**Iowa Communications Alliance**

**Leadership Academy**

**2023 Application Packet**

The ICA Leadership Academy was developed in response to requests from members for additional, in-depth leadership development opportunities for member company employees.

**Program Goal**

The ICA Leadership Academy will raise up leaders who desire to take the next step into a leadership role both in their companies and the ICA through networking opportunities, mentorship, and leadership skills training.

**Target Audience**

Member company employees being considered for, working towards, or new to leadership positions within their organization. The class size will be limited to no more than 12 participants and only one participant per member company. The limited class size will allow for maximum participation and networking.

Applying does not guarantee a spot in the class. Selection of the Leadership Academy class is competitive and involves thoughtful consideration by a review committee.

**Program Dates** (unless otherwise noted, all classes will be held in the Des Moines metro area)

* October 11-12, 2023 - Session the afternoon of Oct. 11, group dinner that evening, and session the morning of Oct. 12
* November 15, 2023
* December 5, 2023 – At Minburn Communications in Woodward, IA
* January 9-10, 2024 – In conjunction with the Executive Pathways Conference and Legislative Welcome Back Reception. Leadership Academy participants will also attend the legislative reception and then have a group dinner on the evening of Jan. 9.
* February 7, 2024
* March 24, 2024 – Evening – Graduation dinner
* March 25, 2024 – Programming the morning of March 25. Participants will be recognized during the Annual Meeting of Members at the ICA Annual Meeting & Expo that begins the afternoon of March 25.

**Program Content**

The Leadership Academy will include a mix of presentations, interactive workshops, and participant discussions. Each year, content is reviewed and adjusted as needed to provide participants with the most relevant contact possible. Topics to be covered include:

* Leadership Personality and Strengths Workshop
* Human Resources Basics
* Time Management and Delegation
* Building Successful Teams
* Leading Effective Meetings
* Strategic Thinking
* Goal Setting
* Presentation Skills
* Importance of Legislative and Regulatory Involvement
* Community and Economic Development

**Cost**

The cost to participate in the ICA Leadership Academy is $750. This fee includes:

* All session content and trainer fees
* All participant materials
* Meals during the scheduled class times

Any travel-related expenses would be the responsibility of the member company.

**Participant Expectations**

* Attend and actively participate in ALL scheduled sessions. Emergency situations will be handled on a case-by-case basis.
* Complete any homework assignments given to the class.
* Participate in at least one ICA committee meeting/conference call during the course.

ICA places a high priority on full participation. All applicants should consider personal and professional calendars and make the necessary adjustments to accommodate the program schedule.

All sessions will be held in person.

**Application Process**

There are two parts to the application. Part 1 should be completed by the applicant. Part 2 is to be completed by the applicant’s supervisor. If the applicant is the GM/CEO, Part 2 should be completed by the Board President. Responses provided in both parts of the application will be considered in the review and selection of class participants.

* Applicant and Supervisor complete the attached application. The application is provided in a Word document format, allowing you to type your responses directly into the application.
* Submit the completed application by July 31, 2023 to: melissa@iacommunicationsall.com
* Applications will be reviewed and scored by a committee. Please note that simply submitting an application does not guarantee you a spot in the class. Selection of the Leadership Academy class is a competitive process.
* Applicants will be notified by September 1, 2023.

If accepted, payment will be due by September 21, 2023.

**ICA Leadership Academy Application**

***Part 1 – to be completed by applicant***

Please thoroughly complete the full application.

Applying does not guarantee a spot in the class. Selection of the Leadership Academy class involves careful and thoughtful consideration and scoring by a review committee. Multiple individuals from the same company are welcome to apply, however class participation will be limited to one participant per member company, as determined through the review process.

**Applicant Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number & Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Have you previously applied to participate in the ICA Leadership Academy? \_\_\_\_ Yes \_\_\_\_ No**

**Why do you want to participate in the ICA Leadership Academy and what do you hope to learn through participation in the Academy?**

**How would you describe leadership?**

**Thinking of your career goals, where do you see yourself in the next 5-7 years within your company and/or within the telecommunications industry?**

**Describe your current work responsibilities.**

**Describe any civic, charitable, business, or professional activities you are involved with.**

**Please list any special accommodation needed (dietary or otherwise).**

**Program Dates** (unless otherwise noted, all classes will be held in the Des Moines metro area)

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**Participant Expectations**

* Attend and actively participate in ALL scheduled sessions. Emergency situations will be handled on a case-by-case basis.
* Complete any homework assignments given to the class. At this point, we don’t anticipate this being a large time commitment.
* Participate in at least one ICA committee meeting/conference call during the course. Most committee meetings are held by video conference and are generally one hour in length.

ICA places a high priority on full participation. All applicants should consider personal and professional calendars and make the necessary adjustment to accommodate the program schedule.

All sessions will be held in person.

By signing and submitting this application, I acknowledge receipt of, understand, and will comply with the above participant expectations as it relates to the ICA Leadership Academy. I also understand that, if I am accepted into the ICA Leadership Academy, payment of the registration fee is due by September 21, 2023. Refunds will not be issued to participants who fail to meet the expectations of the program or who leave the program at any point.

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Applicant Signature Date

**ICA Leadership Academy Application**

***Part 2 – to be completed by supervisor***

***Please note:*** The information provided by the supervisor/board member of the applicant is taken into consideration when applications are reviewed, and participants are selected by our review panel. Please be thorough in your responses to the items listed below. Your responses are given significant weight in the application review and selection process.

**Employer Information**

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number & Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Share why the individual applying would make a good participant in the ICA Leadership Academy.**

**Please indicate your goals for the individual who is applying to be a part of the ICA Leadership Academy.**

**Employer Support**

I affirm the application of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the ICA Leadership Academy. I acknowledge receipt of and understand the above participant expectations. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has my support to fully participate in the ICA Leadership Academy. I also understand that, if my employee is accepted into the ICA Leadership Academy, payment of the registration fee is due by September 21, 2023. Refunds will not be issued to participants who fail to meet the expectations of the program or who leave the program at any point.

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Signature Date