



December, 2008

Dear Aging Services of Georgia Leadership –

We are excited to have just completed the second year of the new AgingServicesNEXT (formerly gahsaNEXT) program. AgingServicesNEXT is designed to identify and develop emerging leaders in our field. I know many members have deserving staff that could benefit greatly from participating in this program. We have already been contacted by several members asking to participate in the next group – AgingServicesNEXT 2009 will begin February 11, 2009.

Please review the enclosed materials to better understand the entire program. We are planning 5 full-day events for this group in 2009. The kick-off event will be Wednesday, February 11, 2009 in Atlanta. We will use principles from Emotional Intelligence as well as other materials/training presented by LW Consulting, to make this experience as meaningful as possible.

Participants in this program can be staff working at any level in your organization. Successful organizations want strong leaders in all areas of their organizations. We encourage the identification and application of minority staff who are emerging leaders in your organization. We have developed a simple application for the participant to complete. In addition, there is a place for you to provide your support of this individual. There will be a \$250 fee to help cover some of the basic expenses of the program (meals, materials, etc.)

Each event will include conversations with national experts. For example, we will have a conference call with Michelle Holleran, who is the chair of Leadership AAHSA initiative and is one of the leading experts providing individuals with cutting-edge information and tools to become successful leaders.

Please take this opportunity to identify someone in your organization (it may be YOU) to participate. If you are outside the Atlanta area, it would be worth supporting someone to come into Atlanta for this experience. Please feel free to contact me personally if you need more information. For your convenience, the application and overview are available on our web site at www.aging-servicesga.org.

Thanks

Walter Coffey, President
Aging Services of Georgia/Georgia Institute on Aging

AgingServicesNEXT Participant Application

For the Potential Participant:

Name of Participant: _____

Name of member facility: _____

Participant phone number: _____ email: _____

Position Title: _____ Years in Position: _____

Why are you interested and what do you hope to gain from your participation in this program?

By submitting this application, I agree to participate in AgingServicesNEXT through active attendance and engaged participation.

Signature of Participant: _____ Date: _____

For the supervisor of the participant:

I agree that this employee is a good candidate for the AgingServicesNEXT program. I will support my employee by 1) allowing him/her time to attend AgingServicesNEXT events; 2) checking in with him/her about his/her experience to ensure it is meaningful; 3) allowing him/her opportunities to develop his/her skills in our organization; 4) paying the fee of \$250 to help cover some of the expenses of the program. In addition, I will participate in an evaluation to provide feedback about this program.

Signature of Supervisor: _____ Date: _____

**Please return to gahsa at 404-872-1737 (fax)
no later than January 11, 2009**

AgingServicesNEXT Statement of Intent

To better describe the intent of this program, we have developed the following to begin establishing the direction of this program.

The basic intentions we are exploring for the program are described below. We will call upon the leadership of AgingServicesNEXT participants to help enhance the program as we move forward.

- 5 events for the year beginning in February, 2009
- Ensure practical, applicable, take-home information
- Focus on personal growth and development
- Evaluation to ensure the program is effective
- To help support the costs of the program, there is a \$250 fee per person

The foundation of the program will be focused on learning to lead with “Emotional Intelligence”. In *“Primal Leadership”*, co-author Richard E. Boyatzis states: *“Understanding the powerful role of emotions in the workplace sets the best leaders apart from the rest – not just in tangibles such as better business results and the retention of talent, but also in the all-important intangibles, such as higher morale, motivation, and commitment”*. As leaders, it is imperative that we better utilize our core emotional competencies - self awareness, empathy, social mindfulness and relationship management – to truly be successful in the workplace.

Incorporating the aspects of “developing self” through Emotional Intelligence principles of connecting with others, developing relationships and being aware of how to manage self, we will pull from the some of the following ideas (and others) for specific programs so participants will have practical take-home tools to apply as they focus on their personal leadership development:

- Understanding the Aging Network and the continuum of Aging Services
- Developing Exceptional Leadership Skills through implementing a person action plan
- Understanding of ways to use leadership principles in the workplace
- Looking at the Future of Aging Services (demographics, technology, financing, quality)
- The non-difference – what is it and why is it important?
- The working of non-profit Boards (Current trends, roles, governance)

Participants of AgingServicesNEXT could ...

- Become a leader on association committees, task groups, or boards
- Help determine needed education events for the Institute
- Present information and/or facilitate Institute events
- Break into small groups to research and share information on a particular topic of interest
- Receive scholarships to association and/or aahsa events

2009 AgingServicesNEXT Tentative Agenda

Registration begins December, 2008

EI Quick Book to Participants – Read book, do appraisal, report results by February event

First Event – February 11th

Teams at Tables – continental breakfast

EI Presentation/Overview – Discussion

Personal Action Plan – Putting Ideas into Action LWC

National Call – Michelle Holleran – Transformation Leadership

Aging Services of Georgia/aahsa general info

Meet in Continuum Groups to plan for Event 2

Assignment: Personal Action Plan Development, Continuum Project

Optional: Attend a association OR gia board meeting

Second Event - March

Teams at Tables – continental breakfast

Personal Action Plan follow-up/discussion

Ask the Experts

National Call – Nick Tasler, TalentSmart

Understanding Temperaments LWC

Looking at the Spiritual component of our work – Paul Gonyea

Culture Change (person-centered care) throughout the continuum of aging services

Continuum Presentation – the aging network

Organization Development Information

Assignment: Personal Action Plan Implementation, Read “Letter from the Birmingham Jail”, by MLK, Jr.

Third Event – spring

Teams at Tables – continental breakfast

Characteristics of Leadership Exercise

Personal Action Plan follow-up/discussion

Mastering Conflict LWC

National Call – aahsa?

Strength-based leadership

National Aging Services

“Letter from the Birmingham Jail”, by MLK, Jr. Discussion

Organization Development Information

Assignment: Personal Action Plan Implementation

Fourth Event – summer

Teams at Tables – continental breakfast

Personal Action Plan follow-up/discussion

Time Management LWC

National Call – aahsa?

NP Boards/Governance – discussion from attending gahsa OR gia board meeting

Administrator/ED Roundtable – Organizational Management

Organization Development Information

Assignment: Personal Action Plan Implementation

Fifth Event – fall

Teams at Tables – continental breakfast

Personal Action Plan follow-up/discussion

National Call – Lou Burgess

Coaching LWC

Maintaining the Spirit – Paul Gonyea

Organization Development Information

Assignment: Personal Action Plan Results/Feedback