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

Welcome! Below is the month-by-month schedule outlining the expected time commitment for the 2025–2026 LEAD Program. This includes required core training days, Certified Manager and APU sessions, and key program graduation requirements.

Time Commitment

Participating in the LEAD Program requires a significant investment of time, both during and outside of regular work hours. On average, participants spend 24 to 38 hours per month engaged in LEAD-related activities. This includes attending full-day trainings, completing assignments, meeting with mentors, and participating in projects.

While many activities are scheduled during the workday, some components—such as mentorship, study time, networking events, and community service—may need to be completed in the evenings or on weekends. Successful participants are those who manage their time well, communicate proactively, and are committed to their leadership growth.

Engagement & Completion Planning

This section includes opportunities to further connect with peers and deepen your leadership growth, such as networking events and book club sessions. It also highlights suggested months to complete specific graduation requirements. While these activities are not mandatory in that specific month, we encourage you to participate and plan ahead to stay on track with your program goals.

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	—

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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

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	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

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	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

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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

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- - 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
- ☐   Attend CM Tools for Success
  - 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, your choice to attend in person or Zoom
- ☐   Attend 4 of the 5 CM days
  - 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, your choice to attend in person or Zoom
- ☐   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