

# Frontline Leadership Institute - Soldotna

Training for Frontline Supervisors in Human Services  
April 16, 17, and 18, 2019

**This training is a 3-day group learning experience that builds skills and competency for:**

- Organization/Agency mission
- Professional and personal values and vision
- Learning and training styles
- Leadership skills
- Leading and building teams
- Conflict and resolution
- Communication
- Participatory management and supervision
- Staff recruitment and retention
- Strength-based staff assessment
- Staff recognition
- Motivation strategies

## **Participant & Agency Commitment:**

- Three-day face-to-face training in Soldotna, Alaska – April 16, 17, and 18, 2019
- Required participation in **three (3)** follow-up online discussions and final project – May 1 (12:00-1:00), May 15 (12:00-1:00), and May 29, 2019 (11:30-1:00).
- Development, creation and implementation of a leadership positive change plan addressing a supervisory/ leadership challenge that you have identified:
  - a. In application, you will identify a specific leadership/supervisory goal or challenge you would like to change in a positive way.
  - b. During the 3-day FLI training, you will work within small groups to learn specific tools that will support the individual leadership positive change plan developed to address your challenge.
  - c. By the end of the 3-day FLI training, you will create and present an overview of your positive change plan.
  - d. In the weeks following the completion of the 3-day FLI training, you will implement your positive change plan.
  - e. Last online discussion, you will make a three-minute presentation of the successful implementation of your positive change plan.

## **Training Details:**

- **Dates & Time:** April 16, 17, 18, 2019 - 8:30am to 4:30pm (*each day*)
- **Location:** Soldotna, Alaska - Aspen Hotel Soldotna, 326 Binkley Circle
- **Hotel Accommodations:** Aspen Hotel Soldotna - 907.260.7736 - Group rate of \$105/day (*includes tax*)
- **Application Required:** Application deadline is 5pm, March 5, 2019. Selected participants will be notified by March 19, 2019.
- **Cost:** \$350\* Invited Registration (*Light breakfast and lunch will be provided each day.*)  
\*\$150 of the registration cost will be reimbursed upon successful completion of all required assignments.  
*Reimbursements available after June 7, 2019.*
- **Application Deadline: 5:00pm on March 5, 2019**



THE ALASKA  
TRAINING  
COOPERATIVE

## **Contact Information:**

Betsy Chivers  
The Alaska Training Cooperative  
2702 Gambell St, Ste 103 Anchorage, AK 99503  
Phone: 907.264.6233  
Fax: 907.274.4802 Attn: Frontline Leadership  
Email: [betsy@alaskachd.org](mailto:betsy@alaskachd.org)

# Frontline Leadership Institute Application - Soldotna

*Application Deadline: 5:00 pm on March 5, 2019*

*Please complete ALL requested information*

Name \_\_\_\_\_

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

Agency \_\_\_\_\_

Address (work) \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (work) \_\_\_\_\_ Fax (work) \_\_\_\_\_

Email (work) \_\_\_\_\_ Email (personal) \_\_\_\_\_

Supervisor Name & Phone \_\_\_\_\_

Supervisors Email \_\_\_\_\_

Years/Months as a Frontline Supervisor (one year experience preferred) \_\_\_\_\_

I acknowledge that participation includes the 3-day training and 3 follow-up online discussions.

## **REQUIRED DOCUMENTATION to be attached for application consideration:**

1. Current job description
2. Carefully consider the following five items and write **at least** a paragraph to address each one. Submit your responses on a separate sheet of paper:
  - a. Why do you want to attend the Frontline Leadership Institute (FLI)?
  - b. Describe your current supervisory responsibilities (supervision is considered as having the responsibility for directing the performance of one or more employees).
  - c. Describe in detail your most difficult supervisory/workforce challenge.
  - d. Describe one solution you have considered that would create positive change to your supervisory/workforce challenge.
  - e. List three (3) skills you would like to learn/gain from the FLI training.

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**Applications must be received no later than 5:00pm on March 5, 2019**

**Complete application online, save or print and submit by email, fax or mail with all required documentation to:**

**ATTN:** Betsy Chivers  
UAA Center for Human Development  
The Alaska Training Cooperative  
2702 Gambell St, Ste 103 Anchorage, AK 99503

Phone: 907.264.6233  
Fax: 907.274.4802 Attn: Frontline Leadership  
Email: [betsy@alaskachd.org](mailto:betsy@alaskachd.org)

**Expect confirmation of receipt of your application by email to your work and personal email address within 3 days. If you DO NOT receive confirmation, contact Betsy immediately.**

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## **Training Access Funds**

Limited Training Access Funds are available based on travel distance and need. To submit the application for Training Access Funds go to the next page and click on *Today's Date* on the application.

Deadline to submit is **5:00pm on March 5, 2019**

**Frontline Leadership Institute - Training Access Funds Application**

**Soldotna - April 16 - 18, 2019 Application due March 5, 2019**

**Fax completed form to 907.274.4802 or scan and email to:**

Besty Chivers, [betsy@alaskachd.org](mailto:betsy@alaskachd.org), 907.264.6233



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**Applications due  
5pm on March 5, 2019**

\* Limited funds will be awarded based on travel distance and need up to \$800

Today's Date \_\_\_\_\_

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Agency Name \_\_\_\_\_

Agency Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Required:** Agency Fiscal Contact \_\_\_\_\_

**Required:** Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Please complete the following statement: I am interested in attending the Frontline Leadership Institute training and need training access funds in the amount of \$ \_\_\_\_\_ - please itemize below what the funds are needed for: airfare, lodging cost (\$105/day), transportation expenses. *(Light breakfast and lunch are provided each day of the training.)*

Please initial in the box next to the following statements indicating that you understand the training access fund requirements:

I understand that there is an expectation that I will complete the entire 3-day, face-to-face Frontline Leadership Institute training in Soldotna and the additional follow-up online discussions and homework assignments by specified deadlines. If I do not complete the entire training within the deadline, I understand that training access funds will be forfeited.

My supervisor's signature below indicates he/she is supportive of my participation in these educational opportunities and that training access funds will be available after **June 7, 2019**.

(Instructions: You may complete the form online, save and send; or you may print the completed form for the required signatures then scan, email, or fax to Betsy Chivers. See contact information above.)

Supervisor  
Printed Name \_\_\_\_\_ Supervisor Signature \_\_\_\_\_

My signature below indicates I agree with the requirements in order to receive training access funds to participate in this training program. All travel and accommodation costs are to be paid in full by the participant or their employer. The Alaska Training Cooperative will reimburse the awarded amount of training access funds once all requirements are met.

Your  
Printed Name \_\_\_\_\_ Your Signature \_\_\_\_\_