

AREA AGENCY ON AGING (AAA) LEADERSHIP PROGRAM

GENERAL INFORMATION

Thank you for your interest in applying for this comprehensive six-session Leadership Training Program aimed at Area Agency on Aging (AAA) Providers and Indian Area Agency on Aging (IAAA) Providers in New Mexico. There will be 2 cohorts, Fall 2024 and Spring 2024, and each cohort is limited to 25 people. The initiative is designed to update and enhance your knowledge on current topics relevant to managing small businesses that serve the aging population. The program focuses on business management, elderly care, and leadership skills to foster a collaborative and a resource-sharing community. *We are now accepting applications for the Fall 2024 Cohort.*

DATES:

Fall 2024 -- Cohort I

1. Session 1	In-person	September 11	8:30 a.m. -- 4:30 p.m. (Santa Fe)
2. Session 2	Virtual	October 2	9:00 a.m. -- 4:00 p.m.
3. Session 3	Virtual	October 9	9:00 a.m. -- 4:00 p.m.
4. Session 4	Virtual	October 23	9:00 a.m. -- 4:00 p.m.
5. Session 5	Virtual	November 6	9:00 a.m. -- 4:00 p.m.
6. Session 6	In-person	November 20	8:30 a.m. -- 4:30 p.m. (Santa Fe)

Who may apply:

Directors and General Managers of AAA service center providers and IAAA/NAAA tribal service center providers

SESSIONS

Session 1: Introduction (In-person, Full Day)

- Keynote Welcome: Inspirational welcome by the ALTSD Cabinet Secretary
- The Big Vision: Outlining the program’s goals and its significance
- Your Role: Highlighting the critical role and impact of each administrator.
- Networking: Facilitated activities to build connections among participants
- Resource Sharing: Introduction to valuable internal and external resources.
- Team Building Activities: Exercises designed to promote teamwork and collaboration.

Session 2: Business and Entrepreneurial Skills (virtual)

- Business Acumen Essentials For Running a Small Business. (Andrea Sisneros-Wichman -- CNM)
- Grant Writing Techniques and Strategies. (Megan Dunn Davison -- CNM)

Session 3: Operational Excellence (virtual)

- Working with Diverse Populations – Overcoming Bias. (Michel Poindexter – UNM)
- Identifying and Capitalizing on Expansion Opportunities. (Rita Jojola – Isleta/IAAA)

Session 4: Client-Centered Services (virtual)

- Defining and Ensuring Quality of Service. (Angela Courter – Non Metro AAA)
- Strategies For Annual Area Plan Updates and Reporting. (Michelle Briscoe – City of Abq/Metro AAA)

Session 5: Reporting and Planning (virtual)

- Overview Of Title III Case Management Regulations and Practices. (Elizabeth Reynolds -- NCNMEDD)
- Performing Needs Assessments and Gap Analysis. (Roberta Farley – ALTSD/APS)
- Developing Comprehensive Emergency and Contingency Plans. (Neil Segotta –Non Metro AAA)

Session 6: Closure (In-person, Full Day)

- Review and Reflection: Recap of the program’s key learnings and experiences
- Understanding the Market: Analysis of current trends and future market directions
- Redefining Aging: Promoting a positive perspective on aging, focusing on wisdom and life experiences
- Breakout Sessions: Tailored discussions for Metro, Non-Metro, and Tribal providers
- Program Merchandise: Distribution of branded program materials to participants.
- Certification Ceremony: Formal recognition and certification of participants’ completion of the program

**APPLICATION FOR AAA LEADERSHIP PROGRAM
CLASS OF FALL 2025**

Thank you for your interest in this comprehensive six-session Leadership Training Program aimed at Area Agency on Aging (AAA) Providers and Indian Area Agency on Aging (IAAA) Providers in New Mexico. The initiative is designed to update and enhance your knowledge on current topics relevant to managing small businesses that serve the aging population. The program focuses on business management, elderly care, and leadership skills to foster a collaborative and a resource-sharing community.

APPLICATION DEADLINE:

August 19-23 Applications accepted
August 26-29 Application review
August 30 Applicants notifications

APPLICANT INFORMATION:

Name (as it should appear on a graduation certificate):

Mailing address:

Street City, State Zip

Phone number: (____) _____ Cell phone: (____) _____

E-mail address: _____

How did you hear about our program?

Occupation and name of employer:

Employer's mailing address:

Senior Center or Provider Center name:

APPLICATION FOR AAA LEADERSHIP PROGRAM

How long have you been with your employer?

Education (secondary and post-secondary achievements):

Please provide the names and phone numbers of two (non-related) references who have known you for one year or more:

1.) _____ phone: (_____) _____

2.) _____ phone: (_____) _____

Please provide any information about yourself and your interests that you wish to share:

What do you think are the most critical issues and challenges facing small businesses that serve the aging population?

How would you most like to benefit from participating in the AAA Leadership Program? What would you like to receive from your commitment to the course?

APPLICATION FOR AAA LEADERSHIP PROGRAM

ATTENDANCE

- Attendance is expected at all sessions.
- We recognize emergencies and illness situations occur and these will be considered on a case-by-case basis.
- Please note, a partial absence from a session is considered an absence.
- Absences must be excused in consultation with the program director.
- Absences may affect the ability to graduate with the class.
- Dates are subject to change

SCHEDULE

Session 1	Wednesday, September 11, 2024 8:30 a.m. – 4:30 p.m. Opening Retreat	Santa Fe – Location to be determined
Session 2	Wednesday, October 2, 2024 – Virtual 9:00 a.m. – 4:00 p.m.	
Session 3	Wednesday, October 9, 2024 – Virtual 9:00 a.m. – 4:00 p.m.	
Session 4	Wednesday, October 23, 2024 – Virtual 9:00 a.m. – 4:00 p.m.	
Session 5	Wednesday, November 6, 2024 – Virtual 9:00 a.m. – 4:00 p.m.	
Session 6	Wednesday, November 20, 2024 – In-Person - Mandatory Attendance 8:30 a.m. – 4:30 p.m. Final Retreat	Santa Fe – Location to be determined

ATTENDANCE AGREEMENT:

By signing below, I understand and agree that if I am selected by the AAA Leadership Program Selection Committee, attendance at all class sessions is a requirement for the successful completion of the program. Absences must be excused in consultation with the program director. Absences may affect my ability to graduate with the class.

APPLICANT NAME (printed): _____

APPLICANT SIGNATURE: _____ DATE: _____

APPLICATION FOR AAA LEADERSHIP PROGRAM

TUITION RATES

Standard tuition fee: \$120

Payment Options (check all that apply):

I will pay by check

I will pay by credit card

Please email me an invoice

Please email an invoice to my employer

Name & email: _____

Financial Assistance: *A limited number of partial financial scholarships may be available. A financial scholarship application is required from the applicant interested in a scholarship.*

Please check here if you wish to be contacted to discuss financial assistance opportunities.

If you do not qualify for a scholarship, do you still wish to be considered as a full-paying applicant for a spot in the class? Yes No

FINANCIAL AGREEMENT:

By checking this box, I agree to pay the tuition fee to participate in the Class of Fall 2025 within two weeks of knowledge of my acceptance into the program.

or

If your employer is paying for the cost of your tuition, please employer read and sign the following:

I, (print) _____, the employer of _____, understand that if I pay for their tuition, this tuition is payable up front and is non-refundable, even if this employee leaves my employment during the course of the program. This agreement will hold whether the tuition fee was part of a sponsorship package or paid in cash.

EMPLOYER SIGNATURE: _____ DATE: _____

MEALS:

Lunch is provided at the two in-person sessions. You are asked to eat lunch as a group. Please indicate any food allergies or intolerances and we will do our best to accommodate you. If we cannot accommodate your needs, we kindly request that you provide your own lunch.

Gluten intolerant Vegetarian Other _____

CODE OF CONDUCT AGREEMENT:

- I agree that I will not engage in sexually harassing behavior with other class members, staff, or those I come into contact with during the course of this program, either during program sessions or program social events. Yes No
- I understand that the AAA Leadership Program has the right to refuse me services or terminate my involvement with the program at any time. Yes No

**Please submit your application by email to:
application@altsd.nm.gov**

Thank you!

**AREA AGENCY ON AGING (AAA) LEADERSHIP PROGRAM
IN-PERSON TRAINING – 1st SESSION
DRAFT AGENDA DATE: FALL 2024**

OBJECTIVES

- Introduction to the AAA Leadership Program
- Connect AAA Leadership Program participants
- Connect with classmates – Key principles of the program are “Connection precedes solution.” “All accomplishment rests on a foundation of relatedness.”
- Learn leadership skills
- Practice communicating effectively
- Practice describing things accurately, specifically and in detail
- Learn the role of asking questions in being an excellent listener
- Strengthen collaboration and teaming skills
- Learn the stages of team development
- Learn new skills to develop trust with individuals and in teams
- Increase trust
- Have conversations with depth and meaning
- Have fun!

GROUP GUIDELINES

- Listen
- Listen to learn
- Be Curious
- Ask good questions
- Substitute curiosity and inquiry for advice
- Participate
- Contribute
- Take safe psychological and emotional risks
- Don't name names – keep it anonymous
- Use thoughtful judgment and discretion
- Confidential – “what's said in the small group stays in the small group.”
- Summarize/Confirm & Verify – play back what you have heard. It is the only way we know that UNDERSTANDING is being generated between the parties

AREA AGENCY ON AGING (AAA) LEADERSHIP PROGRAM
IN-PERSON TRAINING – 1st SESSION
DRAFT AGENDA DATE: FALL 2024

8:30 a.m.	Welcome, Context, Agenda, Overview	David Markwardt, Facilitator
8:35	Introductions <ul style="list-style-type: none">· What is your name?· Where do you work?· What do you do?	
8:45	Keynote Welcome: Inspirational welcome by the Cabinet Secretary.	
9:00	The Big Vision: Outlining the program’s goals and its significance.	
9:15	Your Role: Highlighting the critical role and impact of each administrator.	
9:30	Break	
9:45	Leadership, Communication, and Team Building Activities – Split into two teams	
12:00 p.m.	Lunch	
12:45	Continue Leadership, Communication, and Team Building Activities	
4:00	Whole Group Conversation	
4:05	Evaluations	
4:15	Program Merchandise: Distribution of branded program shirts to participants.	
4:25	Discuss Next Training	
4:30 p.m.	End Training & Class Photo	

AREA AGENCY ON AGING (AAA) LEADERSHIP PROGRAM
VIRTUAL TRAINING – 1st SESSION
DRAFT AGENDA DATE: FALL 2024

OBJECTIVES

- Connect AAA Leadership Program participants
- Learn leadership skills
- Learn business acumen essentials for running a small business
- Develop grant writing techniques and strategies
- Learn how to leverage community resources for enhanced service delivery
- Have fun!

BREAKOUT ROOM -- SMALL GROUP GUIDELINES

- Listen
- Listen to learn
- Be Curious
- Ask good questions
- Substitute curiosity and inquiry for advice
- Participate
- Contribute
- Take safe psychological and emotional risks
- Don't name names – keep it anonymous
- Use thoughtful judgment and discretion
- Confidential – “what’s said in the small group stays in the small group.”
- Summarize/Confirm & Verify – play back what you have heard. It is the only way we know that UNDERSTANDING is being generated between the parties

AREA AGENCY ON AGING (AAA) LEADERSHIP PROGRAM
VIRTUAL TRAINING – 1st SESSION
DRAFT AGENDA DATE: FALL 2024

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| 9:00 a.m. | Welcome, Context, Agenda, Overview
Connection and Leadership Activity | David Markwardt, Facilitator |
| 10:15 | Break | |
| 10:30 | Presenter -- Learn business acumen essentials for running a small business | |
| 11:00 | Participant Reflection and Application | |
| | <ol style="list-style-type: none"> 1. What did you learn from the presentation? 2. What can you apply from what you learned to your job to get better results? <ul style="list-style-type: none"> • Write notes first <ul style="list-style-type: none"> ○ Be specific and detailed • Take a turn in breakout rooms of 5 people and have a conversation. • Please practice the Small Group Guidelines | |
| | <p>Groups</p> <ol style="list-style-type: none"> 1. Members: , , , Group leader 2. Members: , , , Group leader 3. Members: , , , Group leader 4. Members: , , , Group leader 5. Members: , , , Group leader <ul style="list-style-type: none"> • As a group, what are the top 5-7 things you learned and can apply? • Discuss as a group | |
| 11:25 | Large Group Conversation
Each small group reports out | |
| 11:45 | Question and Answer with the Presenter | |
| 12:00 | Lunch Break | |
| 1:00 | Presenter -- Develop grant writing techniques and strategies | |

- 1:30 Participant Reflection and Application
1. What did you learn from the presentation?
 2. What can you apply from what you learned to your job to get better results?
- Write notes first
 - Be specific and detailed
 - New Breakout rooms - take a turn in breakout rooms of 5 people and have a conversation.
 - Please practice the Small Group Guidelines
 - As a group, what are the top 5-7 things you learned and can apply?
 - Discuss as a group
- 1:55 Large Group Conversation
Each small group reports out
- 2:15 Question and Answer with the Presenter
- 2:30 Break
- 3:15 Participant Reflection and Application
1. What did you learn from the presentation?
 2. What can you apply from what you learned to your job to get better results?
- Write notes first
 - Be specific and detailed
 - New Breakout rooms - take a turn in breakout rooms of 5 people and have a conversation.
 - Please practice the Small Group Guidelines
 - As a group, what are the top 5-7 things you learned and can apply?
 - Discuss as a group
- 3:35 Large Group Conversation
Each small group reports out
- 3:45 Question and Answer with the Presenter
- 3:55 Discuss next training
- 4:00 p.m. End Training