

LeadingAge™ New York

IGNITE  
YOUR  
FLAME



Leadership Academy

CALL FOR APPLICATIONS

2018-2019

“Leading Age New York’s Ignite Leadership Academy was one of the most beneficial development programs I’ve experienced in my professional career. The content and networking opportunities have been invaluable to me.”

– Ignite Graduate

Sponsor

LeadingAge™  
New York Services Inc.  
SOLUTIONS



# 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.**

“This program is enlightening, fun, smart. It teaches you skills on becoming a better leader and overall person. I wish all healthcare workers could go through it.”

“Leadership Academy not only highlights your leadership strengths and potentials but it also enlightens your weaknesses and/or challenges for improvement through toolbox, networking and coaching. It’s an experience to remember.”

“The Leadership Academy has provided me great skills and knowledge that I will use in my professional and personal life. It gave me a chance to reflect upon my current leadership skills and find where my true self and style lies. It was an experience I will never forget.”

“The opportunity to collaborate and learn with other leaders across the state has been invaluable. I’m also glad I had the opportunity to gain the skills and friendships while attending.”

“The Leadership Academy will challenge you and take you out of your comfort zone. It’s a lot of work, but in the end, you will be glad that you did it.”

“The opportunity to visit innovative communities across New York State was made possible to me by this program. I’m so grateful to my company for the investment and the opportunity. I highly recommend it to anyone looking to grow personally and professionally.”

“The Ignite Leadership Academy is an amazing experience! Networking, learning, socializing with peers – it has everything I need to become introspective and a better leader. The instructors are fabulous and the content is specific to insuring that each participant gets the most benefit.”

“The Leadership Academy was awesome! It forces you to move out of your comfort zone and branch out to make new relationships and think outside of the box. It enhances your creativity and strengthens your skillset in many ways. It has helped me to “find the positive” in every situation whether good or bad.”

“I appreciate LeadingAge New York for this program because it is a great way to learn skills and have time to focus on us as leaders.”

“Leadership academy has been a life changing experience both personally and professionally. I didn’t know what to expect, I realized in the first session that this was like no training I’ve ever experienced my professional career. If you are undecided, stop thinking about it. Just ask yourself this simple question; “Do I want to be better?” Better what? It doesn’t matter. This academy will make you better at everything you do! It will take you professionally to a place you never thought you could be. Worth the time and the money for you and your organization.”

**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.

## 2018-2019 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 2018-2019 LeadingAge New York IGNITE Leadership Academy are as follows:

<u>Date</u>	<u>Region</u>	<u>Theme</u>
Oct. 10 – 11	Rochester Region	Discovering our Authentic Leadership
Dec. 12 – 13	Capital Region	Collaborating and Partnership Building
Feb. 27 – 28	Central Region	Leading Change and Innovation
April 30 – May 1	Hudson Valley Region	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. As a guide, we recommend the essay not exceed two pages.

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. 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 15, 2018. Applications that fail to meet all guidelines or are incomplete cannot be considered for review. Applicants will receive notification of their acceptance status by early August.

Applications should be sent to Nancy Caban at:

**LeadingAge New York | 13 British American Blvd., Suite 2 | Latham, NY 12110**  
**OR [ncaban@leadingageny.org](mailto: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](mailto:ddarbyshire@leadingageny.org)**



## Application/Letter of Commitment

Please include: signed Letter of Commitment, Letter of Reference and Leadership Essay. The package must be received by 5 p.m. on June 15, 2018.

### 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](mailto: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 for consideration.
- ✓ 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](mailto:ddarbyshire@leadingageny.org).

Signed: \_\_\_\_\_ (Applicant)



# ELIGIBILITY

## Faculty Team

### FACILITATORS:

**Diane Darbyshire**,  
senior policy analyst,  
LeadingAge New York

**Ruth Tietz**, senior marketing  
consultant/advocate  
and founder of  
Inspired Yoga for Wellness

### COACHES:

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

**Mary Costigan**, LNHA,  
LMSW, director,  
LeadingAge New York  
ProCare

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

**Ellen Quinn**, BS, vice  
president of human resources,  
LeadingAge New York

## Application Deadline June 15, 2018

LeadingAge New York seeks inclusive participation within the field of aging services, representative of its diverse workforce. Any individual who works for a LeadingAge NY provider member organization is eligible to apply, irrespective of professional experience, type or level of position. It is far more important for an applicant to demonstrate deep leadership potential within their organization than it is for them to have a specific job title or tenure in the field. In addition, we strive for an exceptionally diverse cohort of fellows with a variety of backgrounds and perspectives, including but not limited to age, gender, race, ethnic, religious and geographic diversity. This focus on diversity creates a richer learning experience throughout the program year, helping to fuel leadership development and personal growth.

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 2019 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.

