

**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. 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 Spring 2025 Cohort, which is limited to 25 people.*

**DATES:**

**Spring 2025 -- Cohort II**

1. Session 1	In-person	February 26	8:30 a.m. -- 4:30 p.m. (Albuquerque)
2. Session 2	Virtual	March 12	9:00 a.m. -- 4:00 p.m.
3. Session 3	Virtual	March 26	9:00 a.m. -- 4:00 p.m.
4. Session 4	Virtual	April 9	9:00 a.m. -- 4:00 p.m.
5. Session 5	Virtual	April 23	9:00 a.m. -- 4:00 p.m.
6. Session 6	In-person	May 7	8:30 a.m. -- 4:30 p.m. (Albuquerque)

**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)**

- 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)**

- Developing Comprehensive Emergency and Contingency Plans. (Neil Segotta –Non Metro AAA)
- Identifying and Capitalizing on Expansion Opportunities (To Be Determined)

**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. (Denise King and Melissa Sanchez – ALTSD)

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

- Team Building Activities: Exercises designed to promote teamwork and collaboration.
- Review and Reflection: Recap of the program’s key learnings and experiences
- 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**

Senior Center or Provider Center name:

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How long have you been with your employer?

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Education (secondary and post-secondary achievements):

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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:

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

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## APPLICATION FOR AAA LEADERSHIP PROGRAM

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?

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### 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, February 26, 2025 -- In-Person - Mandatory Attendance -- 8:30 a.m. – 4:30 p.m.

Opening Retreat --Albuquerque – South Valley Multipurpose Senior Center

Session 2      Wednesday, March 9, 2025 – Virtual -- 9:00 a.m. – 4:00 p.m.

Session 3      Wednesday, March 23, 2025 – Virtual – 9:00 a.m. – 4:00 p.m.

Session 4      Wednesday, April 9, 2025 – Virtual – 9:00 a.m. – 4:00 p.m.

Session 5      Wednesday, April 23, 2025 – Virtual – 9:00 a.m. – 4:00 p.m.

Session 6      Wednesday, May 7, 2025 – In-Person - Mandatory Attendance -- 8:30 a.m. – 4:30 p.m.

Final Retreat -- Albuquerque – South Valley Multipurpose Senior Center

## APPLICATION FOR AAA LEADERSHIP PROGRAM

### 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: \_\_\_\_\_

### 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 Spring 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: \_\_\_\_\_

**APPLICATION FOR AAA LEADERSHIP PROGRAM**

**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!



**IN-PERSON TRAINING – 1<sup>st</sup> SESSION**  
**DRAFT AGENDA    DATE: SPRING 2025**

**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 – 1<sup>st</sup> SESSION**  
**DRAFT AGENDA DATE: SPRING 2025**

8:30 a.m.	Welcome, Context, Agenda, Overview	David Markwardt, Facilitator
8:35	Introductions <ul style="list-style-type: none"><li>· What is your name?</li><li>· Where do you work?</li><li>· What do you do?</li></ul>	
8:45	The Big Vision: Outlining the program’s goals and its significance.	
9:00	Your Role: Highlighting the critical role and impact of each administrator.	
9:15	Leadership, Communication, and Team Building Activities – Split into two teams	
12:00 p.m.	Lunch	
12:45	Continue Leadership, Communication, and Team Building Activities	
4:15	Whole Group Conversation	
4:20	Evaluations	
4:25	Discuss Next Training	
4:30 p.m.	End Training & Class Photo	

**VIRTUAL TRAINING – 1<sup>st</sup> SESSION**  
**DRAFT AGENDA DATE: SPRING 2025**

**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

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**VIRTUAL TRAINING – 1<sup>st</sup> SESSION**  
**DRAFT AGENDA DATE: SPRING 2025**

- 9:00 a.m. Welcome, Context, Agenda, Overview  
David Markwardt, Facilitator
- Connection and Leadership Activity
- 10:15 Break
- 10:30 Presenter -- Learn business acumen essentials for running a small business
- 11:00 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
  - Take a turn in breakout rooms of 5 people and have a conversation.
  - Please practice the Small Group Guidelines
- Groups
1. Members: , , , Group leader
  2. Members: , , , Group leader
  3. Members: , , , Group leader
  4. Members: , , , Group leader
  5. Members: , , , Group leader
- 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
- 2:45 Connection and Leadership Activity
- 3:55 Discuss next training
- 4:00 p.m. End Training

**AREA AGENCY ON AGING (AAA) LEADERSHIP PROGRAM  
SAMPLE PRESENTER BIOGRAPHIES**

## **Business Acumen**

Andrea Sisneros Wichman, PMP, serves as Senior Director of Programs with CNM Ingenuity. Andrea leads new programs, grants and funding opportunities, and college-wide new program development and evaluation for CNM and CNM Ingenuity. Prior to this role, Andrea led technology and renewable energy training programs, including the Deep Dive Coding Bootcamps. A fourteenth generation New Mexico Hispanic woman, Andrea's passion for the community is reflected in being honored with a 40 under 40 award in 2018. Andrea has been with CNM since February 2011 and with CNM Ingenuity since its inception in 2014. During that time, she has managed millions of dollars in grants and has developed dozens of new programs. Andrea ensures Ingenuity's programs are accessible, affordable, successful, and inclusive.

## **Grant Writing**

Megan Dunn Davison, PhD, CCC-SLP/L is the Director of Grant Management and Critical Proposals at Central New Mexico Community College where she leads all College-wide strategic efforts for local, state, and federal funding. Dr. Dunn Davison received a B.A. from Truman State University where she was a Ronald E. McNair Scholar. She attended Purdue University for her M.S. and The Pennsylvania State University for her Ph.D. in Speech-Language Pathology. She has over 10 years of academic research experience funded by state and federal grants. Previously, Dr. Dunn Davison was faculty in the Department of Linguistics and Communication Disorders at Queens College, City University of New York and the School of Public Health at Temple University. She is a Board-Certified Specialist in Child Development. More recently, Dr. Dunn Davison was the Chief Impact Officer at United Way of North Central New Mexico where she led community-based program evaluation, community impact strategy development, and community grants and funding process.