



**APPA LEADERSHIP INSTITUTE**  
A Twelve Month Journey of Self Discovery and Organizational Change  
for Community Corrections Professionals  
**APPLICATION FOR PARTICIPANTS**

**APPLICATION DEADLINE – April 1st, 2015**

The **APPA Leadership Institute** provides current or potential supervisors and managers in community corrections the opportunity to develop the knowledge and competencies required of effective leaders. The multi-disciplinary curriculum is a blend of on-site and distance learning. It is intended for professionals from diverse backgrounds and cultures and is applicable to those who have had experience exercising leadership and to those who have not.

The curriculum addresses current issues of concern to effective community corrections providers. Participants will address the following competencies critical to successful development as leaders: systems thinking, self-assessment, managing internal and external political environments, understanding and promoting a diverse workforce, strategic implementation, and leading in an evidence-based environment. The curriculum seeks to enhance critical thinking skills and analytical abilities and to further develop personal capacities to exercise leadership and authority.

A cornerstone of the **APPA Leadership Institute** is routine interaction with recognized national leaders in Community Corrections. During the on-site sessions, participants are provided the opportunity to develop a national network of colleagues and are paired with an APPA Sponsor. They are expected to actively engage their profession via volunteer interaction at the national, state, and/or local levels.

**INSTITUTE FORMAT** - The **APPA Leadership Institute** is a twelve month learning series. Participants meet three times in on-site sessions with web-facilitated learning in the two intervals between the three sessions. Each on-site session co-occurs with an American Probation and Parole Association (APPA) Training Institute. The next class of the **APPA Leadership Institute** will begin July 10, 2015 in conjunction with APPA's 40<sup>th</sup> Annual Training Institute in Los Angeles, CA.

## **2015 – 2016 Schedule of Leadership and co-occurring APPA Institutes**

- ❖ July 10-15, 2015 – On-site, Los Angeles, CA, Summer
- ❖ Intersession assignments and web discussions
- ❖ TBD– Friday- Wednesday – On-site, location TBD, Winter Training Institute
- ❖ Intersession assignments and web discussions
- ❖ TBD– Friday- Wednesday – On-site, location TBD, APPA Annual Training Institute

The curriculum includes discussion-oriented lectures and web based sessions, group exercises, homework, interaction with current leaders in the community corrections field, project development, and self-assessment. Faculty for the APPA Leadership Institute is selected from nationally recognized trainers with expertise in the area of their facilitation.

## **GOALS OF THE APPA LEADERSHIP INSTITUTE**

- I. Provide participants with a fundamental understanding of leadership and management within the community corrections arena.
- II. Increase participants' critical thinking skills and analytical abilities to sustain the increasing demands of leadership and management and to further develop the leadership capacity for organizational change.
- III. Develop participants' skills for navigating through various levels of the political system in organizations, including organizational units, and sub-service delivery systems to advance the objectives of community corrections.
- IV. Enhance participants' professional growth through sustained interaction with a national network of community corrections leaders, managers, and executives.
- V. Provide the participants with an understanding of the importance of succession planning both in a community corrections agency and a professional association through a visionary process that fosters planning for the future leadership and success of the agency and the association.

**CRITERIA FOR GRADUATION** - Participants are encouraged to review the Leadership Institute schedules prior to enrolling to ensure availability for the scheduled events. Criteria for successful graduation includes:

- ❖ Attendance at all Leadership Institute Sessions I, II, and III
- ❖ Attendance at the three APPA Institutes co-occurring with the Leadership Institute sessions
- ❖ Completion and timely submission of all intersession assignments.
- ❖ Completion of a final project.
- ❖ Participation in intersession calls and Web-based discussions.

Participants are expected to be present at Session I. If an emergency prevents a participant from attending the program once it begins (unknown situation outside of the participant's control), he/she will have the option of returning to complete the Leadership Institute with the following class. If a participant chooses to discontinue attendance or fails to submit assignments due to a situation that is voluntary, no return attendance will be offered. Please review the schedules included with this material.

**FEES** - The tuition for the ***APPA Leadership Institute*** learning series is \$1500.00 per participant (which covers materials, books, assessments, faculty, and classroom accommodations). The agency, organization, or participant will be responsible for meals, lodging, transportation and registration for the three on-site Leadership and co-occurring APPA Institutes (generally 5 nights lodging is required for each on-site session- beginning on a Friday and ending on a Wednesday). For planning purposes, it is estimated that the total cost for participation averages \$7000 split between two calendar years.

**APPLICATION PROCESS** - Applicants should submit the following documents to the American Probation and Parole Association headquarters postmarked **on or before April 1, 2015**.

1. A current resume that clearly describes the applicant's work responsibilities for each position, time in each position, past management and leadership experience, education, and affiliation with professional organizations to include the American Probation and Parole Association.
2. A written statement of intent that describes the applicant's need for this program, their intentions for leadership roles with in their home agency and the American Probation and Parole Association, and their willingness to complete the year-long *APPA Leadership Institute* including completion of all assignments: web based work, interaction with an assigned sponsor, attendance at three *APPA Leadership Institute Sessions* and the co-occurring APPA Training Institutes, completion of several self-assessments and development and completion of a Leadership project. Please include an agency organizational chart.
3. A written endorsement from the participant's agency completed by the chief executive officer- attachment A.
4. Completion of the Application Cover Page- attachment B.
5. A small number of partial grants are available. These grants are made available by generous donations by: \_\_\_\_\_ and are based on financial need. Should you wish to apply for financial assistance to participate in the institute, please include a narrative in your application process that succinctly outlines why you are in need of financial assistance. The APPA Executive Committee will make the final selection regarding financial assistance and grant recipients will be advised at the time of program acceptance.

Completed application packets should be mailed to: **Leadership Institute, c/o Lisa Ginter, American Probation and Parole Association, 2760 Research Park, Lexington, KY 40511.**

**Application Deadline:** Applications should be postmarked **on or before April 1, 2015**.

**ATTACHMENT A**

**APPLICATION ENDORSEMENT BY AGENCY  
CHIEF EXECUTIVE OFFICER**

I recommend and support the application of \_\_\_\_\_  
for participation in the *APPA Leadership Institute*. I understand that the applicant will be involved in a year-long program that will require attendance at three sessions, attendance at the co-occurring APPA Training Institutes, participation in web based assignments, and project development and completion. The agency is able and willing to support the applicant in the successful completion of the Leadership Institute. (*Please refer to the application criteria for a full understanding of the requirements*)

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Chief Executive Officer

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
E-mail address

**Attachment B**

**Application Cover Sheet for Participants  
APPA Leadership Institute**

---

Name

---

Agency

---

Title

---

Years in position

---

Address

---

City/Town

---

State

---

Zip Code

---

Office Phone Number

---

Fax number

---

Alternate (cell) Phone Number

---

E-mail Address

I agree to fully participate in the *APPA Leadership Institute* as defined by the graduation requirements. I have reviewed the published schedule and am available to attend the on-site sessions. I intend to participate in a leadership role within the American Probation and Parole Association and within my agency upon program completion.

---

Signature

---

Date

***Selection Process***

Applications will be submitted to the American Probation and Parole Association (see APPA website for PDF) and all applications must contain a letter of agency support. Participants will be selected based upon all issues of diversity, (culture, race, gender) and correctional experience. Final selections will be made by the APPA and Leadership Institute partners.