



# Mid-America ATTC Leadership Institute

*A Unique Leadership Development Program for Mid- to Upper-Level Behavioral Health, Mental Health, and Recovery Professionals*

## Candidate Information & Application

### Application Process

The 2023 Leadership Institute presented by the [Mid-America Addiction Technology Transfer Center \(MATTC\)](#) is open to persons who work in behavioral health, mental health, or recovery agencies in Iowa, Kansas, Missouri, and Nebraska. Candidates must be nominated by leadership within their agency. If you have received this application from within your agency, your leadership plans to nominate you! If you are interested in participating, submit an application form, current resume, and 3–5-minute video by Monday, March 6, 2023. Agency nomination forms and candidate applications can be e-mailed to Bree at [sherryb@umkc.edu](mailto:sherryb@umkc.edu). The 2023 Leadership Institute Selection Committee will review applications and select participants based on the criteria described later in this document. Strength of the candidate's application and video as well as timely receipt of nomination/application will also be considered. Space is limited to participants and early submissions are encouraged. Selected candidates will be notified by March 20, 2023.

**\*Please note that** multiple applications from a single organization are allowed, however selections will be based on creating a diverse pool of participants

### Program Cost

#### 2023 Leadership Institute will provide:

- Four-day training focusing on personal development in Kansas City, MO (April 18 - 21)
- Monthly Virtual Coaching Circles (May - September, dates TBD)
- Access to LinkedIn Leadership Institute group for networking, resources, and developing information
- Participants will receive the book *It's the Manager* which includes access to CliftonStrengths.
- Lodging during Immersion Trainings in Kansas City
- Breakfast provided by the hotel
- Catered lunch provided 3 of the 4 days
- Social reception provided on April 20

#### The sponsoring agency will be responsible for:

- \$650 registration fee due during online registration process after notification of acceptance
- Reimbursement of travel to and from Kansas City for Immersion Training in Kansas City, MO
- Reimbursement of meals incurred during travel (except those included during the training)
- Supporting development of individual leadership skills as identified from assessment and participation in the series
- Allowing time for the candidate to participate fully in the program





## Application Criteria

Candidates for the program must be employed in a behavioral health, mental health, or recovery agency in Iowa, Kansas, Missouri, or Nebraska, and be nominated by their CEO or director. It is critical that the agency agree to and allow for the time necessary to complete all requirements and provide the protégé with opportunities to test new skills.

Following the consideration of nominations and application forms by the Leadership Institute Selection Committee, candidates are selected for the program.

The Selection Committee will select Candidates for the program who:

- Exhibit professional commitment to the behavioral health, mental health, or recovery field.
- Are **currently** employed in a supervisory or management position in a behavioral health, mental health, or recovery agency. Preference will be given to applicants with at least three years' experience as a manager or supervisor.
- Make a commitment to participate fully in all training activities, including completion of the StrengthsFinder Assessment.
- Have received employer's commitment to fully support participation and allow for the time required to learn and apply the leadership model. Commitment of the employer is demonstrated by submission of a nomination form.

Time commitment needed to complete the program involves:

Date(s)	Program Elements	Location
April 18 – 21, 2023	Immersion training focusing on personal/professional development <ul style="list-style-type: none"> <li>• Learning about you</li> <li>• Working &amp; developing others</li> <li>• Embracing equity and inclusion</li> <li>• Understanding the industry, we work in</li> <li>• Leadership self-care</li> </ul>	Kansas City, MO
Dates TBD	Monthly Virtual Coaching Circles (May – September)	Virtual



## Application Form

(to be completed & submitted by candidate)

Your agency is submitting your name as a candidate for the 2023 Leadership Institute. Please read through the accompanying information and consider your willingness to participate in this extended professional leadership development opportunity. If you do NOT want to participate in the Leadership Institute, please inform your agency now.

If you are interested in pursuing this unique opportunity, please complete the application and essay. Your information and responses will be kept confidential. The Selection Committee appreciates the time and care necessary to prepare this application. Please fill out the application form electronically.

Name:

Credentials:

Position:

Department:

Agency:

Agency address:

City:

State:

Zip:

Work phone number:

Work e-mail address:

# of employees in agency: \_\_\_\_\_ # of people you supervise: \_\_\_\_\_ # of peers in agency: \_\_\_\_\_

Home address:

City:

State:

Zip:

Cell phone number:

Alternate e-mail address:

Name of direct supervisor:

Supervisor's work phone number:

Supervisor's email address:

**What is the highest degree you have received? (Double click to check a box)**

High school diploma or equivalent (GED)  Associate's degree  Bachelor's degree  Master's degree  Doctoral Degree

**The following two data fields are OPTIONAL.** This information is included to help create a balanced protégé group, if possible.



APPLICATIONS DUE  
ON OR BEFORE

**March 6, 2023**

(Space is limited. Early submissions are encouraged)



**1. Preferred Pronouns**

- She/Her
- He/Him
- They/Them
- Other \_\_\_\_\_

**2. Race/Ethnicity (Select all that are applicable)**

- Black or African-American
- Caucasian
- Hispanic/Latino
- Asian
- American Indian
- Native Hawaiian/Pacific Islander
- Alaska Native

**1) Please submit a video (3-5 minutes) which addresses the following:**

- Describe your reasons for interest in this program.
- Describe the scope of your current leadership roles.
- Describe your leadership strengths and development needs.
- Describe the next professional position to which you aspire.
- Describe your dedication to the behavioral health, mental health, and or recovery field

**2) Submit a current resume with your application.**

**3) Rate your effectiveness when using a computer in the workplace. (double-click box to check)**

- Not Effective      Sometimes Effective      Often Effective      Effective      Highly Effective
- 

**4) I use e-mail at work:**

- Don't use              Occasionally              Weekly              Daily              Many Times a Day
- 

**5) I have access to the internet:**

- At Work              At Home
- 

**6) I have experience using the following computer programs (list programs you are comfortable using – i.e. Microsoft Word, ZOOM, LinkedIn, Box, Google Drive)**



7) I have worked in the behavioral health/mental health/recovery field for \_\_\_\_ years. You may also describe other work experience you would like the Selection Committee to know about.

8) I have supervised and/or been a manager in this field for \_\_\_\_ years. You may also describe leadership roles you have filled in other settings. (Preference will be given to applicants with at least 3 years' experience as a manager or supervisor.)

**9) Leadership Competency Dimensions**

**Please rate your effectiveness in the following areas of leadership. Check your responses by double clicking the shaded box and choosing the "checked" option.**

Managing people and tasks: Demonstrates such skills as coordinating, teamwork, leadership/influence, managing conflict, and planning/organizing.

Not Effective  Sometimes Effective  Often Effective  Effective  Highly Effective

Problem solving and decision making: Demonstrates skills through problem identification, insight, seeing things from new angles, recognizing trade-offs, decisiveness, and action.

Not Effective  Sometimes Effective  Often Effective  Effective  Highly Effective

Communicating: Demonstrates effective oral and written communication skills and active listening.

Not Effective  Sometimes Effective  Often Effective  Effective  Highly Effective

Building and maintaining relationships: Demonstrates skills that build interpersonal relationships, negotiating, putting people at ease and showing compassion and sensitivity.

Not Effective  Sometimes Effective  Often Effective  Effective  Highly Effective

Mobilizing innovation and change: Demonstrates the ability to conceptualize, inspire, act creatively to mobilize innovation and change, risk-taking and visioning.

Not Effective  Sometimes Effective  Often Effective  Effective  Highly Effective

Managing self: Demonstrates self-directed learning, personal organization/time management, personal strengths, and problem solving/analytical skills.

Not Effective  Sometimes Effective  Often Effective  Effective  Highly Effective

Personal professional demeanor: Demonstrates integrity, projecting a professional image, and ethical practice.

Not Effective  Sometimes Effective  Often Effective  Effective  Highly Effective



## Certification and Agreement

The purpose of the 2023 Leadership Institute is to enhance the knowledge and skill of a diverse group of promising leaders at an optimal point in their career. The program is designed to help Leadership Institute participants prepare for greater responsibility and contributions to their agency in a changing healthcare environment, and ultimately, the fields of behavioral and mental health, prevention, treatment, and recovery.

## My Commitment

*I understand that continued agency support is imperative for my successful completion of this six-month process. I understand that if selected to participate in the Leadership Institute, my agency will be responsible for a portion of the expenses incurred in this extended training program.*

*I understand that my agency agrees to support my successful completion of the Leadership Institute by (check all that apply):*

- Allowing me the time required for full program participation including time to participate in
  - *Immersion Training (April 18 - April 21, 2023)*
  - *Monthly Virtual Coaching Circles (May - Sept, Dates TBD)*
  - *StrengthsFinder Assessment**
- Providing travel and meal expense during travel to and from the three in-person events plus any meals not provided during the training*
- Providing an e-mail address dedicated to me which is accessible during work hours.*
- \$650 registration fee following notification of selection for the program.*

*In addition, I affirm the following:*

- The information provided in this application is correct.*
- If selected for the 2023 Leadership Institute, I will participate fully.*
- Submission of this application indicates interest in my personal development through the components provided in this program.*

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Application should include the following. Please send the following to the email listed below:

- Application Form**
- Video or link to video**
- Current Resume**

Submit application to: [sherryb@umkc.edu](mailto:sherryb@umkc.edu)

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ON OR BEFORE  
**March 6, 2023**