and money, to support my participation. I understand that any unexcused absences or inappropriate actions are considered detrimental to the program. If I fail to meet the above requirements I understand it may result in my removal from the program and/or my repayment of program expenses.

I have reviewed and understand the expectations shared in the Program Schedule and Program Graduation requirements with my supervisor and sponsor/budget approver (if different).

*Sign to acknowledge that you understand and agree.*

Participant Signature Date

Participant Printed Name

Upon acceptance of our organizations employee into ANTHC’s PATHWAYS program, I/(we) acknowledge and agree with the following statement:

I have reviewed the Program Schedule and Graduation Requirements and understand the time commitments and expected/possible costs for our/my employee to successfully participate in Pathways. I support him/her in this program.

Supervisor Signature Date

Supervisor Printed Name

Sponsor/budget approver Signature (if different) Date

Sponsor/budget approver Printed Name