

Aggie Leadership Training Academy (ALTA)

2024 Application Packet



The Division of Business and Finance
Human Resources Services
Center for Learning & Professional Development

For Questions, Contact:

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PROGRAM OVERVIEW

DEVELOPING LEADERSHIP COMPETENCIES FOR THE CURRENT AND NEXT LEVEL

New Mexico State University Aggie Leadership Training Academy (ALTA) is a leadership certification program that provides high-performing and/or high-potential employees (administrators, faculty, and staff) with an opportunity to develop leadership competencies (knowledge, skills, and ability) in preparation for possible career advancement.

The program is in direct response to a succession planning initiative supported by the Board of Regents through the implementation of Policy 1.14 Succession Planning. Although acceptance in the program does not guarantee promotion or selection into any vacant leadership roles, it provides aspiring or current, administrators, chairs, directors, and managers with tools and resources that contribute to leadership effectiveness.

The **10-month program** is designed using an interactive, collaborative process of one-on-one, small group, and large group discussions where participants will explore and develop a better understanding of themselves as aspiring or current leaders through exploring a variety of purposeful leadership topics. For increased effectiveness, participants will develop ways to apply their learnings to their everyday work.

Program Learning Objectives

- Identify, define, and utilize the following leadership competencies for leading self, others, and units/departments/divisions. Leadership competencies will be developed using the following learning domains:
 - **Leading self:** continuous learning, communication, emotional and cultural intelligence, safety (physiological and psychological), and crimson values.
 - **Leading self with others:** trust, commitment, accountability, conflict, and peer coaching.
 - **Leading self and others:** delegating, empowering, driving for results, strategic planning/thinking, and performance coaching.
 - **Leading self, others, and units/departments/divisions:** leading change, strategic communication,
- Enhance leadership skills by connecting learning activities to real-life situations.
- Utilize group thinking to solve current leadership problems to improve effectiveness.
- Provide networking opportunities by engaging with various NMSU leaders.

2024 Meeting Dates/Times/Location

Dates: March 8, April 19, May 17, June 21, July 19, August 16, September 20, October 18, November 15, and November 29 (graduation ceremony).

Times: 8:30 am – 4:00 pm

Location: Academic Research, Building C



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PROGRAM SCHEDULE

Dates/Times/Location	Topics/Competencies	Description
<p>March 8, 2024 8:30 am - 4:00 pm Academic Research Building C</p>	<p>“Kick Off - Getting to Know You and Your Cohort Team”</p> <p>Introduction to Leadership</p>	<p>Participants will be introduced to the theory, definition, stages, styles, roles, and practices of effective leadership. Several self-assessment tools will be used throughout the program to identify opportunities for personal leadership effectiveness. They will explore competency-based development.</p>
<p>April 19, 2024 8:30 am-4:00 pm Academic Research Building C</p>	<p>Leading Self Part 1 The Continuous Learning, Multiple Intelligent (MI), and Emotional Intelligent Leader</p>	<p>Participants will define, identify, and utilize leadership competencies of continuous learning, multiple intelligence, and emotional intelligence to solve personal and professional problems.</p>
<p>May 17, 2024 8:30 am-4:00 pm Academic Research Building C</p>	<p>Leading Self Part 2: The Leader who Demonstrates Trust, Commitment, Accountability, Conflict and Results</p>	<p>Participants will define, identify, and utilize elements of an effective team member including trust, commitment, accountability, conflict, and results. Additionally, a personal self-assessment report will be provided to help guide individuals on their leadership journey toward leadership effectiveness.</p>
<p>June 21, 2024 8:30 am-4:00 pm Academic Research Building C</p>	<p>Leading Self with Others Part 1: Developing Leadership Competencies of Leadership Communication Using True Colors</p>	<p>Participants will define, identify, and utilize leadership competency of communication. They will review the principles and barriers to effective communication. Participate in activities that improve active listening and explore personality differences utilizing true colors.</p>
<p>July 19, 2024 8:30 am-4:00 pm Academic Research Building C</p>	<p>Leading Self with Others Part 2: Developing Leadership Competencies of Valuing Differences & Cultural Intelligence (CQ)</p>	<p>Participants will define, identify, and utilize leadership competencies of emotional intelligence (EQ), valuing differences, and cultural intelligence (CQ) that contribute to leading self with others effectively. They will practice creating an inclusive environment for the individuals they work with.</p>



Dates/Times/Location	Topics/Competencies	Description
<p>August 16, 2024 8:30 am-4:00 pm Academic Research Building C</p>	<p>Leading Self and Others Part 1 The Coaching & Mentoring Leader</p>	<p>Participants will define, identify, and utilize the leadership competency of coaching and mentoring. They will practice different coaching strategies (1:1, group, and peer) and learn impactful activities they can use to mentor others as well as their team.</p>
<p>September 20, 2024 8:30 am-4:00 pm Academic Research Building C</p>	<p>Leading Self and Others Part 2 The Delegating & Empowering Leader</p>	<p>Participants will define, identify, and utilize the leadership competency of delegating and empowering. They will practice different strategies to delegate and empower employees utilizing the DiSC catalyst.</p>
<p>October 18, 2024 8:30 am-4:00 pm Academic Research Building C</p>	<p>Leading Self, Others, and Units/Departments/Division The Developing Leadership Competencies for Organizational Development and Thriving During Change</p>	<p>Participants will be introduced to the leadership competency of leading change by understanding Prosci change management principles utilizing and developing skills on how to lead people, teams, and organizations through change.</p>
<p>November 15, 2024 8:30 am-4:00 pm Academic Research Building C</p>	<p>Leading Self, Others, and Units/Departments/Division Teach back - Final Exam</p>	<p>Participants demonstrate competency-based development by teaching back a concept learned throughout the program.</p>
<p>November 29, 2024 8:30am-4:00pm</p>	<p>Graduation Ceremony</p>	<p>Graduates will receive their graduation certificates.</p>



PROGRAM REQUIREMENTS

PARTICIPANTS MUST COMPLETE ADMISSION REQUIREMENTS BEFORE BEING ACCEPTED INTO THE PROGRAM.

Admission Requirements

- ✓ Submit a completed application by **February 16, 2024, at 5:00 pm.**
- ✓ Secure a recommendation from a leader of your unit/department/division by having them complete the **recommendation form**. Anyone who supervises a full-time FTE employee may make a recommendation. Examples of approved leadership titles include but are not limited to the following titles: Supervisors, Managers, Chiefs, Directors, Executive Director, Asst. Vice President, Vice President, President, Assoc/Asst. Chancellors, Deans, and Asst/Assoc Deans, Department Heads, and Department Chairs.

Selection Criteria

- ✓ Participants are selected based on the following criteria:
 - Identified as a high potential and/or high performer by a NMSU leader.
 - Recommendation of a NMSU leader.
 - Department/Divisional representation.

Pre-Work Requirements

- ✓ Complete all pre-work assignments by the deadline.

Participation Requirements

- ✓ Attend, participate, and complete assignments and assessments during the program.
- ✓ Delegate your duties to an approved designee to ensure your full engagement and participation.

Graduation Requirements

- ✓ Participate in a “***teach back***” activity in front of peers, sponsors, and administrators.
- ✓ Attend at least **8** of the **10** in-person sessions.

Financial Requirements

- ✓ This program is highly competitive and ‘free of charge’.



APPLICATION

PARTICIPANTS CLICK ON THE LINK IN THIS SECTION AND COMPLETE THE APPLICATION FORM.

In order to be considered for the program, an application must be submitted by the deadline.

Application link: <https://forms.office.com/r/Ywu6L4ZH2H>

In-person meeting dates: March 8, April 19, May 17, June 21, July 19, August 16, September 20, October 18, November 15, and November 29 (graduation ceremony).

In-person meeting day: Friday

Times: 8:30 am – 4:00 pm

Application & recommendation deadline: **February 16, 2024, at 5:00 pm.**

RECOMMENDATION

PARTICIPANTS CLICK ON THE LINK IN THE SECTION AND COMPLETE THE RECOMMENDATION FORM.

Please send a copy of this link to the leader you would like to recommend for this program. The person recommending the candidate can be a Director, Executive Director, Manager, Vice Chancellor, Chancellor, Associate Vice Chancellor, Assistant Director, Supervisor, and Chief of ...

Recommendation link: <https://forms.office.com/r/UcWNqLEcdn>

WHAT'S NEXT?

PARTICIPANTS WILL RECEIVE A LETTER CONFIRMING THEIR PARTICIPATION

After the application deadline, the selection committee will review the information and select participants. If you are selected, you will receive an email outlined below.

- ✓ **Acceptance.** *If you are accepted, you will be sent an email of acceptance with pre-work.*
- ✓ **Waitlisted.** *If you are put on the waitlist, you will be informed of the next steps.*
- ✓ **Denied.** *If you are denied, you will be informed.*

Please understand that spaces are limited, which makes this program highly competitive.



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