LEADERSHIP ACADEMY FELLOWS ORIENTATION

MARCH 14, 2019 | 3:00 – 4:30 EASTERN
A word about the LA Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Lead</th>
<th>Topic</th>
<th>Desired Result</th>
<th>Follow up – Action Item</th>
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<tbody>
<tr>
<td>3:00</td>
<td>Welcome- Tracy and All</td>
<td>Introductions</td>
<td>Provide opportunity for fellows to introduce and meet one another, faculty and coaches.</td>
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<tr>
<td>3:20</td>
<td>Tracy</td>
<td>Logistics and Operations for the Academy</td>
<td>Inform fellows of requirements of the Academy, logistics, of the meeting, and processes for reimbursement.</td>
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<td>3:30</td>
<td>Jana and Coaches</td>
<td>Coaching Matching Process</td>
<td>Discuss the procedure for matching fellows to coaches.</td>
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<tr>
<td>3:50</td>
<td>Jana &amp; Tracy</td>
<td>Readings, Homework, and Expectations for the Meetings</td>
<td>Assign reading &amp; homework and set expectations for the upcoming meeting.</td>
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<tr>
<td>4:00</td>
<td>Close-out &amp; Discussion Lori</td>
<td>Q &amp; A</td>
<td>Introduce Lori who will discuss RoundTable opportunities for the fellows and hopes of the upcoming academy.</td>
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<td>4:30</td>
<td>ADJOURN</td>
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Agenda

- 3:00 Introductions - please be prepared to show your video camera during introductions
- 3:20 Operations and Logistics –
  • Travel Reimbursement, Hotel Information, Website Tour
- 3:30 Coach Matching Process
- 3:50 Readings and Expectations, Homework
- 4:00 Q & A

INTRODUCTIONS

PLEASE SHARE YOUR WEBCAM AND TELL US A LITTLE ABOUT YOURSELF
Operations and Logistics
Good management is in the soul of good leadership.
Expense Reimbursement

Allowable Expenses Include:

- **Hotel**: Up to 3 nights hotel will be booked for you by CEELO Staff at Georgetown Suites. Hotel will be paid for you at the time of arrival and reimbursed by NIEER. Additional nights must be approved by Lori Connors-Tadros with justification and reimbursement must include Lori’s approval email.

- **Bus/Rail Fares**: Reimbursement for coach class of service on commercial bus and rail travel will be the reasonable actual cost.

- **Ground transportation**: Reimbursement may be requested for ground transportation from the traveler's home, or from their work site to the airport, bus, or train station; and from the DC meeting to the DC airport and home, with itemized receipt showing the addresses. Parking at the airport will also be reimbursed, with an itemized receipt. Mileage is reimbursed at .58/mile.

- **Meals** not including alcohol, with **an original itemized receipt**, for meals that are not provided during the meeting. If you share a meal or receipt please indicate who else participated in the meal.

- **Miscellaneous**- baggage fees, parking at the airport/train, see below for additional information. We do not pay for movies, internet, etc. Please see below for Rutgers travel guidance.

THE COACH MATCHING PROCESS
The Website is Your Friend

A word about the LA core competencies

- Seeing **Self** as an instrument of change
- Mastering the skills of “adaptive leadership”
- Being **results-based** and **data-driven**
- Becoming **systems thinkers**
- Becoming powerful **communicators** and **collaborators**
- Identifying and acting on disparities
Reading, Expectations and homework

LEADERSHIP ON THE LINE
Staying Alive Through The Dangers of Change
RONALD HEIFETZ
MARTY LINSKY
HARVARD BUSINESS REVIEW PRESS

THE HABITS FORMING GUIDE TO BECOMING A Systems Thinker

DATES TO REMEMBER

- March 22 – W9 and Supplier Forms due
- Consider the coach matching process and if you have preferences please pass them on to jmartella@edc.org or ltadros@nieer.org
- April 2-4 – Blast off!
Q & A