

# LeadingAge™ Wisconsin

presents



# I-LEAD

*Learn Empower Achieve Deliver*

## 2019-2020 Application

Sponsored by



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Senior Living &  
Social Services

INSURANCE

## Mission

I-LEAD is an engaging growth and development experience resulting in self-awareness, peer networking, and a discovery of new practices designed to inspire and motivate.

## Vision

To elicit the greatness within a group of high potential leaders who will elevate their organizations, the greater communities, LeadingAge Wisconsin, and the senior living field to new heights of passion, adaptation, and innovation.

## Values

- **Life-long learning:** Embrace and apply new knowledge and wisdom about ourselves, our colleagues, leadership, and the field.
- **Integrity:** Be honest and true to our authentic self, and respect the values and opinions of others.
- **Compassion:** Seek first to understand, then to be understood.
- **Collaboration:** Building a positive, creative, and safe environment.

# 2019-2020 Learning Schedule and Themes

Participants will engage in four face-to-face learning experiences, all of which will be held at member communities throughout the state, and which include intimate conversations with aging services leaders and self-exploration of leadership styles through exercises and readings. The selected dates and themes for the 2019-2020 I-LEAD Leadership Development program are as follows:

## *L*earn -- **November 13-14, 2019**

Identify your learning style, explore other approaches to learning, and respect the learning style of others.  
Understand the principles of leadership.  
Develop your personal and authentic approach to leadership.  
Foster leadership based on values.

## *E*mpower -- **February 5-6, 2020**

Learn the role and value of self and others.  
Appreciate the richness of diversity.  
Respect the opinions and trust the abilities of others.  
Work together through differences to drive success.

## *A*chieve -- **April 1-2, 2020**

Foster innovation.  
Pursue educated risks.  
Encourage collaboration and partnerships.  
Champion sustainable change.  
Embrace the future.

## *D*eliver -- **June 3-4, 2020**

Manage your energy so as to achieve full engagement.  
Provide service and utilize talent in alignment with your passion.  
Do what you say you will do.  
Hold people accountable for what you expect them to do.  
Produce results through others.  
Serve your organization and the greater community.

## Eligibility

I-LEAD is available to anyone who works for a LeadingAge Wisconsin member or subscriber. It is preferred that Fellows have previous supervisory or leadership experience (formal or informal) and formal education beyond high school that demonstrates a true commitment to self-improvement and a passion for leadership growth. For purposes of I-LEAD, it is far more important for Fellows to demonstrate potential within their organizations than it is for them to carry specific job titles.

LeadingAge Wisconsin will provide complimentary registration to Fellows for the 2020 Spring Conference (May 6-8, 2020). Breakfast, lunch, and break refreshments are provided during each class session at no additional cost. A non-refundable and non-transferable tuition payment is required from each Fellow's sponsoring organization (\$1325 per person for provider members/subscribers or \$2650 for associate members). In addition, all lodging and travel expenses (including dinner expenses on class days) will be paid by the sponsoring organization. (The costs incurred vary depending on the locations of the face-to-face learning experiences).

Fellows should plan on spending between 10-15 hours per month working on I-LEAD Leadership Development program activities in addition to one hour each month for monthly team conference calls. Fellows will need access to a personal computer for regular e-mail contacts and to participate in the I-LEAD virtual community.

## Submission Deadline

Please complete the application packet and submit it (through the mail or electronically) to the LeadingAge Wisconsin office no later than July 12, 2019. All applications must be received in the mail or electronically by the July 12th deadline to be considered for review. Applications that fail to meet all guidelines or are incomplete will not be considered for review. Applicants will receive notification of acceptance into the I-LEAD Leadership Development program the week of September 2, 2019.

## Evaluation Criteria

All application submissions will be carefully reviewed to ultimately assemble a diverse class of Fellows (in terms of life experience, work experience, geography, type of organization, as well as other unique characteristics). A committee of LeadingAge Wisconsin member leaders will evaluate applications using the following criteria:

- How well defined, insightful, and introspective are the leadership essays?
- How well does the applicant demonstrate a commitment to the field of aging services?
- How well does the applicant demonstrate a dedication to life-long learning?
- To what extent does the applicant possess the capacity to become a transformational leader?

## Important Dates

|                           |   |
|---------------------------|---|
| July 12, 2019             | Your application must be submitted to the LeadingAge Wisconsin office |
| Week of September 2, 2019 | You will be notified about your acceptance into I-LEAD                |
| October 2, 2019           | Payment of your full tuition is due                                   |
| November 13-14, 2019      | First I-LEAD learning experience                                      |
| February 5-6, 2020        | Second I-LEAD learning experience                                     |
| April 1-2, 2020           | Third I-LEAD learning experience                                      |
| May 6-8, 2020             | LeadingAge Wisconsin Spring Conference                                |
| June 3-4, 2020            | Fourth I-LEAD learning experience                                     |



**I-LEAD**  
*Learn Empower Achieve Deliver*

# 2019-2020 Application

Return your completed application and all required supporting materials by July 12, 2019

*LeadingAge*<sup>™</sup>  
*Wisconsin*  
*Better Services for Better Aging*

204 South Hamilton Street  
Madison WI 53703  
JMashak@LeadingAgeWI.org

# I-LEAD Scholarship

Learn Empower Achieve Deliver

## Sponsors



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With our incredibly generous sponsor support of I-LEAD, LeadingAge Wisconsin is able to offer a scholarship for eligible I-LEAD participants for 2019/2020. Each scholarship will be in the amount of \$1,325, covering all tuition costs. (The candidate's sponsoring organization will be responsible for travel related costs, including overnight accommodations, mileage, and meals that are not included in the program fee.)

- This scholarship is sponsored by LeadingAge Wisconsin with the support of Healthcare Services Group, Compeer Financial, and M3 Insurance.

The scholarship award will be considered for individuals who have been selected for the 2019/2020 I-LEAD class and will be based on the following criteria:

1. A demonstration of financial need on the part of the sponsoring organization and/or the participant;
2. High leadership potential as expressed in the applicant's leadership essays.

## Application Deadline: July 12, 2019

### Questions?

Please contact Janice Mashak at 608-255-7060 or via email at [JMashak@LeadingAgeWI.org](mailto:JMashak@LeadingAgeWI.org).

Submit your I-LEAD application and your scholarship application, along with all supporting documentation, to:  
Janice Mashak, LeadingAge Wisconsin, 204 South Hamilton Street, Madison WI 53703;  
or via email at [JMashak@LeadingAgeWI.org](mailto:JMashak@LeadingAgeWI.org)

# I-LEAD Scholarship Application

Learn Empower Achieve Deliver

Those applying for the scholarship should be a current employee of a LeadingAge Wisconsin member/subscriber who has the potential and desire to make an impact on their organization and on the field of aging services. This scholarship was created to assist I-LEAD candidates in meeting financial barriers that normally would prevent the candidate from participating in I-LEAD. Please note, no funds will be dispersed to the candidate. The scholarship will be in the form of a complimentary, full registration, for the 2019-2020 I-LEAD course. All travel related expenses are the responsibility of the candidate or their supporting organization.

## Application Deadline: July 12, 2019

### A complete scholarship application must include:

- A complete I-LEAD Application with all supporting documents.
- Completed I-LEAD Scholarship Application form.
- Verification of employment with a current LeadingAge Wisconsin member or subscriber.
- A demonstration of financial need on the part of the sponsoring organization and/or the participant.
- A letter describing why you need financial assistance and why the support of the scholarship is important for your participation in I-LEAD.
- Both applications, along with all supporting documentation, must be submitted at the same time.
- Both applications must be submitted by the application deadline.
- Incomplete applications will not be reviewed or considered.

### What is the selection process?

- Scholarship applications will be reviewed and evaluated by an experienced and diverse committee.
- The recipient of the scholarship will be notified the week of September 2, 2019.

### Questions?

Please contact Janice Mashak at 608-255-7060 or via email at [JMashak@LeadingAgeWI.org](mailto:JMashak@LeadingAgeWI.org).

### Applicant Information:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Applicant's Email Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Applicant's Signature

- I understand that in the event of failure to attend the I-LEAD educational courses for reasons other than my own illness or that of an immediate family member, I will reimburse LeadingAge Wisconsin, and I will be ineligible for future scholarships. LeadingAge Wisconsin and its board reserve the right to revoke the scholarship for change of employment or for other circumstances impacting the applicant's eligibility.

The scholarship recipient will be notified at the same time they are accepted into I-LEAD.

Submit both applications and supporting documentation to: Janice Mashak, LeadingAge Wisconsin, 204 South Hamilton Street, Madison WI 53703; or via email at [JMashak@LeadingAgeWI.org](mailto:JMashak@LeadingAgeWI.org)

## Summary of Qualifications Checklist

Please submit the following information along with your completed application (*remember that incomplete applications will not be reviewed*):

- A resume or brief description of your work experience, educational background, and other pertinent information (please limit your submission to no more than two pages).
- A brief summary description of your work experience in the field of aging services and the responsibilities associated with your current position (please limit your submission to no more than two pages).
- You must write an essay response to all three questions below (applicants must submit three separate essays total). Please make sure you provide enough information to give the selection committee insight into your experience and desire to be part of this program. One or two sentence answers are not recommended, but please limit your submission to no more than 500 words per essay.
- Your completed scholarship application (if appropriate).
- **Essay #1:** Describe the capabilities you possess that make you an effective leader and the specific ways in which you have utilized these attributes in your personal and professional life. In doing so, please refer to a significant professional achievement, your specific role in attaining that achievement, and the impact it had on you and your organization.
- **Essay #2:** Describe the perspective and knowledge you hope to acquire as a result of your participation in I-LEAD.
- **Essay #3:** Describe your personal commitment to the field of aging services and how you envision using your experience in I-LEAD to enhance aging services within your organization, your community, and at the state level.
- Two letters of professional reference (at least one from your sponsoring organization, preferably from your supervisor or the organization's CEO). We suggest approaching selected references early in the process to ensure they are completed prior to the July 12, 2019 deadline (please limit your submission to no more than one page per letter). Please include letters of reference in your completed application packet.

## Questions

For additional information on I-LEAD or for questions regarding the application process, please contact Janice Mashak at LeadingAge Wisconsin. She can be reached at 608-255-7060 or [JMashak@LeadingAgeWI.org](mailto:JMashak@LeadingAgeWI.org).

Please return completed applications to: Janice Mashak, LeadingAge Wisconsin, 204 South Hamilton Street, Madison, WI 53703; [JMashak@LeadingAgeWI.org](mailto:JMashak@LeadingAgeWI.org).

## General Contact Information

Name: \_\_\_\_\_ Employer \_\_\_\_\_

Sponsoring Organization Membership Type  Provider Member  Provider Subscriber  Associate Member

Position/Title \_\_\_\_\_

E-mail Address \_\_\_\_\_

Business Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Is there any situation or condition that you are aware of that could impact your ability to attend any of the four scheduled training sessions?  Yes  No If yes, please explain: \_\_\_\_\_

## Optional Demographic Information

LeadingAge Wisconsin is dedicated to assembling a diverse class of Fellows for the I-LEAD Leadership Development program. The following self-identification is strictly voluntary.

| Gender                          | Age                                      | Race/Ethnicity  |
|---------------------------------|--|---|
| <input type="checkbox"/> Male   | <input type="checkbox"/> 18-29 years old | <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Hispanic or Latino |
| <input type="checkbox"/> Female | <input type="checkbox"/> 30-49 years old | <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Pacific Islander           |
|                                 | <input type="checkbox"/> 50-64 years old | <input type="checkbox"/> Black or African American <input type="checkbox"/> White                     |
|                                 | <input type="checkbox"/> 65+ years old   |   |

## Sponsoring Organization's Commitment

If selected, the Fellow's sponsoring organization agrees to:

- Provide tuition in full (\$1325 for a provider member/subscriber; \$2650 for an associate member) by October 2, 2019, and cover any other travel, meals, and lodging costs associated with the program for all four class sessions.
- Allow adequate time for the completion of assignments that will enhance the understanding and application of the content areas of each session.
- Allow time for the Fellow to attend all four course sessions, connect monthly with his or her coach, and actively participate in distance learning activities. It is necessary to make a firm commitment to allow the fellow to attend all four sessions.

Signed \_\_\_\_\_

President, CEO, Executive Director, or Administrator

Date

## Applicant Commitment

If selected, the Fellow agrees to:

- Attend and actively participate in each of the four course sessions -- no exceptions.
- Complete assignments to enhance the understanding and application of the content areas.
- Actively participate in the I-LEAD on-line community forum and monthly conference calls with your team and assigned coach.
- Connect monthly with your coach to discuss assignments and additional professional development opportunities.
- Remain employed with a LeadingAge Wisconsin member/subscriber for the duration of the program.

Signed: \_\_\_\_\_

Applicant

Date