



AMERICAN PROBATION AND PAROLE ASSOCIATION

Leadership Institute
Participant Application

**APPLICATION DEADLINE:
JUNE 16 2023**

APPA LEADERSHIP INSTITUTE APPLICATION

The American Probation and Parole Association's (APPA) Leadership Institute is a **twelve-month journey of self-discovery and organizational change for community corrections professionals**. It provides current supervisors and managers, from diverse backgrounds and cultures, with the opportunity to develop knowledge and competencies required of effective leaders.

The multi-disciplinary curriculum is a blend of on-site and distance learning. It is intended primarily for community corrections professionals who are in first or mid-level management jobs, although other experienced staff who have been identified as prospect future leaders via their organization's succession planning process or those who aspire to become top-level leaders may be accepted into the program. In all cases, the individual must be endorsed by an executive leader.

The curriculum addresses current issues of concern to effective community corrections providers. Competencies critical to successful development as leaders will be discussed such as: systems thinking, self-assessment, leading in an evidence-based environment, managing internal and external political settings, understanding and promoting a diverse workforce, and strategic implementation. The goal is to enhance critical thinking skills and analytical abilities as well as to further develop personal capacities to exercise leadership and authority.

The curriculum includes discussion-oriented lectures and web-based sessions, group exercises, homework, project development, self-assessment, and linking with current community corrections leaders. Faculty for the Leadership Institute are selected from both nationally recognized leaders and trainers with expertise in facilitation.

A cornerstone of the Leadership Institute is routine interaction and exchanges with recognized national leaders in the field. During the on-site sessions, participants are provided the opportunity to develop a national network of colleagues and are paired with a mentor. They are expected to actively engage in the profession via volunteer interaction at all levels of government.

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INSTITUTE FORMAT: During the twelve-month learning series, participants meet three times in on-site sessions with web-facilitated learning in the two intervals between the sessions. Each on-site session co-occurs with an APPA training institute. The next Leadership Institute class will begin on Friday, August 25, 2023, New York, New York, and takes place in conjunction with APPA's 48th Annual Training Institute.

SELECTION PROCESS: Emerging leaders must be recommended for the Leadership Institute by someone in an executive management position who can attest to the referral as part of formal or informal organizational succession planning. An applicant will be considered for acceptance into the Leadership Institute upon receipt of a letter of recommendation from said leader.

GOALS: Below you will find the goals of the 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 their leadership capacity for organizational change.
- III. Develop participants' skills for navigating through various levels of the systems 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 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 leadership and success of the agency and the association.

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

- Attendance at each of the three on-site Leadership Institute sessions.
- Attendance at the three training institutes consecutive to the Leadership Institute sessions.
- Completion and timely submission of all intersession assignments.
- Completion of a final project aimed at improving their agencies.
- Participation in intersession calls and web-based discussions.

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 program with the next class. If a participant chooses to discontinue attendance or fails to submit assignments due to a voluntary situation, no return attendance will be offered. Please review the class schedule below.

New York, NY

Leadership Institute: August 25 - 27 2023

Training Institute: August 27 - 30 2023

Seattle, WA

Leadership Institute: February 2 - 5 2024

Training Institute: February 4 - 7 2024

TBD

Leadership Institute: TBD

Training Institute: TBD

FEES: Tuition for the Leadership Institute learning series is **\$3,000.00** per participant which covers class materials, books, assessments, faculty, speakers, and classroom facility. The agency, sponsoring organization, or participant will be responsible for all other expenses including but not limited to meals, lodging, transportation and registration for co-occurring training institutes. Generally, five nights lodging are required for each on-site session and training institute (arrival on Friday and departure on Wednesday). The estimated total cost for participation averages \$8,500 split between two calendar or fiscal years.

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APPLICATION PROCESS: The **Application for the APPA 2023-2024 Leadership Institute Class** can be found here: <https://www.surveymonkey.com/r/LIClass2024>
You will be able to complete the application in stages, but only one applicant can fill out the survey from the same device. The application is not considered complete until **all required fields** are entered. Mandatory information includes:

1. **Written Endorsement** – This endorsement must be completed by the agency's chief executive officer. If an emerging leader is not currently in a management role, endorsement must include information relating to succession planning.
2. **Application Information** – Information related to the applicant must be included: name, contact information, home address, agency, agency contact information, agency address, supervisor's name and title, and electronic signatures from the applicant and supervisor.
3. **Written Statement of Intent** – A statement that describes the applicant's need for or interest in this program, leadership roles or intent for leadership roles in the agency, and willingness to complete the yearlong Leadership Institute including completion of all assignments (web-based work, development and completion of a leadership project, etc.), interaction with an assigned mentor, attendance at three Leadership Institute sessions and the co-occurring training institutes, completion of several self-assessments and development, and completion of a leadership project. Also, include involvement in APPA, if applicable.
4. **Agency Organizational Chart** – Copy of current organizational chart and indicate applicants' position.
5. **Current Resume** – Resume which clearly describes work responsibilities for each position held, time in each position, past management and leadership experience, subordinate structure, education, and affiliation with professional organizations.
6. **Biography** – Short bio of 150 words or less.

APPLICATION DEADLINE: The application must be completed, and all required documents submitted by midnight Eastern Time (ET) on **June 16 2023**. If you have questions regarding the Leadership Institute or the application process, please contact Joshua Nelsen at 859-244-8236.