Emerging Leader Fellowship
Offered by Synova Associates and the National Association of Neonatal Nurses

FELLOWSHIP OVERVIEW
2019-2020

PROGRAM DIRECTOR
Paula J Webb, DNP, RN, NEA-BC, FAONL
# Emerging Leader Fellowship

*Offered by Synova Associates and the National Association of Neonatal Nurses*

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Course Description

The Emerging Leader Fellowship is a 9 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. The importance of involvement in professional organizations will be highlighted throughout the program. 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 to one’s own development.
2. Demonstrate reflective leadership through self-knowing and a willingness to address professional growth.
3. Demonstrate progress toward professional growth as evidenced through completion of assigned program components.
4. Develop one’s own philosophy and conceptual framework for practice.
5. Develop competencies for leadership opportunities within their hospital and NANN.
6. Identify colleagues for networking, collaboration, and mentorship
7. Demonstrate leadership competencies through a QI project/Program Development project which will be presented at the 2020 NICU Leadership Forum and/or NANN Annual Conference

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 and External Mentor
- Monthly review of one leadership article with post to group
- Read and review two assigned Leadership Books
- QI/Program Development Project due at the end of the program that will showcase leadership growth
  - Will result in poster or presentation at next NANN or NLF
  - QI/Program Development project will:
    - Challenge a current practice or issue
    - Demonstrate leadership role in the process
    - Demonstrate how challenge 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 and due dates to be discussed in monthly webinar discussion.

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. 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 read assigned sections of the book *Discover Your Strengths*, 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.
   c. Demonstrate application of strengths and discuss in reflective journaling.

3. **Leadership Article Discussion**
   a. 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 journal weekly 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. Book review to discuss key concepts, not to exceed two-pages posted to the Book Review Discussion of the learning system.
   c. Develop personal nursing and leadership philosophy incorporating a recognized nursing theory.
   d. Participants will respond to at least one peer’s review post monthly.

6. **QI/Program Development Project**
   a. Participant will identify a QI/Program Development Project.
   b. Participant will share identified project with both internal and external mentor for direction and suggestions.
c. Project due at the end of the program (Project through implementation phase due by graduation at NLF in April; Data analysis and outcomes due June 1, 2020) will showcase leadership growth
   1) Will result in poster or presentation at next NANN or NLF
   2) QI/Program Development project will:
      i. Challenge a current practice or issue
      ii. Demonstrate leadership role in the process
      iii. Demonstrate how challenge was addressed
      iv. Outline outcomes that were achieved

Fellowship Program Schedule

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<tr>
<th>Month</th>
<th>Activities</th>
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<tr>
<td>September</td>
<td>• Review Fellowship Outline/Description</td>
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<td>• One hour group introductory ZOOM meeting</td>
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<td>• Complete StrengthsFinder 2.0</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</td>
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<td>October</td>
<td>NANN Conference and Emerging Leader Pre-Conference, Savannah, GA</td>
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<td>• Topics to discuss include:</td>
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<td>▪ Leadership styles</td>
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<td>▪ Emotional intelligence</td>
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<td>▪ Transition from peer to leader</td>
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<td></td>
<td>▪ Staying in role</td>
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<td>▪ Difficult conversation</td>
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<td>▪ Working with your mentors – Internal (direct supervisor) &amp; External Mentor (TBD based on project) selection guidelines</td>
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<td></td>
<td>• Webinar/discussion</td>
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<td></td>
<td>▪ Topic: Crucial Conversations – Paula Webb</td>
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<td></td>
<td>▪ Application of concepts</td>
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<td></td>
<td>• Identify Internal Mentor</td>
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<td>• Complete mentor/mentee agreement with goals</td>
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<td>November</td>
<td>• Webinar/discussion</td>
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<td></td>
<td>▪ Topic: Work-Life Balance – Paula Webb</td>
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<td></td>
<td>▪ Discuss application of self-assessment tools</td>
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<td></td>
<td>▪ Discuss QI/Program Development topics</td>
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<td>• Meet with your internal mentor to discuss self-assessment results/strengths</td>
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<td>▪ Write up the meeting and get mentor to sign</td>
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<td>• Submit Project proposal to Program Director</td>
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<td>• Monthly article</td>
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<td></td>
<td>▪ Write descriptive post of article relating content to role</td>
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<td></td>
<td>▪ Respond to at least one peer’s initial post</td>
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<td>• Weekly journaling</td>
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### December
- **Webinar/discussion**
  - Topic: Project Discussion/Direction – Paula Webb
  - Discuss application of work-life balance for the holidays
- **Meet** with your internal mentor and discuss an exemplar of a difficult conversation/giving effective feedback
  - Write up the meeting and get mentor to sign
- **Monthly article**
  - Write post of article relating content to role
  - Respond to at least one peer’s initial post
- **Weekly journaling**
  - Reflect on events/issues within workplace
  - Relate experiences to either professional organizations or work settings

### January
- **Webinar/discussion**
  - Topic: Emotional Intelligence – Pam Spivey
- **Develop** personal nursing and leadership philosophy incorporating a recognized nursing theory.
- **Meet** with your internal mentor and discuss an exemplar of a difficult conversation/giving effective feedback
  - Write up the meeting and get mentor to sign
- **Weekly journaling**
  - Reflect on events/issues within workplace
  - Relate experiences to either professional organizations or work settings

### February
- **Webinar/discussion**
  - Topic: Stuck in the Middle – Elizabeth Kester
  - *Start with why: How great leaders inspire everyone to take action* Book Review
  - Write descriptive post of book review relating content to role
  - Respond to at least one peer’s initial post
- **Individual meetings** with mentor and Program leader re: case study progress
  - Review case study and submit
- **Weekly journaling**
  - Reflect on events/issues within workplace
  - Relate experiences to either professional organizations or work settings
<table>
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<th>Month</th>
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| March | - Webinar/discussion  
  - Monthly article  
  - 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  
  - Weekly journaling  
  - Reflect on events/issues within workplace  
  - Relate experiences to either professional organizations or work settings |
| April | NICU Leadership Forum and New Leader Bootcamp Pre-conference: Naples, FL  
  - Topics to discuss include:  
    - Building teams  
    - Retaining talent  
    - Transformational Leadership by Lori Brittingham  
    - Next steps in your leadership development  
  - Webinar/discussion:  
    - Topics:  
      - Professional Organization Governance  
      - Professional PPT Presentation Development – Paula Webb  
    - Discuss timeframe/time & slide limits for project presentation |
| May   | - Webinar/discussion  
  - Topic: Wrap-up and Transition to Year 2  
  - Individual meetings with mentors, mentees and Program leaders to wrap up  
  - Participant feedback and evaluation |
| June  | - Data submission for Project Completion |

**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 "!?!?"

• 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


Tye, J., & Dent, B. (2016). Pickle pledge: Creating a more positive healthcare culture – one
attitude at a time. South Carolina: ValuesCoach.

Online Resources:


Program Director

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