

## North Central Region – Administrative Management Boot Camp

**PURPOSE:** To enhance the administrative skills sets for new and/or newly promoted Assistant and Associate Deans/Directors (*See Audience below*) across CES and AES, and those new to integrated Department Head roles.

**CHALLENGES/NEEDS:** In administrative roles for Extension (CES) and research (AES), both leadership and management are critically important. We are fortunate to have outstanding leadership development experiences at the state, regional and national levels that help aspiring leaders strengthen their skills. HOWEVER, managing effectively, the ability to deliver on your leadership vision, is taught less frequently.

**APPROACH:** A retreat-symposium setting. The program is logistically supported by NCEA and NCRA. Specific teaching techniques have been designed to match the curriculum (e.g., a mix of on-site classroom style instruction, hands-on participant interaction, interactive and flexible sessions provide topics deemed critical to success in administrative roles). We also garner topics from participants (on-site) in order to solve problems identified during group discussions. This experience also creates a cohort that continues problem solving and relationships beyond the actual training.

### North Central Administrative Management Boot Camp

#### From this...

##### Organizational Assets:

- Mission
- Talent
- Financial resources
- Stakeholders
- Partners/collaborators
- Leaders

#### Administrative Capacity

#### To this!!!

##### Organizational Excellence:

- Strategic Direction
- Strong organizational capacity (talent, financial resources, leadership, organizational culture)
- Outstanding accomplishment and accountability
- Genuine stakeholder support

**AUDIENCE:** Participants are selected by invitation from CES and AES Directors. The primary audience is newly appointed Deans/Directors, Associate Deans/Directors, Assistant Deans/Directors, Program Leaders/Directors, Department Chairs/Heads and Center Directors. Additional consideration is given to aspiring leaders with great potential for success in statewide and high-level administrative positions.

**TEACHING TEAM:** The program is led on-site at the time of the event by a teaching team. The primary leads for this team include:

- Foundations for Being an Effective Manager (Marshall Stewart, University of Missouri);
- Personnel Management (Chuck Hibberd, University of Nebraska-Lincoln); and
- Fiscal Management (George Smith, Michigan State University).

The teaching team is responsible for curriculum development in each area (above). The primary leaders for each subject area (above) are the main instructors during the Boot Camp. However, they will be assisted by other Planning Committee members, and where necessary, we solicit instructional help for curriculum development and program material preparation from other Land-grant Universities (even beyond the North Central Region (NCR) when necessary).

**PLANNING COMMITTEE:**

Tala Awada (University of Nebraska,  
Marty Draper (Kansas State University)  
Chris Hamilton (NCRA)  
Chuck Hibberd (University of Nebraska)  
Jeff Jacobsen (NCRA)  
Jeff King (The Ohio State University)  
Ruth MacDonald (Iowa State University)

Ernie Minton (Kansas State University)  
Robin Shepard NCCEA)  
Steve Slack (The Ohio State University)  
George Smith (Michigan State University)  
Marshall Stewart (University of Missouri)  
Quentin Tyler (Michigan State University)

**EXPECTED COSTS:** Participant travel is expected to be covered by their institution. The registration fee covers event/meeting logistics.

**TARGET DATES/LOCATIONS:** The NCR Administrative Boot Camp occurs in mid-to-late June. It currently spans approximately 16 hours of on-site instruction (the actual Boot Camp event), which is offered across three days, beginning at noon on the first day and concluding at noon on the third day.

## Boot Camp – Outline

**Pre-Boot Camp (Webinar and advance communications)**

General Description: Prior to the Boot Camp, participants will be asked to take part in 1-2 pre-event session (conference calls and/or webinars). The pre-work for the Boot Camp will include answering questions about the purpose of the training program and to provide general content that participants may find useful before attending the actual event. Initial readings and self-assessments will be introduced as part of these pre-events.

Pre-Event Goals: These early session(s) are used to welcome participants, explain the goals for the Boot Camp, and help attendees establish their own expectations/goals for their participation.

**Key Topical Sections of The On-site Program:****An Overview of the Boot Camp**

General Description: This will explain the goal for the overall training session. It is important for participants to have a general road map of what will happen in the following segments of the Boot Camp, why this training is offered in this context and how the topics within the sections fit together.

Section Goal: The Boot Camp starts with a welcome, overview, and encouragement to be active learners/participants. All sections (described below) will engage participants in meaningful and productive dialogue.

**Section I: Foundations for Being an Effective Manager**

General Description: These topics are foundational to strong managers and effective leaders. The elements of this section of the Boot Camp suggest philosophies and guiding principles for both management and leadership. It is very important that this initial section also establish an atmosphere that engages participants early, and keeps them engaged throughout the Boot Camp.

Section Goal: A self-assessment on one's own management skills and an understanding of what one can do to enhance those skills.

## **Section II: Personnel Management**

General Description: Our primary asset is people. Over 75-85% of our budget is committed to personnel. Our job is to build the capacity of our human resource to ensure that we can deliver on our mission. And, to do so in such a way that our work, our accomplishments, and our impacts are valuable and valued. Some will say that dealing with human beings with all of our strengths and our weaknesses is a 'messy' business. And yes, the personnel side of our work can be challenging. With clear expectations and sound personnel management practices, we can succeed in the 'people' business.

Section Goal: To provide a deeper understanding of key methods to strengthen our ability to manage our diverse and amazing human resource.

## **Section III: Fiscal Management**

General Description: Managing the institution's fiscal resources requires much more than knowing the amount of money in the budget. An effective manager must understand different sources of funding, the associated authorizations, look for flexibilities and strengths in certain types of funds (budget lines), and how different sources can and cannot be blended into an overall fiscal strategy.

Section Goal: To prepare participants to better address challenges of extramural and intramural fund management.

## **WILD CARDS: Participant Designed - Wild Card(s) – to be built into ALL sections above.**

General Description: The Boot Camp is intended to be highly interactive by allowing participants to design their own learning opportunities. Each Section (I-III) will allow for additional topics to be added based on the self-identified needs of participants.

Goal: To enhance the learning experience by allowing participants to lead in setting the agenda, defining the discussion and organizing training that is provided.