



American Society for Clinical Laboratory Science Region VIII



Region VIII Leadership Academy Overview

Purpose:

The Region VIII Leadership Academy is designed to prepare ASCLS members for current and future leadership roles in the organization by providing a structured program of study of critical leadership topics.

Goals:

1. Identify members with potential to become leaders in ASCLS and invest in their growth and development.
2. Provide these high-potential leaders with skills required to step into leadership positions within ASCLS.
3. Energize and grow ASCLS through strong leadership at all levels of the organization.
4. Increase the future leaders' knowledge of ASCLS

Benefits to the Participant:

1. Develop skills that can be transferred to the work setting and life in general.
2. Provide opportunities to learn from and dialogue with ASCLS leaders.
3. Provide opportunities to be mentored by ASCLS leaders.
4. Acquire the confidence and self-esteem to step into leadership roles.

Benefits to Region VIII ASCLS:

1. Strong leaders make strong organizations.
2. Shape the future of the organization and the profession at large.
3. Increase passion for ASCLS locally, regionally, and nationally.
4. Develop and grow members who can work on identified initiatives for ASCLS.
5. A successful program will be an attractive member benefit and increase membership in ASCLS.

Curriculum Summary:

The following topics will be covered during the leadership curriculum.

ASCLS 101 History of the Profession; Leadership Styles; Communication Styles; Ins and Outs of Power Point Presentations; Time Management Skills; Team Building/Interpersonal Relationships; Convention Planning; Robert's Rules of Order; Mentoring & Coaching; Strategic Planning; Recruitment & Retention; Leadership Basics of ASCLS

Project Summary:

A leadership group project will be required for successful completion of the program.

P.A.C.E™ continuing education credits will be awarded for each session completed.



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Region VIII Leadership Academy Candidate Application Instructions

Admission to the Region VIII Leadership Academy will be through a competitive application process. Candidates must agree to a commitment of personal time and effort over 9 months in addition to a financial commitment for travel expenses to attend Leadership Academy workshops and activities. Candidates selected will be required to commit their intention and employers support to attend all workshops (see Form D for dates).

Eligible Candidates:

Candidates must be a current ASCLS PF1, PF2, or FYP member. Individuals may self-nominate or be nominated by any current ASCLS member.

Applications:

Applications will be considered complete once Region VIII has received the following:

- 1- Signed Application Form (see Form A)
- 2- Activity documentation (see Form B)
- 3- Responses to Essay Questions (see Form C)
- 4- Two Completed Recommendation Forms (see Form D)
- 5- Employer Commitment Form (see Form E)

References:

Candidates are required to submit two (2) recommendation forms with their applications. The recommendation form is included with the application form (Form D). References should come from individuals who hold leadership roles in their communities, workplaces, ASCLS or other volunteer organizations, and can speak knowledgeably about your experience, strengths, weaknesses and potential as a leader.

Application Instructions:

The application form (Form A), activity documentation form (Form B), responses to essay questions (Form C), recommendation forms (Form D), and employer commitment form (Form E) are to be submitted in **one electronic application packet**. If necessary, references/recommendations can be sent separately by individuals completing the forms. Forms coming directly from references should be sent to Joni Gilstrap, jgilstrap@billingsclinic.org or Susie Zanto, da_zzzz@yahoo.com. Candidates are responsible for ensuring that these items reach Region VIII by the application deadline. In order for your application to be considered, Region VIII must receive all completed materials by the application deadline of **July 15, 2018**.

If you have any questions, please contact Joni Gilstrap, jgilstrap@billingsclinic.org or Susie Zanto, da_zzzz@yahoo.com. Receipt of complete applications will be acknowledged by email. All applicants will be notified of their acceptance status no later than **August 15, 2018**.



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Region VIII Leadership Academy Application (Form A)

Applicant name: _____ ASCLS Member #: _____

E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: Work: _____ Home: _____

Employment position: _____

Employment facility: _____

Employment address: _____

In order to accomplish the objectives of the Region VIII Leadership Academy, the full commitment and participation of each individual selected is necessary. Participants are expected to attend all sessions as listed in the program curriculum (see dates on Employer Commitment Form).

Attendance Policy:

Students are allowed 1 absence from the listed meetings; additional absences will be grounds for removal from the Academy. All absences should be promptly communicated to Region VIII Leadership Academy Coordinator.

Candidate Pledge:

If selected, I am fully prepared to be an active participant and devote the time and energy required to complete the program. I understand that I will have some financial burden as all expenses (particularly travel, board, and food) will not be covered. If I do not complete the program, I agree to reimburse Region VIII for any registration or travel money provided. My signature below (electronic signature is acceptable) indicates that I understand the requirements for participation in the Region VIII Leadership Academy and have completed this form to the best of my knowledge.

Signature: _____ Date: _____



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Region VIII Leadership Academy Essay Questions (Form C)

Please respond to each question below. Limit responses for each question to 250-300 words.

1. Why do you want to be a participant in the Region VIII Leadership Academy?
2. Leadership Academy participants will benefit from exposure to a wide-range of perspectives. What contribution – either in terms of unique experiences or special skills – would you bring to the Leadership Academy that would enrich and inform others?
3. What do you expect to do with the experience and knowledge gained from participating in the Region VIII Leadership Academy?
4. Identify a current or past leader in any field of endeavor whom you admire. Explain why you hold him/her up as a role model.
5. Involvement in the ASCLS Leadership Academy involves a commitment of personal time and resources similar to enrolling in a graduate course. Describe any modifications in your current schedule and commitments that you will need to make to allow adequate time for the Leadership Academy.



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Region VIII Leadership Academy Recommendation (Form D)

The Region VIII Leadership Academy is a 9-month program designed to prepare ASCLS members for current and future leadership roles in the organization by providing a structured program of study of critical leadership topics. Its goals are to:

- ◆ Identify members with potential to become leaders in ASCLS and invest in their growth and development.
- ◆ Provide these high-potential leaders with skills required to step into leadership positions within ASCLS.
- ◆ Energize and grow ASCLS through strong leadership at all levels of the organization.

Your evaluation will be an important part of the candidate’s application. We are interested in your assessment of the applicant’s past achievements as well as future potential.

Applicant’s Name: _____

Recommender’s Name: _____

Recommender’s Signature: _____

Date: _____

| SECTION I: Please rate the candidate on the following dimensions: Dimension | Below Average | Average | Above Average | Outstanding | Unable to Judge |
|--|---------------|---------|---------------|-------------|-----------------|
| Leadership Ability | | | | | |
| Leadership Potential | | | | | |
| Interpersonal Skills | | | | | |
| Intellect | | | | | |
| Maturity | | | | | |
| Initiative/Motivation | | | | | |
| Commitment to ASCLS | | | | | |

SECTION II: Please provide any additional comments you wish to make regarding the candidate.
Thank you for your effort to provide this recommendation. Please return the completed form to the applicant for submission to Joni Gilstrap, jgilstrap@billingsclinic.org or Susie Zanto, da_zzzz@yahoo.com. Forms must be received by **July 15, 2018**.



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Region VIII Leadership Academy Employer Commitment Form (Form E):

Applicant's Name: _____

Current Employment Position: _____

Current Employment Facility: _____

Current Employment Address: _____

Supervisor Name: _____

Supervisor Email: _____

Supervisor Phone Number: _____

Dear Supervisor,

This letter is to inform you that your employee is seeking to participate in the Region VIII Leadership Academy hosted by ASCLS Region VIII. It is a 9-month education program requiring that the applicant attend all meetings listed below. By signing this document, you are confirming that the applicant, if accepted, will be able to attend these meetings to ensure requirements are met for graduation.

Region VIII Leadership Academy Schedule

Sept 24-26th 2018: Leadership Academy Class of 2018-2019 convenes prior to the opening of IMSS

Sept 27-29th, 2018: IMSS

Conference calls: 10/13/18; 11/10/18; 1/12/19; 2/16/19; 3/23/19; 6/15/19

Spring conference (dates TBD by each state)

August 2019: Annual meeting

SUPERVISOR SIGNATURE AND DATE: _____

APPLICANT SIGNATURE AND DATE: _____