North Central Region – Administrative Management Boot Camp

PURPOSE: To enhance the administrative skills sets for new and/or newly promoted or those aspiring to be Assistant and Associate Deans/Directors (*See Audience below*) across CES and AES, and those new to integrated Department Head or Center Director 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 NCCEA 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) to address topics deemed critical to success in administrative roles. We also invite topics from participants (on-site) to further discuss or solve problems identified during group discussions. This experience also creates a cohort that will remain connected and continue to communicate and problem solve 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:
- Strong organizational capacity (talent, financial resources, leadership, organizational culture)
- Outstanding accomplishment and accountability
- Genuine stakeholder support
- Personal health and well-being
- Strategic Direction

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 team of experienced administrators and other professionals. The primary leads for this team include:
- Foundations for Being an Effective Manager (Marshall Stewart, Kansas State University);
- Personnel Management (Chuck Hibberd, retired, University of Nebraska-Lincoln);
- External Partnerships and Relations and Advocacy (Gary Pierzynski and Adam Ward, Ohio State University, George Smith, Michigan State University)
- Fiscal Management (Marty Draper, retired Kansas State University; George Smith and Quentin Tyler, Michigan State University).

**NOTE that individuals' participation highlighted above are tentative.

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.

PLANNING COMMITTEE:

Marty Draper (Kansas State University) Co-Chair	Robin Shepard (NCCEA)
Chuck Hibberd (University of Nebraska) Co-Chair	Travis Olson (NCCEA)
Jeanette Thurston (NCRA)	Gary Pierzynski (The Ohio State University)
Chris Hamilton (NCRA)	Quentin Tyler (Michigan State University)
Lisa Kaslon (University of Nebraska)	

EXPECTED COSTS: Participant travel and lodging is expected to be covered by their institution. The $950 registration fee covers curriculum and material development, and event/meeting logistics.

TARGET DATES/LOCATIONS: The 2024 NCR Administrative Boot Camp is scheduled for July 23-25. The schedule currently includes approximately 20 hours of on-site instruction (the actual Boot Camp event), offered across three days, beginning at noon on the first day and concluding by 3:00pm (CT) on the third day.

Boot Camp – Outline

Pre-Boot Camp (Webinars in May and June with advance communications)
General Description: Prior to the Boot Camp, participants will be asked to take part in 1-2 pre-event sessions (conference calls and/or webinars). The pre-work for the Boot Camp will include answering questions about the purpose and relevance of the training program and to pique your curiosity about content and experiences that participants may find useful before attending the in-person event. Initial readings and self-assessments will be introduced as part of these pre-events.

- *Pre-Event Goals:* These early session(s) will 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:

Boot Camp Goals
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 establishes 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 the knowledge and application of those skills.

Section II: Personnel Management
General Description: Our primary asset is people. Typically, over 75-85% of our organizational 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 that employees are motivated and valued in their role. 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 our strengths and our weaknesses is a 'messy' business. And yes, the personnel side of our work can be challenging. With clear expectations, good judgement, 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 and retain 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, how those funds may and may not be used, how to look for leveraging, 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 proactively address challenges of intramural and extramural fund management.

Section IV: Advocacy and External Relationships

General Description: Effective external relations require LGU leaders to be good communicators and to understand how to build trust and respect with CARET delegates, stakeholders, and partners who are asked to advocate and educate policymakers on our behalf. Leaders also need to understand ethical and policy issues associated with advocacy. This session will feature interaction with local leaders, such as CARET Delegates and others, who we ask to be our voices in a variety of settings and to various audiences.

- *Section Goal:* To offer examples and best practices for relationships with external people, groups and partners who play an important role in advocating for Land Grant Universities.

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 interests 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.