

Aggie Leadership Training Academy (ALTA)

# 2025 Application Packet



## Center for Learning and Professional Development

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

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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 for a succession planning initiative supported by the Board of Regents through 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, current, directors, 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. Participants will develop ways to apply their learnings to their everyday work for increased effectiveness.

### 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 intelligence, and valuing difference.
  - **Leading self with others:** trust, commitment, accountability, conflict, and results.
  - **Leading self and others:** delegating, empowering, driving for results, and-performance coaching, and leading teams through change.
  - ⊖ **Leading self, others, and units/departments/divisions:** strategic planning/thinking, and organizational development.
- Develop leaders' competencies by participating in experiential learning activities involving individual, small group, and large group interactions.
- 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.

### 2025 Meeting Dates\Times\Location

**Dates:** February 21 (**required**), March 21, April 25, May 30, June 27, July 25, August 22, September 19, October 17, November 14 (**required**), and November 19 (half-day graduation ceremony).

**Times:** 8:30 am – 4:30 pm

**Location:** Academic Research, Building C, Room 110,



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# PROGRAM SCHEDULE

Dates/Times/Location	Topics/Competencies	Description
<p><b>February 21, 2025</b> 8:30am - 4:30pm Academic Research Building C (February)</p>	<p>“Getting To Know You” Tools for Success (Mandatory)</p>	<p>Participants will spend time getting to know each other. Review an overview of the program materials, expectations, and graduation requirements including the teach back expectations and pre-assessment Connect with previous ALTA participants.</p>
<p><b>March 21, 2025</b> 8:30am-4:30pm Academic Research Building C</p>	<p><b>Introduction to Leadership</b> Casting Light vs Shadow</p>	<p>Participants will be introduced to the theory, definition, stages, styles, roles, and practices of effective leadership. They will explore characteristics of leaders who cast light vs cast shadow in the ethical side of leadership. Create a personal leadership development strategy and plan.</p>
<p><b>April 25, 2025</b> 8:30am-4:30pm Academic Research Building C</p>	<p><b>Leading Self</b> Developing Leadership Competencies of Continuous Learning, Valuing Differences, and Communication</p>	<p>Participants will explore the concept of leadership competency-based development.  Participants will define, identify, and utilize leadership competencies of continuous learning, emotional intelligence, valuing difference and communication.</p>
<p><b>May 30, 2025</b> 8:30am-4:30pm Academic Research Building C</p>	<p><b>Leading Self with Others Part 1</b> Trust, Commitment, Accountability, Conflict, and Results (5 behaviors)</p>	<p>Participants will define, identify, and utilize leadership competencies of being an effective team member including trust, commitment, accountability, conflict, and results.</p>
<p><b>June 27, 2025</b> 8:30am-4:30pm Academic Research Building C</p>	<p><b>Leading Self with Others Part 2</b> Communication</p>	<p>Participants will explore effective <b>communication</b> in the workplace.</p>



<p><b>July 25, 2025</b> 8:30am-4:30pm Academic Research Building C</p>	<p><b>Leading Self and Others Part 1</b> Developing Leadership Competencies of Delegating, Empowering, and Driving for results,</p>	<p>Participants will define, identify, and utilize leadership competencies of delegating and empowering, and driving for results. (productivity)</p>
<p><b>August 22, 2025</b> 8:30am-4:30pm Academic Research Building C</p>	<p><b>Leading Self and Others Part 2</b> Performance Coaching</p>	<p>Participants will define, identify, and utilize leadership competency surrounding performance management (performance standards, measurement, coaching and evaluation.</p>
<p><b>September 19, 2025</b> 8:30am-4:30pm Academic Research Building C</p>	<p><b>Leading Self, Others, and Departments/Division</b> Strategic thinking</p>	<p>Participants will define, identify, and utilize leadership competency of strategic thinking/action planning.</p>
<p><b>October 17, 2025</b> 8:30am-4:30pm Academic Research Building C</p>	<p><b>Leading Self, Others, and Units/Departments/Division</b> Leading Team Through Change</p>	<p>Participants will define, identify, and utilize leadership competency of change management.</p>
<p><b>November 14, 2025</b> 8:30am-4:30pm Academic Research Building C</p>	<p><b>Teach Back</b> Post Assessment “Mandatory”</p>	<p>Participants teach back a competency learned through the program and completing the post assessment.</p>
<p><b>November 19, 2025</b> Half-day Ceremony (Time and Location TBD)</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 **January 24, 2025 at 11:59pm.**
- ✓ Secure a recommendation from a leader of your unit/department/division by having them complete the **recommendation form.** Approved leadership titles include Manager, Director, Executive Director, Asst. Vice President, Vice President, Assoc./Assist. Chancellors, Vice Chancellors, and Presidents.

## ***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.
- ✓ Complete guided activities, assessments, worksheets, homework activities, and learning tasks outlined in the “**participant guide**” even if missed the instructional section.
- ✓ Attend the mandatory **1<sup>st</sup> day of the program.**



- ✓ Attend **8** of the **10** in-person sessions. *If emergency circumstances prevent required additional dates, be willing to complete a supplemental learning activity in place.*

***Financial Requirements (None)***

- ✓ The estimated cost for each participant is \$700 per person, however this program is 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/McVEr9PgLD>

**In-person meeting dates:** February 21 (**required**), March 21, April 25, May 30, June 27, July 25, August 22, September 19, October 17, November 14 (**required**), and November 19 (half-day graduation ceremony).

**In-personal meeting day:** Friday

**Times:** 8:30 am – 4:30 pm

**Application & recommendation deadline:** ***January 24, 2025 at 11:59.***

# RECOMMENDATION

**PARTICIPANTS COPY LINK IN THIS SECTION AND SEND IT TO LEADERS TO 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/S7pryssXUc>

# 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 as 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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