Leadership Excellence through
Advancement and Determination (LEAD)
Program Time & Obligations

Participants should review the below Program Time Commitment and Expectations, Attendance, Costs, Program Schedule and Program Graduation Requirements with supervisors and **sign** the **final** page.

Program Focus and Approach

The LEAD program is designed to foster practical leadership skills and professional growth. It is essential to note that LEAD is primarily a leadership program and not an academic course. Unlike traditional academic courses, LEAD prioritizes hands-on experiences, collaborative learning, and individual initiative. Participants should expect to face challenges like group work dynamics and ambiguous assignments, requiring self-directed learning and problem-solving. LEAD equips participants with tools for success without micromanaging, emphasizing active engagement, perseverance, and adaptability. Program Managers are always available to answer questions and provide support.

Program Time Commitment and Expectations

Participation in the LEAD program demands a considerable time commitment from individuals. While efforts are made to schedule activities during regular work hours, participants should be prepared to allocate additional time outside of standard work hours for program-related activities.

Embarking on LEAD program is an immersive journey aimed at cultivating leadership skills and fostering professional growth. To succeed in this program, participants must be cognizant of the significant time investment required to fully engage with the program's diverse array of activities and responsibilities.

It's challenging to pinpoint an exact average time commitment since participants' schedules and responsibilities vary widely. However, if we were to approximate, a participant might spend around:

- **Program Kickoff & Orientation:** 1.5 days
- **Core Trainings (7 sessions):** 7 days total (1 day per session)
- **Track Specific Days :** Varies, but estimate 1-2 days per month
- **Networking Events:** 2 events, approximately 1-3 hours each
- **Internal Mentor Meetings:** 1 hour per meeting, with 7 meetings over the program duration
- **External Mentor Meetings:** 1 hour per meeting, with 7 meetings over the program duration
- **Community Service:** 8 hours total
- **Job Shadows:** 24 hours total (3 shadows x 8 hours each)
- **Strategic Problem Solving Project Presentation:** Varies
- **Leadership Book Club Discussions:** 2 hours
- **Personal Study and Assignment Completion:** Variable, but perhaps 2-3 hours per week on average

Summing these estimates up, an average participant might spend approximately 20-30 hours per month actively engaged in LEAD program activities, not including personal study and assignment completion, which could add another 4-8 hours per week, depending on workload and complexity of assignments. Therefore, the total time commitment could range from approximately 24 to 38 hours per month.

Self-Accountability and Adaptability:

Participants are expected to demonstrate self-accountability throughout the program. Assignments and tasks may not be explicitly listed out in detail due to the customized nature of the program. Individuals must take initiative, exercise self-discipline, and be proactive in managing their time and completing assigned activities. Participants should be prepared for changes in the program schedule, content, or requirements and adapt accordingly.

Alignment with ANTHC's Personal Professional Accountability Policy:
The LEAD program aligns with ANTHC's Personal Professional Accountability Policy, emphasizing the importance of individuals taking ownership of their professional development and conduct. Participants are encouraged to embody the principles of accountability, integrity, and professionalism in their interactions, commitments, and responsibilities within the program.

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 four times: Project Management Essentials (Tentative Sept. 3&4 8am-5pm) Program Kickoff & Program Orientation (Sept. 18 1pm-5pm and Sept. 19 8am – 5pm), January Core Training (Jan. 15 8:30am-5pm), and April Core Training (Apr. 9 8:30am-5pm).

Additional Attendance - Track Specific
Track 1: Alaska Pacific University (APU) Modules
Additional in-person attendance may be necessary, and the requirements will be determined once the cohort is selected.

Track 2: Certified Manager (CM) Days
Individuals residing within 50 miles of Anchorage must attend all program activities in person.
For those living 50 miles outside of Anchorage, attendance may be completed either in person or online, based on their preference.

Costs

Scholarship Coverage
ANTHC provides a scholarship to all participants enrolled in the LEAD program. Please note that the scholarship does not entail direct monetary funds given to participants.

This scholarship covers the following expenses:
1. **Materials:** ANTHC covers the cost of materials such as books, handouts, and Track 2 Certification.
2. **APU Credits:** For ANTHC employees, the scholarship includes the cost of APU credits required for the program. Non-ANTHC employees are responsible for the cost of APU credits.

Travel
When it comes to travel expenses, participants or their organizations are responsible for normal costs, including flights, accommodation, transportation, and per diem.

Living within 50 miles of Anchorage
There are no travel expenses.
Living 50 miles outside of Anchorage
Track 1: Travel expenses for required 4 times (see above dates), additional in person attendance requirements will be determined by the cohort.
Track 2: Travel expenses for required 4 times (see above dates). Participants may choose to attend any or all other events in person.

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 education leave time.

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

- Program Kickoff and Orientation
- Core trainings
- Friday APU Modules
- Certified Manager Training Days
- Certified Manager Exams
- Pathways Presentation Hour(s)
- Professional Development training hours
- ANTHC Annual Meeting
- Job shadow
- Executive meeting attendance
- Proposal Run Thru, Dress Rehearsal, Presentation
- Program Graduation

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 14 hours per month 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
- Saturday APU Modules
- Community service hours
- Mentor meetings
- Networking events
- Project work (meetings with subject matter experts)

Optional scheduled and unscheduled activities:
- MBTI Workshop
- Additional book club discussions or facilitation
- Pathways guest speaker

Leadership Excellence through Advancement and Determination (LEAD)
2025 – 2026 Program Schedule

This outline is subject to change. Additional activities, assignments, or schedule adjustments may occur based on participant needs, facilitator availability, or program development.

📅 September

Everyone	PM Essentials Day 1 9/3 9:00 AM-5:00 PM PM Essentials Day 2 9/4 9:00 AM-1:00 PM Kickoff 9/18 12:30 PM–4:00 PM Orientation 9/19 8:30 AM–5:00 PM Blackboard Intro & Responses Monthly Development Plan Posts Mentor Meetings Core Training Assignments Evaluation
Track 1 – APU	—
Track 2 – CM	—
Engagement & Completion Planning	Book Club 9/26 1:00 PM–2:00 PM

📅 October

Everyone	Core Training #1 10/16 8:30 AM–5:00 PM Monthly Development Plan Posts Mentor Meetings Core Training Assignments Evaluation
Track 1 – APU	APU Tools for Success 10/31 8:00 AM–5:00 PM
Track 2 – CM	CM Tools for Success 10/1 8:30 AM–5:00 PM CM Assignments
Engagement & Completion Planning	Networking 10/2 11:00 AM–12:00 PM Book Club 10/24 1:00 PM–2:00 PM Job Shadow #1

📅 November

Everyone	Core Training #2 11/20 8:30 AM–5:00 PM Project proposal vetting by ePMO Monthly Development Plan Posts Mentor Meetings Core Training Assignments Evaluation
Track 1 – APU	APU Module 11/7 8:00 AM–5:00 PM APU Module 11/8 8:00 AM–5:00 PM APU Assignments
Track 2 – CM	CM Session 11/5 8:30 AM–5:00 PM CM Assignments
Engagement & Completion Planning	Networking 11/6 11:00 AM–12:00 PM Book Club 11/21 1:00 PM–2:00 PM Job Shadow #2

📅 December

Everyone	Core Training #3 12/18 8:30 AM–5:00 PM Attend Annual Meeting Date and Time TBD Monthly Development Plan Posts

	Mentor Meetings Core Training Assignments Evaluation
Track 1 – APU	APU Module 12/5 8:00 AM–5:00 PM APU Module 12/6 8:00 AM–5:00 PM APU Assignments
Track 2 – CM	CM Session 12/3 8:30 AM–5:00 PM CM Assignments CM Exam 1 Due 12/12
Engagement & Completion Planning	Networking 12/4 11:00 AM – 12:00 PM Book Club 12/19 1:00 PM–2:00 PM Community Service Empower the Workforce Meeting

Mid-Year Requirements Checkpoint

Please ensure the following are completed by **December 31**:

Attend 1 Book Club	Attend 1 ANTHC Professional Development Trainings	Complete 4 hours community service	Complete 1 job shadow	Attend 1 networking event

📅 January

Everyone	Core Training #4 1/15 8:30 AM–5:00 PM Monthly Development Plan Posts Mentor Meetings Core Training Assignments Evaluation Headshot & Group Photos
Track 1 – APU	APU Module 1/9 8:00 AM–5:00 PM APU Module 1/10 8:00 AM–5:00 PM APU Assignments
Track 2 – CM	CM Session 1/7 8:30 AM–5:00 PM CM Assignments
Engagement & Completion Planning	Networking 1/8 11:00 AM–12:00 PM Book Club 1/23 1:00 PM–2:00 PM Community Service

📅 February

Everyone	Core Training #5 2/19 8:30 AM–5:00 PM Monthly Development Plan Posts Mentor Meetings Core Training Assignments Evaluation
Track 1 – APU	APU Module 2/6 8:00 AM–5:00 PM APU Module 2/7 8:00 AM-5:00 PM APU Assignments
Track 2 – CM	CM Session 2/4 8:30 AM–5:00 PM CM Assignments CM Exam 2 Due 2/13
Engagement & Completion Planning	Networking 2/5 11:00 AM-12:00 PM Book Club 2/20 1:00 PM–2:00 PM Job Shadow #3 Empower the Workforce Meeting

📅 March

Everyone	Core Training #6 3/26 8:30 AM–5:00 PM Monthly Development Plan Posts Mentor Meetings Core Training Assignments Evaluation
Track 1 – APU	APU Module 3/6 8:00 AM–5:00 PM APU Module 3/7 8:00 AM–5:00 PM APU Assignments
Track 2 – CM	CM Session 3/4 8:30 AM–5:00 PM CM Assignments CM Exam 3 Due 3/27
Engagement & Completion Planning	Networking 3/5 11:00 AM-12:00 PM Book Club 3/20 1:00 PM–2:00 PM Community Service

📅 April

Everyone	Core Training #7 4/9 8:30 AM–5:00 PM Proposal Practice 4/24 10:00 AM-5:00 PM Monthly Development Plan Posts Mentor Meetings Core Training Assignments Evaluation Graduation Confirmation Notifications
Track 1 – APU	—
Track 2 – CM	—
Engagement & Completion Planning	Networking 4/2 11:00 AM-12:00 PM Book Club 4/17 1:00 PM–2:00 PM Present to Pathways

Final Graduation Requirements Deadline

Ensure all graduation requirements are completed by April 30

Attend two book clubs	Attend Empower the Workforce Meeting	Complete all community service hours	Complete all PD trainings
Complete all Job Shadows	Complete all networking events	Complete all presentations	All items in Blackboard

📅 May

Everyone	Proposal Dress Rehearsal 5/1 10:00 AM-5:00 PM Final Written Proposal Due 5/8 Final Proposal Presentation Due 5/8 Final Vision Statement Due 5/8 Final Bio Due 5/8 Project Presentation 5/15 Time TBD Graduation 5/22 Time TBD
Track 1 – APU	—
Track 2 – CM	—
Engagement & Completion Planning	Networking 5/7 11:00 AM-12:00 PM Book Club 5/8 1:00 PM-2:00 PM

Program Requirements for Graduation

- ☐ Attend the Project Management Essentials training In Person
- ☐ Attend the Program Kickoff In Person
- ☐ Attend Program Orientation In Person
- ☐ Participate in 6 of the 7 Core Trainings
  - o If you live within 50 miles of Anchorage, you are required to attend in person
  - o If you live outside 50 miles of Anchorage, you are required to attend the January **and** April Core Training in person
- ☐ Maintain "Good Standing" at ANTHC or your organization
- ☐ Complete all assignments and readings
- ☐ Attend 2 Networking events
- ☐ Complete 8 hours of community service, outside your normal networks or volunteer activities
- ☐ Complete 3 job shadows,
  - o Minimum of 8 hours per shadow
  - o Choose a different division for each (CBSS, CHS, DEHE, ANMC)
  - o Must be with a Senior Director, Director, or Manager in their title
- ☐ Attend 1 Empower the Workforce Meeting
- ☐ Attend 2 ANTHC Professional Development Trainings
- ☐ Attend ANTHC's Annual Meeting
- ☐ Have one ANTHC (or your organization) mentor (meet with them 7 of the 9 months for at least 1 hour each time), excluding your supervisor
- ☐ Have one External mentor (meet with them 7 of the 9 months for at least 1 hour each time)
- ☐ Strategic Problem Solving Project: Choose one of the following options:
  - o Group Project Proposal: Idea must be vetted by EPMO
  - o Individual Project Proposal: Idea must be vetted by EPMO
- ☐ Attend Strategic Problem Solving Project Presentation Dress Rehearsal
- ☐ Attend Strategic Problem Solving Project Presentation
- ☐ Attend and participate in two ANTHC Employee Book Club discussions of your choice
- ☐ Create and Deliver 1-hour presentation to Pathways to Leadership Program
- ☐ Write a Personal Vision Statement

Track 1: Alaska Pacific University - additional requirements

- ☐ Attend APU Tools for Success (attendance requirements TBD)
- ☐ Complete 4 of the 5 APU modules (maintain Academic Good Standing) (Attendance requirements TBD)

Track 2: Certified Manager Certification - additional requirements

If you live within 50 miles of Anchorage, you are required to attend in person
If you live outside 50 miles of Anchorage, your choice to attend in person or Zoom

- ☐ Attend CM Tools for Success
- ☐ Attend 4 of the 5 CM days
- ☐ Pass all 3 Certified Manager exams
- ☐ Create and deliver a presentation on a section from the Certified Manager texts
- ☐ Facilitate *either* an ANTHC Employee Book Club discussion *or* a Leadership Networking Event

Applicant Signature Page

Upon acceptance as a participant in ANTHC's Leadership Excellence through Advancement and Determination (LEAD) Program, I understand and agree to the following:

Initial beside each program requirement.

_____**Completion or Regular Work:** I understand that LEAD 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 LEAD activities and functions.

_____**Attendance:** I am expected to attend all ANTHC core trainings, and Alaska Pacific University (APU) modules or Certified Manager training days, and I will arrive at each with an open and inquiring mind, a willingness to learn, and a respectful attitude toward the opinions of others.

_____**Time Commitment:** 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, on the weekends and evenings, to complete these requirements.

_____**Timely Completion of Requirements:** I will complete all activities, assignments, and program evaluations within the timeframes specified.

_____**Communication Protocol:** I will maintain continuous contact with the Program Manager, and I will notify them when I complete program requirements; when I know I cannot attend a LEAD Program function, I will notify them immediately; I will keep my supervisor informed of my LEAD Program activities and status.

_____**Responsibility Updates:** I am responsible for informing Talent Development (TD) when I change positions, organizations, supervisors, or if I receive any corrective actions that impact "good standing". I will complete a new Time and Obligations form with my new supervisor.

_____**Respectful Behavior:** I understand the importance of maintaining a respectful and professional demeanor when interacting with Program Managers. I commit to treating them with courtesy and consideration, in line with the standards of behavior expected in professional settings.

_____**Cost Acknowledgement:** I acknowledge that I had a conversation with my supervisor and/or budget approver about possible/expected costs to participate in LEAD.

_____**Consequences of Non-Compliance:** The LEAD Program incurs significant costs, in time, money and resources, to support my participation. I understand that any unexcused absences or inappropriate actions are considered detrimental to the program. I understand that failure to meet the above requirements will be reviewed on a case-by-case basis by Training & Development and may result in my removal from the program or being charged for expenses.

_____**Program Expectations Review**: I have reviewed and understand the expectations shared in the Program Schedule and Program Graduation requirements with my supervisor and/or budget approver (if applicable).

Sign to acknowledge that you understand and agree.

_____   _____
Participant Signature   Date

_____
Participant Printed Name

Supervisors Role and Commitments:

As a supervisor, your involvement is crucial to the success of your employee in the LEAD program. Here are the specific assistance and commitments expected from you:

1. **Guidance and Mentorship:** Provide ongoing guidance and mentorship to the employee throughout their participation in the LEAD program. This includes offering advice, sharing insights, and facilitating opportunities for growth and development.
2. **Goal Alignment:** Ensure alignment between the employee's LEAD program goals and the strategic objectives of the organization. Help the employee identify how their participation in LEAD can contribute to their professional development and the organization's success.
3. **Resource Allocation:** Allocate necessary resources, including time and support, to enable the employee to fully engage with the LEAD program. This may involve adjusting workloads, providing access to relevant training materials, or facilitating networking opportunities.
4. **Feedback and Performance Evaluation**: Provide regular feedback on the employee's progress in the LEAD program. Offer constructive criticism, acknowledge achievements, and address any challenges or areas for improvement in a timely and supportive manner.
5. **Advocacy and Recognition**: Advocate for the employee's participation in the LEAD program within the department. Recognize their efforts and accomplishments, highlighting their contributions to the team and the organization's overall goals.
6. **Opportunities for Growth:** Identify opportunities for the employee to apply their newly acquired skills and knowledge from the LEAD program in real-world projects or assignments. Offer stretch assignments, cross-functional projects, or leadership roles that align with their development objectives.
7. **Continuous Support:** Maintain open lines of communication with the employee throughout their LEAD journey. Be available to address any concerns, provide encouragement, and celebrate milestones together.

Supervisors Acknowledgement

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

Initial beside each program requirement.

_____I have thoroughly 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 LEAD.

_____I acknowledge the significance of these commitments.

_____I commit to providing unwavering support and guidance to my employee throughout their journey in the LEAD program. I understand that my role extends beyond mere acknowledgment, and I am accountable for ensuring my employee's success.

_____I recognize the importance of actively participating in my employee's LEAD experience, including facilitating necessary adjustments to their workload to accommodate program requirements.

_____
Supervisor Signature   Date

_____
Supervisor Printed Name

☐ Check this box if you, the supervisor, are also the sponsor/budget approver and have read the sponsor/budget section and agree with those statements.

Sponsor/Budget Approver Signature Section

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

_____I have thoroughly reviewed the Program Schedule and Graduation Requirements and understand the expected/possible costs for the employee to successfully participate in LEAD. I am aware that these costs are the responsibility of the participant and/or organization.

_____I commit to allocating necessary funds and resources to support the employee's participation in the LEAD program, including any travel expenses or other program-related costs.

_____I understand the importance of investing in the professional development of our employees and recognize the value that participation in the LEAD program brings to both the individual and the organization.

_____
Sponsor/budget approver Signature   Date

_____
Sponsor/budget approver Printed Name