Pre-Application Information
MyTime to Lead Program

Here's what you need to know **before** you apply for this program:

Application Requirements

- **Who Can Apply.** Applicants must have Colorado residency.

- **Focus on Emerging Leaders.** This program is intended for those preparing for, or new to a leadership role. Applicants serve as an individual contributor in their organizations; have little or no formal professional leadership development; and have demonstrated a significant, positive impact on their organization and/or community.

- **Preference for Members of Underrepresented Communities.** This initiative prioritizes leadership development programming for members of underrepresented groups across Colorado. Preference will be given to individuals from underrepresented, unseen, or historically ignored communities in Colorado. These include—but are not limited to—communities such as BIPOC, LGBTQIA, rural areas, survivors, and/or those living with disabilities.

Application Process

- **Program Limit.** This program has room for 16 participants. If your application is not in the top group selected for the program, you may be added to the waitlist. If an opening becomes available, we will notify you via e-mail, based on your position on the list.

- **Application Deadline.** The deadline to submit your application is Friday, July 18, 2025. Late applications will not be accepted. Please plan for 20-30 minutes to complete your application.

- **Notification of Status.** You will be notified about your application status the week of August 11th. You must provide your current e-mail address on your application, so that we can communicate with you. **To ensure you receive emails about your status, please add notifications@slideroom.com and noreply@slideroom.com to your email address book.**

- **Application Support.** If you need support during the application process, please send us an e-mail at collectiveleadershipinitiative@ccl.org, and we will promptly respond. Application workshops will be held on Fridays and additional one-on-one support will be available. To register for a workshop, visit: www.cocollectiveleadership.org.

Program Expectations & Commitment

Full engagement and participation are expected of all participants; therefore, it is important to review the commitments and [Key Dates](#) carefully before you apply. This program involves a substantial financial investment, which is paid for by The Colorado Health Foundation. **It also requires a significant investment of your time and energy, as there are many events, activities, and assignments.** Please secure the support you need for your other priorities (work, home, family, school, etc.) so that you have the bandwidth to complete the program. For example:

- Secure the necessary approvals from your manager or organization for you to participate
- Work with your partners, colleagues, and/or direct reports to cover your work while you are participating in the program

Failure to adhere to these expectations and commitments may result in removal from the program.

- **Pre-Work Assignments.** If accepted, you will be required to complete the following pre-work assignments:

   o   Attending the program orientation
   o   Completing personality and leadership style assessments
   o   Submitting additional documents that tell us more about you

   On an as needed basis, the Engagement Specialist will be available to assist you with the pre-work assignments and onboarding process.

- **Online Coursework.** This program is fully online, and entails watching course videos, reviewing information, and participating in online group discussions. A personal computer with audio and video capabilities, including a microphone, speakers, and camera, as well as a reliable Internet connection, is necessary for participation. Assignments for the online coursework are due every Friday. **Once a week** during the 6-week course, you will participate in a 1-hour online group session to discuss the material. Attendance at these live sessions is required.

- **Proactive Communications.** Once the program begins, if you are unable to participate in any learning sessions, activities, or assignments, you are required to communicate with the program staff.

- **Data Collection.** Interviews and surveys may also be used to collect feedback, measure growth and development, and evaluate the program's impact. Collected data will be used to inform ongoing design and program practices, as well as inform our community stakeholders of the program impact. These artifacts may be published in our research and case studies in upcoming years. Any evaluation data we collect is confidential and will not be shared with identifying information attached without your consent.

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Program Assistance & Support

- **Financial Sponsorship.** This leadership development program is funded by The Colorado Health Foundation. All program services provided by the program staff (facilitators, coaches, mentors, etc.) are paid for upfront. Additional financial support is also <u>available upon request,</u> for expenses that may be incurred because of your attendance during this program (i.e. technology needs, personal learning supplies, etc.).

Key Dates

Event/Activity	Date	Time	Location
Application Workshops	Fridays	12:00 pm - 1:00 pm	Live, Online (Zoom) <u>Register on Our Website</u>
One-on-one Application Assistance	As needed	15 min sessions available	Live, Online (Zoom) <u>Booking Link</u>
Application Due	Friday, 7/18	11:59 pm	Submitted online
Program Orientation	Monday, 9/8	12:00 pm - 1:30 pm	Live, Online (Zoom)
Pre-work Due	Friday, 9/12	5:00 pm	Submitted online
CLA Online 6-Week Session	Monday, 9/8 - Friday, 10/17	Self-Paced	CLA
Coursework Discussions	Tuesdays of the 6-week session	1 hour, time TBD	Live, Online (Zoom)
Online Coursework – **Weekly Lessons Due**	Fridays of the 6-week session	11:59 pm	Digital Learning Platform

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