

Organizational Development

Phelps' 2020 Aspiring Leaders Program

Program Description:

Phelps Hospital Northwell Health is committed to enhancing the personal and professional excellence of our staff and encourages employee professional development. The Aspiring Leaders program is designed to enhance the knowledge and skills of individuals interested in exploring future management or leadership positions. The yearlong program includes two components:

1. Education sessions – these 2 to 3 hour sessions each month explore topics such as patient experience, employee engagement, goal development, workforce management, performance improvement, and regulations in the world of healthcare.
2. Collaborative team project- spend approximately 6-7 hours each month working with a mentor and a teammate on a project.

This program **does not** guarantee any monetary increase or change of position. Participation will be taken into consideration should an employee apply for a management or leadership position.

Eligibility:

- Any Phelps employee who has been employed for at least 1 year, is benefit eligible working at least .5, and is in good standing and compliant with HR policies including time and attendance.

Application Procedure:

1. Applicant - complete the attached application and submit it to your manager / director.
2. Manager / director -review application, ensure employee is in good standing including time and attendance (run a 1-year report, ensure compliance and attach to application). If you approve application for participation in program, sign it and return it to applicant.
3. Applicant, once you have received the approved, signed application with time and attendance report, submit it to Nancy Fox in Organizational Development **by 5 pm, February 19, 2020.**

Following receipt of your application an interview will be scheduled. If you are selected the program will begin on April 7, 2020. Education sessions will occur on the first Tuesday of every month from 8 am – 11 am. Please discuss this schedule with your manager at the time of application. You and your manager will be notified and given the schedule of training dates and times to incorporate into your work schedule. **A commitment to attend all sessions is required to participate in this program.**

[Applications are due by 5 pm, February 19, 2020.](#)

Aspiring Leaders Application

Name:	Department:	Current Position:
Number of years at Phelps:	List all Positions at Phelps (if applicable):	
Current educational level:	Phelps email:	Telephone number:

Please answer the following questions.

1. Please list your career goals.

2. What skills and /or qualifications would you bring to this program?

3. Which of your current work activities enable you to use leadership or management skills?

4. What other activities (committees, volunteer work, other jobs, groups, etc.) are you involved in that require leadership/management skills? (This may be either at work or outside of work.)

5. What are you currently doing to enhance your management / leadership knowledge and skills (attending / planning to attend school, studying for certification, volunteering to take on additional responsibility, etc.)?

Applicant Signature:

Date:

Manager / Director – Verify employee is in compliance with time and attendance and not in any disciplinary process. Attach time and attendance report. Answer the following questions:

Is the applicant a Phelps employee in good standing?	Yes	No
Do you recommend this Phelps employee for the Aspiring Leaders Program?	Yes	No

If yes, why?

Manager / Director Signature:

Date:

If, no – please conduct a coaching session with the individual; discuss why at this time they are not an appropriate candidate and what they need to do in order to become an appropriate candidate next year.

Applicant –

Please return completed application to Nancy Fox, Organizational Development,
by 5 pm February 19, 2020.