

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 would be logistically supported by NCCEA and NCRA. Specific teaching techniques will be designed to match the curriculum (e.g., a mix of on-site classroom style instruction, hands-on participant interaction, interactive and flexible sessions designed to both provide topics deemed critical to success in their administrative roles and also to garner topics from participants (on-site) and solve problems collected through group discussion, multimedia and webinars). We also hope to create a cohort that continues problem solving and relationships well 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 would be selected by invitation from CES and AES Directors. The primary audience would be newly appointed Deans/Directors, Associate Deans/Directors, Assistant Deans/Directors, Program Leaders/Directors, Department Chairs/Heads and Center Directors. Additional consideration will be given to aspiring leaders with great potential for success in statewide and high-level administrative positions.

TEACHING TEAM: The program would be 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, MO);
- Personnel Management (Chuck Hibberd, UNL); and
- Fiscal Management (Ernie Minton, KSU).

The teaching team is responsible for curriculum development in each area (above). The primary leaders for each subject area (above) will be the main instructors during the Boot Camp. However, they will be assisted by other Planning Committee members, and where necessary, can 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:

CES Representatives:

Chuck Hibberd (NE), Chris Boerboom (ND), Marshall Stewart (MO), Keith Smith (OH), and Robin Shepard NCCEA)

AES Representatives:

Ernie Minton (KS), George Smith (MSU), Marty Draper (KSU), Steve Slack (OH), Chris Hamilton (NCRA) and Jeff Jacobsen (NCRA)

EXPECTED COSTS: Participant travel is expected to be covered by their institution. A registration fee is expected to cover meeting logistics. Some travel stipends for instructors/teachers are likely. Additional support from the NCCEA and NCRA may be necessary.

TARGET DATES/LOCATIONS: The NCR Administrative Boot Camp occurs in mid-to-late June. As currently envisioned it will feature 16 hours of on-site instruction (the actual Boot Camp event) to be 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 with 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) will be used to welcome participants and to explain the goals for the Boot Camp, and to help attendees establish their own expectations/goals for their participation. All sections will engage participants in meaningful and productive dialogue.

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 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 of the training 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 intermural 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.