



# Emerging Leadership Institute | Syllabus

January – June 2024 Schedule

All Emerging Leadership Institute seminars are in-person at the HR Building in the Engine Room  
- 1516 Riverside Dr. Chattanooga, TN -

Date	Seminar Content	Assignments
Pre-Work	Accept Emerging Leaders Nomination	DiSC Assessment <b>by Jan 5</b>
Tues <b>Jan 9</b> 12:30 – 4:30 pm	<ul style="list-style-type: none"> <li>• Chief Kickoff</li> <li>• Program Overview &amp; Expectations</li> <li>• Understanding Personalities               <ul style="list-style-type: none"> <li>○ My Style</li> <li>○ Your Style</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">LiL Assignment</a></li> <li>▪ Reflection Paper 1</li> <li>▪ LF Mentoring Interviews Selection/Mtg Request <b>(All Due Feb 12)</b></li> </ul>
Tues <b>Feb 13</b> 12:30 – 4:30 pm	<ul style="list-style-type: none"> <li>• Leadership Character/Lead Yourself               <ul style="list-style-type: none"> <li>○ Hunger for Wisdom</li> <li>○ Expect the Best</li> <li>○ Accept Responsibility</li> <li>○ Respond with Courage</li> <li>○ Think Others First</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">LiL Assignment</a></li> <li>▪ Reflection Paper 2</li> <li>▪ LF Mentoring Interviews <b>(All Due Mar 11)</b></li> </ul>
Tues <b>Mar 12</b> 12:30 – 4:30 pm	<ul style="list-style-type: none"> <li>• Leadership Skills/Lead Others               <ul style="list-style-type: none"> <li>○ See the Future</li> <li>○ Engage and Develop Others</li> <li>○ Reinvent Continuously</li> <li>○ Value Results AND Relationships</li> <li>○ Embody the Values</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">LiL Assignment</a></li> <li>▪ Reflection Paper 3</li> <li>▪ LF Mentoring Paper <b>(All Due Apr 8)</b></li> </ul>
Tues <b>Apr 9</b> 12:30 – 4:30 pm	<ul style="list-style-type: none"> <li>• Quality Improvement/Project Intro               <ul style="list-style-type: none"> <li>○ Identify Issue/Problem</li> <li>○ Establish Best Practice</li> <li>○ Collect Data/Compare</li> <li>○ Start Group Project Charter</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">LiL Assignment</a></li> <li>▪ Reflection Paper 4</li> <li>▪ Project Charter (1/grp) <b>(All Due May 13)</b></li> </ul>
Tues <b>May 14</b> 12:30 – 4:30 pm	<ul style="list-style-type: none"> <li>• EQ and Conflict Resolution               <ul style="list-style-type: none"> <li>○ Self-Awareness &amp; Management</li> <li>○ Social Awareness &amp; Management</li> <li>○ Productive Conflict</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">LiL Assignment</a></li> <li>▪ Reflection Paper 5</li> <li>▪ Project Presentation-6wk <b>(ALL Due June 18)</b></li> </ul>
Tues <b>June 25</b> 8:00 – 10:30*	<p><b>LOCATION CHANGE:</b> Probasco Auditorium*</p> <ul style="list-style-type: none"> <li>• Fireside Chat and Q&amp;A with Chief</li> <li>• Project Presentations</li> <li>• Graduation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Certificates</li> <li>▪ Graduation Group Picture</li> </ul> <p>* Time/Location Subject to Change</p>

Emerging Leaders are expected to attend all classes and fully participate to graduate.

**Participants are permitted to be absent from one class** with valid excuse (sick, emergency, etc.). An absence from class does not absolve from due assignments. Assignments are due one day prior to the *next* scheduled class.

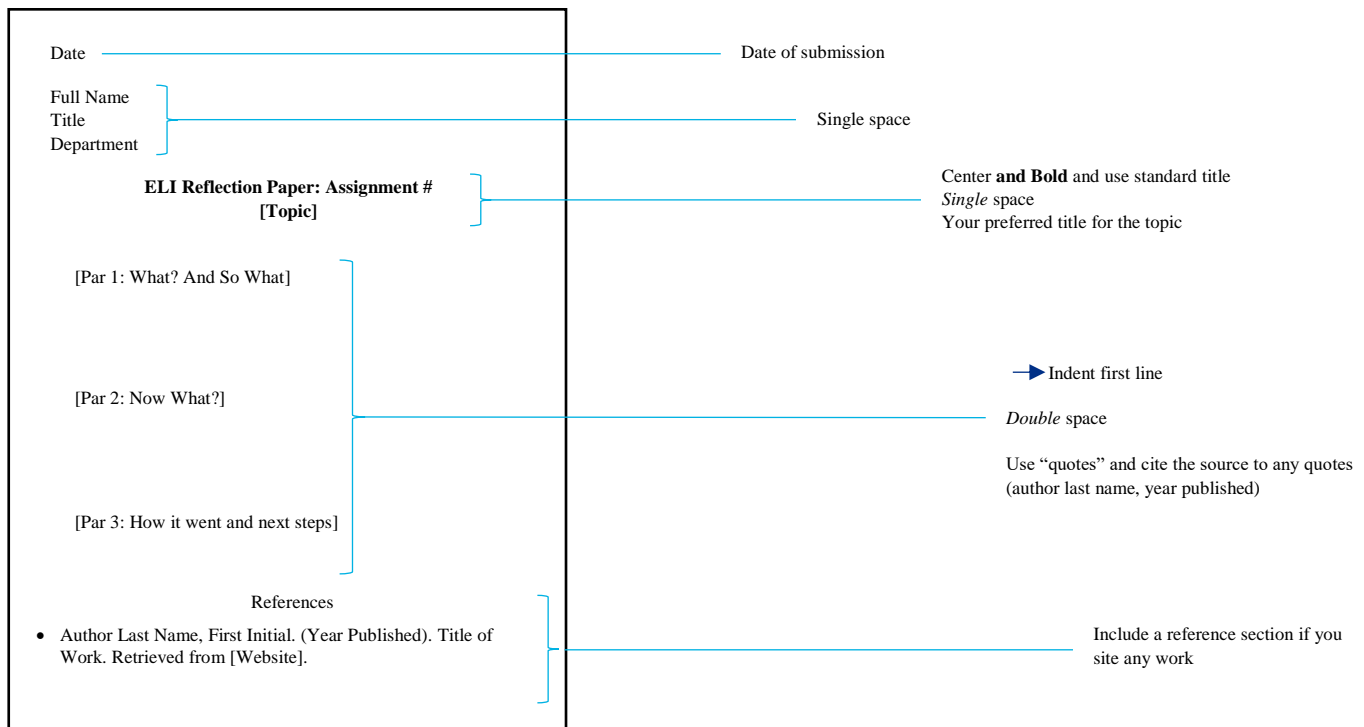


## Reflection Paper Submission Requirements (Pass/Fail)

An Emerging Leader will turn in Reflection Papers for 1) monthly topics based on the seminar and LinkedIn Learning courses assigned (5 assignments), and 2) the program Leadership Forum Mentoring Interviews (1 assignment). The 1-page papers will be graded on the following inclusions to pass:

- 1 paragraph on reviewing the content and *why* the content is important– what topic was discussed; what was learned; so what does this have to do with leadership?
- 2 paragraphs on your experience **applying** the content to your environment – now what did you learn from applying with the people around you?

All Reflection Papers should be completed in MS Word using Times New Roman 12 pt. font in the below format and submitted to [LeadershipDev@erlanger.org](mailto:LeadershipDev@erlanger.org) no later than the day before the following class date and saved with the following title format: **lastname\_assignment#\_YYYYMMDD** or **lastname\_mentoringpaper\_YYMMDD**.



**Emerging Leaders are permitted to turn in one reflection paper late with valid excuse (sick, emergency, etc.). All reflection papers must contain the above criteria to pass. Papers that fail will be returned and expected to be resubmitted with the next assignment. Emerging Leaders must submit **all** papers to be eligible for graduation.**



## Group Project Submission Requirements (Pass/Fail)

An Emerging Leader will participate in a group project related to quality improvement. After the Quality Improvement seminar, participants will form groups of 2 – 5 members, then brainstorm and decide on a group project *to do together*. As part of their assignments, they will create a [Project Charter](#) (click to download).

The group project should be implemented and completed **within 6 weeks**, see schedule for due dates.

The group project is concluded with the submission of the Project Presentation. Project Presentations should be created in the official [Erlanger PowerPoint Template](#) (click to download) and should include 5 Slides and last no more than 3 min to present.

The Project Presentation will be graded on the following inclusions to pass:

- Slide 1: Title and Team Members/Emails
- Slide 2: Scope of Project
- Slide 3: Your Process
- Slide 4: Results
- Slide 5: Lessons Learned & Next Steps

Please consider these PowerPoint presentation tips from [Design Pickle](#) (click to read):

1. Keep PPT Slides Simple & Clean
2. Use Your Brand Colors and Elements in Your Presentation
3. Create an Industry-Specific Presentation
4. Customize PowerPoint Slides for Your Audience
5. Use Original, High-Quality Presentation Templates
6. Replace Bullets with Graphics
7. Use Animations in Your Presentation to Capture Attention
8. Add Illustrations to Your Slides
9. Use the Power of Motion Graphics in Your Presentation
10. Use White Space in Your Slides
11. Align Objects Properly in Your Presentation
12. Use High-Resolution Visuals
13. Visualize Data with Graphs
14. Improve PowerPoint Design with the Rule of Thirds
15. Avoid Unnecessary Text & Clutter

Group Projects are **not permitted to be turned in late** as it is the last assignment to be turned in. All projects must contain the above criteria to pass. **Projects are required to graduate.**