

HIGH IMPACT

Leadership Series

2021 Application Packet

What's High Impact All About?

In partnership with SparkPoint, ICAA is offering a leadership series to help any leader, manager, or aspiring leader (whether you supervise a team or not) feel more confident with critical leadership and organizational development skills. We will offer practical, easy-to-use materials and concepts that can be put to use right away in Community Action.

Feel more confident, learn new skills, and network with other dynamic leaders: High Impact is an excellent way to strengthen your organization and invest in developing high-performing leaders and resilient advocates for Community Action. Four anchor concepts will be covered:

- **Communication Leadership:** difficult conversations/handling conflict; effective communication; effective meetings; communication styles
- **Thought Leadership:** process improvement; strategic thinking; project management; decision making
- **Management:** goal/expectation setting; performance feedback/coaching; staff buy-in/pull-through; employee engagement/recognition; transitioning roles (bud to boss)
- **Culture Leadership:** self-awareness/emotional intelligence; improving organizational culture; building relationships; personality/leadership styles; awareness

Commitment

The year-long series beginning in January is designed to incorporate quarterly face-to-face workshops, with zoom calls in between, to teach timely topics. For 2021, we will start of the year with online classes and then determine if face-to-face is feasible as we proceed. The series is flexible and can allow for all remote classes if needed.

Cost

\$750 per person with a cohort of 20 participants (price may be reduced if cohort numbers exceed 20).



ICAA's High Impact Leadership Series 2021 Application Form

Please complete all sections of this form as applicable and have your supervisor or Community Action Agency Executive Director complete the attached Recommendation Form.

Email the completed application and recommendation form to Tiffany Keimig at tkeimig@iowacaa.org by 5:00PM on December 23rd, 2020.

Applicant Name: _____ Position/Role: _____

Applicant Agency/Organization: _____

Number of Years in Position: _____ Number of Years with Agency: _____

If you supervise other employee(s), how many: _____

E-mail Address: _____

Employment Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Cell Phone: _____

If there any days/dates you'd like us to try to avoid when scheduling the in-person and zoom meetings list here:

It is important for each participant to embark on this process fully committed to the program and to his or her peers. Participants must be employed at a Community Action Agency in order to participate. Participants are expected to attend all in-person and online sessions to the best of their ability. Please return with your signature formally affirming your commitment to participate in this process.

If selected, I am fully prepared to be an active participant and devote the time and effort required to complete the program. My signature below indicates that I understand the requirements for participation in ICAA's High Impact Leadership Series and have completed this form to the best of my knowledge.

Candidate's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Executive Director's Signature: _____ Date: _____

ICAA's High Impact Leadership Series 2021 Recommendation Form

The Iowa Community Action Association High Impact Leadership Series is designed to help any leader, manager, or aspiring leader feel more confident with critical leadership and organizational development skills. This recommendation form must be completed by the applicant's supervisor or Community Action Agency Executive Director.

Your recommendation is an important part of the candidate's application. The **Iowa Community Action Association** is interested in your assessment of the applicant's leadership qualities.

Applicant's Name: _____

Recommender's Name: _____

Recommender's Signature: _____ Date: _____

SECTION I: Please rate the candidate on the following leadership qualities:

Leadership Quality	Below Average	Average	Above Average	Outstanding
Effective Communication				
Relationship Building				
Delegation/Empowerment				
Decision-making				
Initiative/Motivation				
Creativity/Innovation				
Commitment/Passion to the Community Action Agency Mission				

SECTION II: Please write a brief recommendation for the candidate below. Feel free to continue on a second page if necessary.

Thank you for your input in this application process. Please return the completed form to the candidate. The candidate must submit this form by 5:00pm, December 23rd, 2020 to tkeimig@iowacaa.org.