

## Advocates Institute for Emerging Leaders

### Institute Overview

A comprehensive institute teaching management and leadership skills to Advocates staff who are in entry and middle level management positions. This institute is open to anyone interested in developing their management and leadership skills including staff from our service lines and from our administration and finance departments. This is not a program that will teach clinical skills or specifics about any service line.

### What you can expect from us:

The institute will have three components.

- **First**, an academic year schedule of classes occurring each week (day TBD) from 4pm-5:30pm. These classes will be taught by senior, experienced leaders. The course will cover topics such as:
  - Self-Assessment
  - Quality Assurance
  - Leading and Managing Change, Growth and Diversity
  - Hiring Staff and Building Teams and Team Culture
  - Leading with Mission
  - Supervision and Development of Staff
  - Time Management
  - Finances
  - Managing Up, Down and Across an Organization
- **Second**, a small group will occur each week from 5:30pm-7:00pm. An experienced leader will facilitate group discussions addressing current management and leadership scenarios in each of the group members working experience along with discussions about member's leadership/management desires and goals.
- **Third**, each participant will be assigned a mentor from Advocates executive team. Mentors will offer five sessions during the academic year for one on one meetings. These meetings will allow members to receive personalized coaching around their own leadership goals and explore personal topics of interest around management and leadership.

### What we will expect from participants:

Participants will need to be fully engaged and committed to learning and developing their management and leadership skills. The institute will expect the following:

- **Attendance**, every participant will be expected to miss no more than three sessions during the course of the academic year.
- **Preparation**, every participant will be expected to complete all assigned readings and assignments.
- **Participation**, every participant will be expected to fully participate in class, the small groups, and to meet with their mentor.

***All participants will receive a Certificate of Graduation after completing the course at a graduation ceremony including Advocates senior leaders and board members.***