APPLICATION PACKET

Deadline:
Friday, November 8, 2013
5:00 pm
**OVERVIEW OF THE PROGRAM**

The role of the administrative professionals has evolved greatly in recent years. Administrative professionals have a wide range of responsibilities that go beyond answering the phone and handling clerical details of the office. Many administrative professionals manage projects and coordinate the daily operations of their departments.

The goals of the **Administrative Professionals Program** include:

- Enhancing those skills that support employee development as well as the strategic vision of the University. Developing new skills that meet the demands of successful office management.

**ELIGIBLE CANDIDATES**

Any full time employee of Emory University in an administrative role (e.g. Administrative Assistant, Program Coordinator, Secretary, etc.).

**PROGRAM CURRICULUM**

Selected participants will attend sessions that focus on the following objectives:

- **Organizational Knowledge**
  To gain knowledge about university policies and systems.

- **Competency Building and Strengthening**
  To develop and refine skills that are key to their ability to perform their current jobs.

- **Promote Self-Awareness**
  To promote awareness of one's own personality, values, work styles and strengths.

- **Professional Development**
  To provide skills that will enhance job performance and personal growth.

**PROGRAM DESIGN**

This program is designed to allow participants to develop and enhance skills within a cohort group of up to 24 participants representing different departments across the University. The cohort design allows participants to interact with their colleagues from across the University. It is the goal of the program to create a community of learning where participants can build professional relationships and make a meaningful contribution to their careers. Lastly, participants will also be required to complete, in conjunction with their supervisor, a process improvement project. They will present their project and ideas for process improvement on the last day of class.

**PARTICIPANT SELECTION**

All applicants will be notified via email by **Friday, December 20, 2013** regarding the status of their application. Participants will be selected based on their stated goals, departmental representation and supervisor’s recommendation. Candidates are encouraged to reserve the dates listed on the Program-at-a-Glance (see page 4) in anticipation of their acceptance to the program. Supervisors/Sponsors are encouraged to reserve **Monday, January 27, 2014** for the Sponsors’ Orientation from 11:00 am—12:00 pm at 1599 Clifton Road, Room 1.432

**PROGRAM COST**

The cost for the department for each participant is $300.
The purpose of the Learning & OD Programs is to provide participants with an opportunity for growth and development. Given the investment of time and resources, it is important that participants are committed to attending all of the program sessions.

**Attendance is mandatory.** The “Program at a Glance” is provided in the application, so that interested candidates can plan regular work-related commitments, professional conferences and vacations in advance, so that they do not conflict with program dates. In the event a participant misses a class, the program coordinator will contact the participant, sponsor/supervisor and the Manager of Training.

**Extenuating Circumstances**
In the event of illness, loss of a loved one or unexpected workplace emergency, the participant will inform the program coordinator that she or he will not be able to attend the session. The program coordinator will assist the participant in making up the session, which may include attending an upcoming session or completing the class online. The participant’s department will be responsible for any additional fees associated with completing online courses.

**Inclement Weather**
In the event of inclement weather, participants should follow the University guidelines for closings and delays. Safety is paramount and should a class need to be rescheduled, we will seek your support in adjusting calendars.

**Unexcused Absences**
Examples of unexcused absences include meetings, vendor meetings, conference calls, conference attendance or vacation days. The participant will be responsible for making up the session(s). If available, the participant may complete the class online, or attend another upcoming session. The participant’s department will be responsible for any additional fees associated with completing the makeup classes.

If a participant misses three classes and has not made up the classes prior to the published graduation date for that cohort group, the participant will be allowed to join the next available cohort and graduate with the new cohort group. Program fees will not be refunded as course materials are acquired in advance.

**Graduation Requirements**
Participants will be eligible for graduation in 2014 by completing following requirements:
1) attendance in classes, 2) submission of the APP Capstone Project Plan and 3) presenting their completed Capstone Project on Wednesday, **August 27, 2014**. If the participant is unable to meet these requirements, they will be invited to participate in the next graduation ceremony.
Once selected, **attendance will be required**. Please review the following dates prior to submitting your application to ensure your availability. With the exception of the graduation, all of the sessions will take place at Learning & Organizational Development, 1599 Clifton Road. Please note that the topics are subject to change.

<table>
<thead>
<tr>
<th>Course/Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Deadline</td>
<td>Friday, November 8, 2013</td>
<td>5:00 pm</td>
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<tr>
<td>Participation Notification via Email</td>
<td>Friday, December 20, 2013</td>
<td>5:00 pm</td>
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<tr>
<td><strong>Sponsors Orientation (for sponsors only)</strong></td>
<td>Monday, January 27, 2014</td>
<td>11:00 am–12:00 pm</td>
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<td>Program Kickoff &amp; Business of Higher Education</td>
<td>Wednesday, January 29, 2014</td>
<td>8:30 am-1:00 pm</td>
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<td>Communicating with Impact</td>
<td>Wednesday, February 12, 2014</td>
<td>8:30 am-1:00 pm</td>
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<td>Increasing Personal Effectiveness-Part 1</td>
<td>Wednesday, February 26, 2014</td>
<td>8:30 am-5:00 pm</td>
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<tr>
<td>Increasing Personal Effectiveness-Part 2</td>
<td>Wednesday, March 12, 2014</td>
<td>8:30 am-5:00 pm</td>
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<tr>
<td>Improving Work Processes/Productivity &amp; Project Management</td>
<td>Wednesday, March 26, 2014</td>
<td>8:30 am-5:00 pm</td>
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<td>Civil Treatment for Employees</td>
<td>Wednesday, April 16, 2014</td>
<td>8:30 am-1:00 pm</td>
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<tr>
<td>Crucial Conversations Day 1</td>
<td>Wednesday, May 7, 2014</td>
<td>8:30 am-5:00 pm</td>
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<tr>
<td>Crucial Conversations Day 2</td>
<td>Wednesday, May 21, 2014</td>
<td>8:30 am-5:00 pm</td>
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<td>Professional Presence in a Casual World</td>
<td>Wednesday, June 4, 2014</td>
<td>8:30 am-5:00 pm</td>
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<td>Fantastic Service Behaviors</td>
<td>Wednesday, June 18, 2014</td>
<td>8:30 am-1:00 pm</td>
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<td>Better Business Writing</td>
<td>Wednesday, July 9, 2014</td>
<td>8:30 am-1:00 pm</td>
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<td>Presentation Skills</td>
<td>Wednesday, July 23, 2014</td>
<td>8:30 am-5:00 pm</td>
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<tr>
<td><strong>Capstone Project Presentation Day</strong></td>
<td>Wednesday, August 27, 2014</td>
<td>8:30 am-5:00 pm</td>
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<td>Supervisors, Sponsors, and Coworkers are invited.</td>
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<td>Graduation</td>
<td>September 2014</td>
<td>TBD</td>
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ADMINISTRATIVE PROFESSIONALS PROGRAM
PROGRAM APPLICATION

Application Due: Friday, November 8, 2013, by 5:00 pm.

I. PERSONAL DATA

NAME: ____________________________  EMPL ID: ____________________________

TITLE: ____________________________

DEPARTMENT: ______________________  SMART KEY#: ______________________

CAMPUS ADDRESS: ____________________________

PHONE: ______________________  FAX: ______________________  EMAIL: ______________________

NAME OF SUPERVISOR/TITLE: ____________________________

II. RESUME—PLEASE SUBMIT A CURRENT RESUME.

III. ESSAY QUESTIONS—PLEASE SUBMIT UP TO 2 PAGES WITH YOUR RESPONSES TO THE FOLLOWING QUESTIONS:

1. How do you think the Administrative Professionals Program will benefit you?
2. Why do you consider yourself an ideal candidate for this program?
3. What are your career goals for the next five years? How will this program assist you in reaching your goals?
4. Please provide any additional information regarding your interest in the program.
SUPERVISOR/Sponsor Recommendation

The Administrative Professionals Program is aimed at the professional and personal development of administrative professionals in the University. Courses offered as part of this Program are designed to impart new skills, improve existing skills, build competencies and support overall improved performance. Once they are accepted into the Program, participants are required to attend all the classes with their cohort. As such, it requires commitment from each participant and from their supervisors as well as department/program chairs.

Sponsors’ Orientation

Supervisors/Sponsors are expected to attend the Sponsors’ Orientation on January 27, 2014 from 11:00 am—12:00 pm. During the Orientation, supervisors/sponsors will learn about the program expectations including the Capstone Project, attendance requirements and meet the Learning & OD Team. Although some of this program will be funded centrally, there will be $300 charged back to the department. Faculty are eligible and encouraged to apply.

Letter of Support:

In an attachment, please provide a statement of support for your employee’s admission into the Program. Some questions to consider include: Why do you think this person is an ideal candidate for this Program? How would this individual benefit from this experience? How will your department benefit from this person’s participation?

Supervisor Commitment

Please read the following, and sign and date below to indicate your agreement.

I understand that the participant’s commitment to the Program includes instructor-led classes and additional time that may be required to complete any course-related work such as completing a self-assessment and/or pre-work. I will support this person in meeting all the Program requirements. I will attend the Sponsors’ Orientation and I understand that my department will be charged a $300 program fee. I will provide guidance in the completion of the Process Improvement Project, and allow time to complete it.

I understand that the participant’s continued enrollment in the program will be based on attendance at every scheduled course, and that I will be informed of any missed sessions.

My signature below indicates that I have read the program dates, course policies and time-table for the Program, and support my employee’s participation in the Administrative Professional Program. I am committed to his/her professional development and training, and I will support his/her attendance with paid time away to fully participate in this program.

Print Name  Supervisor’s Signature  (Date)

Print Name  Department/Program Chair’s Signature  (Date)
CHECKLIST

___ I have read the program overview and understand that the cost of this program is $300.

___ I have reviewed the program dates and ensured my ability to attend each session before applying to the program.

___ I have completely filled out the application, attached a current resume and essay responses.

___ I have received and attached a letter of support from my supervisor.

___ I have reviewed the application for accuracy and signatures.

THE HR LEARNING & ORGANIZATIONAL DEVELOPMENT DEPARTMENT fulfills the mission of Emory University by offering a variety of learning opportunities including general enrollment courses, customized workshops, performance consulting and facilitation services.

SERVICES
While most courses are specifically targeted to University staff and faculty, employees of Emory Healthcare are invited to participate in those classes that meet their personal and professional development needs. The following programs and services are available:

GENERAL ENROLLMENT COURSES

PERFORMANCE CONSULTING SERVICES
- Leadership & Behavior Assessments
- Retreat Design & Facilitation
- Team Building Design & Facilitation
- Customized Training

PROGRAMS
- Academic Leadership Program (ALP)
- Excellence Through Leadership (ETL)
- Management Development Program (MDP)
- Mentor Emory
- Supervisor Development Program (SDP)
- HR Rep Certificate Program

VISIT OUR WEBSITE AT:
- www.learningservices.emory.edu

APPLICATION DEADLINE:
Friday, November 8, 2013, 5:00 pm

FOR INQUIRIES OR TO SUBMIT YOUR APPLICATION CONTACT:
Attn: Administrative Professionals Program
Anisthasia B. Carter
Manager of Training
Learning & Organizational Development
404-727-9563 (Phone)
404-727-1849 (Fax)
abcart3@emory.edu (Email)

Drop-off/ Interoffice Mail
1599 Clifton Road, NE, 1st Floor, Room 1.120
Mailstop: 1599-001-1AP
Atlanta, Georgia 30322

Submit a “green” application:
Scan a completed, signed copy of your application, and email it to the address listed above.