



2023 – 2024 Pathways to Leadership Program Time & Obligations

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

Attendance

Living within 50 miles of Anchorage

All activities must be attended in person.

Living 50 miles outside of Anchorage

To have the best experience and build relationships with their cohort, program participants need to attend in person a minimum of three times:

- Program Kickoff & Program Orientation (Sept. 15, 2023 8am-5pm)
- December or January Core Training (Dec. 13 or 20, 2023 OR Jan. 17 or 24, 2024 8am-5pm)
- May Core Training (May 8 or 15, 2024 8am-5pm)

Additional attendance may be completed either in person or online, based on their preference.

Costs

Scholarships

ANTHC provides a scholarship to all participants that cover materials such as books, handouts, APU credits and the Certification.

Expected costs for those living 50 miles outside of Anchorage:

When it comes to travel expenses (minimum of 3 required days listed above), participants or their organization are responsible for normal costs, including flights, accommodation, transportation, and per diem.

Program Activities

Given that the leadership program is time-intensive, the different activities can be categorized based on whether they will occur during workdays, personal leave time, or educational leave time.

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 March) and Final exam
- Proposal Run Thru and Dress Rehearsal, Presentation
- Program Graduation



Specific assistance needed from Supervisors:

Participants are required to identify goals or skills they wish to work on or improve every month and reflect on their progress. It is expected that they have a conversation with their supervisor about their goals and skills at least once every two months.

At the end of the program year, supervisors should provide the graduate with either a stretch assignment, cross-functional assignment or a high-visibility assignment.

Education Leave (if your organization provides)

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.

Participants are required to request education leave and approval is not guaranteed. During the program, a maximum of 3.5 education leave hours may be taken, depending on department needs, per week.

Education Leave does not deduct from personal PTO accrual or lunch time.

Program requirements that may be done during Education Leave or personal time:

- Leadership book club discussions
- Preparation and study time
- Community service hours
- Mentor meetings
- Networking events
- Project work (meetings with subject matter experts)

Optional scheduled and unscheduled activities:

- Additional book club discussions or facilitation
- Joining to hear speakers from the other cohort days



Pathways to Leadership 2022 – 2023 Program Schedule

Key Dates

- Sept. 15, 2023: Program Kickoff & Program Orientation
- October 2023 – May 2024: ANTHC core trainings
- March 22 or 29, 2024: Certified Supervisor Certification Online Exam
- May 24, 2024: Program Graduation

Required Reading List

1. *Certified Supervisor (CS)*, by ICPM
2. *Alaska Native Reader*
3. *Two month's Leadership Book Club*

Program Schedule (subject to change)

Date/Time	Description
Sep 1 – Sep 30, 2023	Mentor Meeting
Sep 1 – Sep 14, 2023	Anthctraining.com Introduction Post/Video
Sept. 15, 2023 8:00 a.m. - 10:30 a.m.	Program Kick Off
Sept. 15, 2023 10:30 a.m. – 5:00 p.m.	Program Orientation
Sept. 15 – Oct. 8, 2023	<i>Anthctraining.com Posts</i>
Optional Sep. 25, 2023 12:00 p.m. – 1:00 p.m.	Book Club Theme: ANTHC Leadership
Oct. 1 – Oct. 31, 2023	Mentor Meeting
Oct, 8 – Nov. 5, 2023	<i>Anthctraining.com Posts</i>
Oct. 11, 2023 8:00 a.m. – 5:00 p.m.	Cohort A: Core Training #1
Oct. 18, 2023 8:00 a.m. – 5:00 p.m.	Cohort B: Core Training #1
Optional Oct. 23, 2023 12:00 p.m. – 1:00 p.m.	Book Club Theme: Sports Leadership
Nov. 1 – Nov. 30, 2023	Mentor Meeting
Nov. 6 – Dec. 10, 2023	<i>Anthctraining.com Posts</i>
Nov. 8, 2023 8 a.m. - 5 p.m.	Cohort A: Core Training #2
Nov. 15, 2023 8 a.m. - 5 p.m.	Cohort B: Core Training #2
Optional Nov. 20, 2023	Book Club Theme: Alaska Native/ Native American Leadership



12:00 p.m. – 1:00 p.m.	
Dec. 1 – Dec. 31, 2023	Mentor Meeting
Dec 10 – Jan. 14, 2024	<i>Anthctraining.com Posts</i>
Dec. 13, 2023 8:00 a.m. – 5:00 p.m.	Cohort A: Core Training #3
Dec. 20, 2023 8:00 a.m. – 5:00 p.m.	Cohort B: Core Training #3
Optional Dec. 18, 2023 12:00 p.m. – 1:00 p.m.	Book Club Theme: Leadership at the Movies
Dec. 31, 2023 – Deadline – Complete 2+ hours of Community Service, one book club, and complete EITHER your Job Shadow or Executive Meeting	
Jan. 1 – Jan.31, 2024	Mentor Meeting
Jan. 15 – Feb.11, 2024	<i>Anthctraining.com Posts</i>
Jan. 17, 2024 8:00 a.m. – 5:00 p.m.	Cohort A: Core Training #4
Jan. 24, 2024 8:00 a.m. – 5:00 p.m.	Cohort B: Core Training #4
Optional: Jan. 26, 2022 10 a.m. – 12 p.m.	<i>CS Review for Final Exam</i>
Optional Jan. 29, 2024 12:00 p.m. – 1:00 p.m.	Leadership Book Club: Emerging Leaders
Feb. 1 – Feb. 29, 2024	Mentor Meeting
Feb. 12 – Mar. 10, 2024	<i>Anthctraining.com Posts</i>
Feb. 14, 2024 8:00 a.m. – 5:00 p.m.	Cohort A: Core Training #5
Feb. 21, 2024 8:00 a.m. – 5:00 p.m.	Cohort B: Core Training #5
Optional: Feb. 23, 2024 10 a.m. – 12:00 p.m.	CS Review for Final Exam
Optional Feb. 26, 2024 12:00 p.m. – 1:00 p.m.	Book Club Theme: Political/Social Leadership
Mar. 1 – Mar. 31, 2024	Mentor Meeting
Mar. 10 – Apr.7, 2024	<i>Anthctraining.com Posts</i>
Mar. 13, 2024 8:00 a.m. – 5:00 p.m.	Cohort A: Core Training #6
Mar. 20, 2024 8:00 a.m. – 5:00 p.m.	Cohort B: Core Training #6
Mar. 22, 2024 or Mar. 29, 2024 8 a.m. – 5:00 p.m.	Final Exam
Optional Mar. 25, 2024 12:00 p.m. – 1:00 p.m.	Book Club Theme: Female Leadership
Mar. 30, 2024 – Deadline –	
Apr. 1 – Apr. 30, 2024	Mentor Meeting
Apr. 8 – May 5, 2024	<i>Anthctraining.com Posts</i>
Apr. 10, 2024 8:00 a.m. – 5:00 p.m.	Cohort A: Core Training #7
Apr. 12, 2024 TBD	Attend 2 hours to observe LEAD Project Proposal Presentation Practice



Apr. 17, 2024 8:00 a.m. – 5:00 p.m.	Cohort B: Core Training #7
Optional Apr. 22, 2024 12:00 p.m. – 1:00 p.m.	Book Club Theme: International Leadership
Apr. 26, 2024 TBD	Attend 2 hours to observe LEAD Project Proposal Presentation Dress Rehearsal
Apr. 30, 2024 – Deadline – All Community Service, networking event, and second Book Club	
May 1- May 15, 2024	Mentor Meeting
May 3, 2024 8:00 a.m.	Due: Final Mission Statement, final elevator speech
May 3, 2024 8:00 a.m.	Due: Final version of project proposal including executive summary
May. 8, 2024 8:00 a.m. – 5:00 p.m.	Cohort A: Core Training #8
May 10, 2024 TBD	Attend LEAD’s Project Proposal Presentation to Executive Leadership
May 15, 2024 8:00 a.m. – 5:00 p.m.	Cohort B: Core Training #8
May 20, 2024	Book Club Theme: Fiction
May 24, 2024 1:00 p.m. – 3:30 p.m.	Program Graduation! 1:30 pm – 3:30 pm

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Program Requirements for Graduation

- Attend the Program Kickoff and Program Orientation in person
- Complete 7 of the 8 Core Trainings
 - If you live within 50 miles of Anchorage you are required to attend in person
 - If you live outside 50 miles of Anchorage you are required to attend the December or January and May Core Trainings in person
- Complete all assignments and readings
- Write Personal Mission Statement
- Complete a Group Project Proposal, including Executive Summary, to improve service or quality within the Alaska Tribal Health System
- Complete 1 job shadow (8 hours, can be completed over two 4-hour days)
 - If you live within 50 miles of Anchorage: with an ANTHC director-level, or above (excluding supervisor)
 - If you live outside 50 miles of Anchorage: must be completed in person with a local organization or for ANTHC (maybe remote)
- Complete 4 hours of community service (outside your normal networks or volunteer activities)
- Attend 2 Campus Collaboration meetings
- Attend 4 hours of ANTHC Professional Development training(s)
- Attend 1 networking event (outside of your normal networks)
- Attend 1 ANTHC executive meeting (DLT or EMT)
- Maintain "Good Standing" at ANTHC or your Organization
- Have a mentor (meet with them 7 of the 9 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

Expected Costs for those living outside 50 miles of Anchorage

3 required trips to Anchorage (Expenses include: Flight, hotel, transportation and per diem)

- Program Kickoff and Program Orientation
 - September 15, 2023: 8am - 5pm
- January or December Core Training (Date depending on which Cohort you are placed in)
 - December 13th or December 20th 8am – 5pm
 - January 17th or January 24th 8am - 5pm
- May Core Training (Date depending on which Cohort you are placed in)
 - May 8th or May 15th 8am - 5pm
- Optional: Graduation and other Core Trainings

Applicant Signature

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/expectations.

_____ I understand that PATHWAYS is designed to complement, not detract from my position at my organization; 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 others.

_____ I understand that my own personal time will be needed to complete activities, assignments and program evaluations within the timeframes specified. I am willing to invest my own time, on the weekends and evenings, to complete these requirements.

_____ I understand that I am representing myself, my department, and my organization and I will display professionalism by being accountable, dependable, displaying integrity, being supportive to my cohort and being a respectful team member.

_____ I will maintain continuous contact with ANTHC's Talent Development (TD) and my supervisor informing them of program activities, program status, and completion of graduation requirements.

_____ I am responsible for informing TD when I change positions, organizations, supervisors, or if I receive any corrective actions that impact "good standing".

_____ The PATHWAYS Program incurs significant costs, in time, money and resources; I understand that if I fail to meet the above requirements/expectations it may result in my removal from the program and/or repayment of program expenses.

_____ I acknowledge that I had a conversation with my supervisor and/or budget approver about possible/expected costs to participate in PATHWAYS (Applicant 50 miles or more outside of Anchorage ONLY)

_____ I have reviewed and understand the Program Schedule and Program Graduation requirements with my supervisor and/or sponsor/budget approver (if applicable).

Sign to acknowledge that you understand and agree.

Participant Signature

Date

Participant Printed Name



Supervisor Signature

Upon acceptance of my employee into ANTHC's PATHWAYS program, I acknowledge and agree with the following statement:

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

Supervisor Signature

Date

Supervisor Printed Name

Check this box if you, the supervisor, are also the sponsor/budget approver.

Sponsor/budget approver Signature

Upon acceptance of my organization's employee into ANTHC's PATHWAYS program, I acknowledge and agree with the following statement:

I have reviewed the Program Schedule and Graduation Requirements and understand the expected/possible costs for the employee to successfully participate in Pathways will be the responsibility of the participant and/or organization.

Sponsor/budget approver Signature

Date

Sponsor/budget approver Printed Name