Emerging Leader Fellowship

Offered by Synova Associates in conjunction with the National Association of Neonatal Nurses

FELLOWSHIP OUTLINE/DESCRIPTION

PROGRAM DIRECTOR
Paula J. Webb, DNP, RN, NEA-BC
2018-2019
Emerging Leader Fellowship

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Course Description

The Emerging Leader Fellowship is an 8 month, joint program between Synova Associates and the National Association of Neonatal Nurses. The objective of the Emerging Leader Fellowship is to grow and develop early-career neonatal nurses and APRNs who have an interest in developing their leadership potential. By equipping these future leaders with translatable and transferrable leadership skills, participants will be better able to succeed and flourish within their professional, personal, and volunteer environments. This fellowship is intended to assist with board certification and meet the standard for clinical professional development for those organizations pursuing Pathway to Excellence or Magnet Designation.

Objectives

Upon successful completion of this program, the fellow will be able to:

1. Apply results of self-assessment tools of leadership strengths and emotional intelligence to one’s own development.
2. Demonstrate reflective leadership through self-knowing and a willingness to address professional growth through the development of a self-directed learning action plan.
3. Develop one’s own philosophy and conceptual framework for practice.
4. Develop competencies for leadership opportunities in NANN and/or within their hospital
5. Identify colleagues for networking, collaboration, and mentorship
6. Demonstrate leadership competencies through a case study which will be presented at the 2019 NANN Annual Conference (NANN Cohort) or 2019 NLF Forum (NLF Cohort).

Fellow Expectations

- Formal application outlining leadership goals
- Attendance at the NANN National Meeting and the NANN pre-conference for Neonatal Leader Fellows
- Attendance at the Synova NICU Leadership Forum and the New Leader Bootcamp pre-conference
- Attendance on monthly ZOOM video webinars that may require some pre-work or post-work
- Weekly journaling
- Minimum of one monthly meeting with Internal Mentor
- Monthly review of one leadership article with post to group
- Leadership Book Review
- Case study/project due at the end of the program (NANN 2019 for NANN cohort and NLF 2019 for Synova cohort) that will showcase leadership growth in either hospital or association leadership
  - Will result in poster or presentation at next NANN or NLF
  - Case study will:
    - Challenge an issue
    - Demonstrate how challenge or issue was addressed
    - Outline outcomes that were achieved

Fellowship Program Assignments

Program assignments are designed for the participant to achieve the course objectives. Assignments are briefly described here with more specific assignment descriptions to be discussed in monthly webinar discussion. Please note that all due dates are noted in the Program Schedule.

1. Webinar and Conference Preparation and Participation
   a. Participation in two conferences during the program is required. The dates, times and topics are listed in the program schedule.
   b. Participation in scheduled webinars. The topics are listed in the program schedule with dates and times to be determined.
   c. Review this document and assignment criteria prior to Program Orientation ZOOM meeting.
   d. Participants should review assigned readings and be prepared to contribute to face-to-face class meetings and webinar discussions.
2. **Self-Assessment Tools & StrengthsFinder 2.0**
   a. Participants will complete the assigned self-assessment tools and StrengthsFinder 2.0 to identify leadership styles, approaches to maximize strengths, and opportunities for improvement
   b. Discuss results of assessments at the NANN Pre-conference Meeting.

3. **Leadership Article Discussion**
   a. On-line leadership article posts will provide an opportunity for participants to discuss the key concepts of the reviewed article and implications for the use of the concepts in area of focus.
   b. Participants will respond to at least one of their peer’s posts.
   c. Months for article reviews are listed in the program schedule.

4. **Weekly journaling**
   a. Participants will make weekly entries into a journal to reflect on the successes and barriers to effective leadership encountered during the week.
   b. Entries will be kept confidential and reviewed only by the Program Directors for feedback

5. **Leadership Book Review**
   b. This reflective book review is not to exceed two-pages and will be posted to the Book Review Discussion of the learning system on the date noted in the course schedule.
   c. Participants will respond to at least one peer’s review post

6. **Case Study/Project**
   a. Participant will identify a case study for review and presentation
   b. Participant will share identified case study with both internal and external mentor for direction and suggestions
   c. Case study/Project due at the end of the program (NANN 2019 for NANN cohort and NLF 2019 for Synova cohort) will showcase leadership growth in either hospital or association leadership
      1. Will result in poster or presentation at next NANN or NLF
      2. Case study will:
         a. Challenge an issue
         b. Demonstrate how challenge or issue was addressed
         c. Outline outcomes that were achieved

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### Fellowship Program Schedule

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<thead>
<tr>
<th>Dates</th>
<th>Topics</th>
<th>Activities &amp; Dates to Remember</th>
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<tbody>
<tr>
<td>September</td>
<td>Getting Started</td>
<td>• Review Fellowship Outline/Description</td>
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<td>• One hour group introductory ZOOM meeting - September 18, 2018 @ 2:00 pm CST</td>
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<td>• Complete Emotional intelligence and leadership inventories <em>(due last day of September)</em></td>
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<td>• Complete StrengthsFinder 2.0 <em>(due last day of September)</em></td>
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<td>• Synchronize calendars for future monthly meetings</td>
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<td>• Identify space for conference calls, computer access, etc</td>
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<td>• Engage with on-line learning system by prior posting of a short bio/introduction <em>(due last day of September)</em></td>
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<td>• Complete mentor/mentee agreement with goals</td>
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| October          | Emerging Leader Pre-Conference Day in Anaheim October 17, 2018 Lunch October 18, 2018, Breakfast October 19, 2018 | Topics to discuss include:  
• Leadership styles  
• Emotional intelligence  
• Transition from peer to leader  
  • Staying in role  
  • Difficult conversations  
• Define your conceptual framework-Hospital vs. Association  
• Working with your mentors |
|------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| November         | • Webinar/office hour – November 20, 2018 @ 2pm CST  
  • Topic: Giving and Receiving Effective Feedback  
  • Discuss results of self-assessment tools  
  • Discuss case study submission for next month  
• Meet with your internal mentor to discuss results of self-assessment tools (*Due last day of Month*)  
• Submit case study proposal to Program Director (*Due last day of Month*)  
• Monthly article (*Initial post due 1st day of Month, Peer Response due 15th day of Month*)  
  • Write descriptive post of article relating content to role  
  • Respond to at least one peer’s initial post  
• Weekly journaling (*Due last day of Month*)  
  • Reflect on events/issues within workplace  
  • Relate experiences to either professional organizations or work settings |
| December         | • Meet with your internal mentor and discuss an exemplar of a difficult conversation/giving effective feedback (*Due last day of Month*)  
  • Write up the meeting and get mentor to sign  
• Monthly article (*Initial post due 1st day of Month, Peer Response due 15th day of Month*)  
  • Write post of article relating content to role  
  • Respond to at least one peer’s initial post  
• Weekly journaling (*Due last day of Month*)  
  • Reflect on events/issues within workplace  
  • Relate experiences to either professional organizations or work settings |
| January          | • Webinar/office hour – January 15, 2019 @ 2pm CST  
  • Topic: Time management/work-life balance  
• Meet with internal mentor to discuss initial thoughts on the reviewed book (*Due last day of Month*)  
• Weekly journaling (*Due last day of Month*)  
  • Reflect on events/issues within workplace  
  • Relate experiences to either professional organizations or work settings |
| February         | • Webinar/office hour – February 19, 2019 @ 2pm CST  
  • Topic: Resiliency  
• *Start with why: How great leaders inspire everyone to take action*. Book Review (*Initial post due 1st day of Month, Peer Response due 15th day of Month*)  
  • Write descriptive post of book review relating content to role  
  • Respond to at least one peer’s initial post |
<table>
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<th>Month</th>
<th>Event Details</th>
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| March | - Individual meetings with mentor and Program leader re: case study progress *(Due last day of Month)*  
  - Review case study and submit  
- Weekly journaling *(Due last day of Month)*  
  - Reflect on events/issues within workplace  
  - Relate experiences to either professional organizations or work settings  
- Webinar/office hour – *March 19, 2019 @ 2pm CST*  
  - Topic: Leadership Etiquette  
- Monthly article *(Initial post due 1st day of Month, Peer Response due 15th day of Month)*  
  - Write descriptive post of article relating content to role  
  - Respond to at least one peer’s initial post  
- Meet one on one with mentor/program director about NLF presentation/poster *(Due last day of Month)*  
- Weekly journaling *(Due last day of Month)*  
  - Reflect on events/issues within workplace  
  - Relate experiences to either professional organizations or work settings |
| April | Attend NICU Leadership Forum, including New Leader Bootcamp pre-conference day April 28, 2019. Cohort will also meet on free afternoon May 1, 2019.  
Topics to discuss include:  
- Building teams  
- Retaining talent  
- Finance for Nurse Leaders  
- Transformational Leadership by Lori Brittingham  
- Next steps in your leadership development  
- Governance (NANN cohort to be led by NANN staff, invited speaker, and/or NANN volunteer(s)) |
| May | - Project submission to NANN  
- Individual meetings with mentors, mentees and Program leaders to wrap up *(Due last day of Month)*  
- Complete a self-directed learning plan (outline to follow)  
- Participant feedback and evaluation *(Due last day of Month)* |

### Netiquette Rules for Fellows

Netiquette includes the rules of etiquette when communicating over the internet. Violations of the netiquette guidelines are disruptive in the online classroom. Electronic communication is the backbone of this fellowship and fellows must be respectful and honest at all times. Any posting deemed by the program director to be disruptive or interfering with learning will be removed.

#### Basic Rules to Help Guide Netiquette (including but not limited to):

- Be patient. Don’t expect an immediate response when you send a message.
- Do not use offensive language (i.e., sarcastic, slang, rude, abrasive verbiage). Respect the opinions of others and be sensitive to the diverse nature of people in the group. If you would not say it in a face-to-face meeting, do not include it in the online discussions either. Do not make personal or insulting remarks.
- Do not use all capital letters. (This is considered shouting.) Also, do not use excessive punctuation, i.e. "!!!" or "?!?!?"
Fellowship Outline

- Use correct spelling and grammar. Read and proofread what you have written before you submit. Be sure to read all messages in a thread before replying.

- Discussion postings should be concise, on topic, and within the scope of the course material. Avoid rambling, repetition, or opinionated arguments. Avoid "I agree" and "Me, too!" messages. Spending time reading messages without substance can be frustrating for all parties.

- When providing feedback to peers, postings should provide professional, reflective, and constructive feedback.

- Use descriptive subject lines for email messages and discussion postings.

- Be respectful and open to opinions and ideas that differ from your own.

- Do not use the ideas or words of another individual as your own without citing the original source. Do not plagiarize.

- Do not forward emails or discussion postings without permission from the original author.

Resources


Online Resources


Program Director

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Email: pwebb@synovaassociates.com
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