



## EMERGING LEADERS PROGRAM 2024

### ***PROGRAM OVERVIEW***

As part of CRJ's dedication to professional development, the Emerging Leaders Program (ELP) is designed to benefit current staff who want to develop their leadership and management competencies. ELP is open to any employee who meets the following eligibility and believes that they have the potential to grow into a strong leadership role, embraces and demonstrates a commitment to CRJ's mission, and takes responsibility for their own development/learning.

### ***ELIGIBILITY***

#### ***Emerging Leaders Program Criterion***

All eligible applicants have displayed a commitment to CRJ, a commitment to their role(s) and to consistent performance:

- Employed by CRJ for 1 continuous year, currently full time, and active status at the time of the program starting.
- Significant contribution to CRJ's success has been established.
- Open to employees not in a leadership role or employees who have been in a leadership role for less than one year.

### ***PROGRAM CONTENT***

The following module topics comprise the Emerging Leaders Program:

- *Essentials of Leadership*
- *Introduction to Management*
- *Effective Communication Skills*
- *Introduction to Mental Health First Aide*
- *Inclusive communication*
- *Employee Relations*
- *Problem Solving*
- *Building Trust and Respect*
- *Coaching to Improve Employee Performance*
- *Managing Effective & Diverse Teams*
- *Conflict Resolution*
- *Time and Energy Management*
- *Is Management for You?*



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### TRAINING DATES AND LOCATION

ELP will be held over a six-month period and will be a mix of in-person and virtual sessions.

March 19, 2024: Virtual, pre-training session

April 2 & 3, 2024: In-person, Session 1 & 2

May 7 & 8, 2024: Session 3 & 4

June 11, 2024: session 5

July 16, 2024: session 6

August 13, 2024: session 7

August 20, 2024: In-person, session 8

***\*Please note that sessions 3, 4, 5, 6, & 7 will be a mix of in person and virtual, Details will be provided at the beginning of the program.***

#### Training Facilitators:

Sordill Consulting: Pat Sordill

CRJ: HR Training & Culture Department

### APPLICANT CONSIDERATION AND PROCESS

1. Employee submits application and current resume with their manager's portion completed by **February 23, 2024**, to Nicky Dabrosca: [ndabrosca@crj.org](mailto:ndabrosca@crj.org).
2. Human Resources confirms the eligibility of applicants via application review and conformance with established criteria.
3. Applicants and their manager are notified of acceptance by **March 15, 2024**.



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### *MANAGER'S RECOMMENDATION*

Name of Applicant:

I support my employee's application for participation in CRJ's Emerging Leader's Program for the following reasons which include substantiation and supports the eligibility criterion.

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Signature

Print Name

Date

Job Title: \_\_\_\_\_ Location: \_\_\_\_\_