

# HIGH IMPACT

## Leadership Series

### 2023 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 monthly virtual workshops and participation at the 2023 ICAA Conference (in-person in the Des Moines area) to teach timely topics through interactive discussions and application assignments.

#### **Cost**

\$1,025 per person with a maximum cohort of 20 participants (includes discounted registration to 2023 ICAA Conference). More than one cohort may be available depending on interest.



## ICAA’s High Impact Leadership Series 2023 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 16<sup>th</sup>, 2022.**

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: \_\_\_\_\_

**2023 Cohort Schedule: Third Thursday each month**

January 19<sup>th</sup> 9-11:30AM

February 16<sup>th</sup> 1-3:30PM

March 16<sup>th</sup> 9-11:30AM

April 20<sup>th</sup> 1-3:30PM

May 18<sup>th</sup> 9-11:30AM

June 15<sup>th</sup> 1-3:30PM

July 26<sup>th</sup>-27<sup>th</sup> in-person at ICAA  
Conference in Des Moines area

August (TBD)

September 21<sup>st</sup> 9-11:30AM

October 19<sup>th</sup> 1-3:30PM

November 16<sup>th</sup> 9-11:30AM

December 14<sup>th</sup> (early due to  
holidays) 1-3:30PM

**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 classes 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 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

## 2023 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. 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 16<sup>th</sup>, 2022 to [tkeimig@iowacaa.org](mailto:tkeimig@iowacaa.org).**