

# Leadership Education and Development (LEAD) Certificate Program

Institution-Sponsored Program (ISP) Model

at the

**Oakland University William Beaumont School of Medicine**

## Call for 2024 LEAD Fellow Applications

Applications must be received no later than Monday, August 14, 2023.

Acceptance notifications will be distributed no later than Friday, September 11, 2023.

The Leadership Education and Development (LEAD) certificate program is a year-long, cohort-based, nation-wide educational leadership development program administered through the Association of American Medical Colleges (AAMC). An institution-sponsored program (ISP) model of LEAD will be offered at OUWB for the 2024 calendar year (January – December). Up to 16 Fellows will be accepted into LEAD 2024 at OUWB.

**Eligibility:** All OUWB faculty and administrative professional staff are eligible to apply.

**Opportunities and Expectations:** The LEAD program fosters practical knowledge drawn from the best recognized theoretical models and best practices of effective leadership that are relevant to medical education organizations and processes. ***Participation is mandatory for all elements of the LEAD program and curriculum.*** Upon successful completion of the LEAD program, graduates will receive an AAMC LEAD Certificate of Recognition.

Below is a brief outline and description of program components and the LEAD-OUWB 2024 scheduled activities for which Fellows' full participation is mandatory. Please be sure to confirm your availability for every date and hold these on your calendar. **Please read the LEAD schedule distributed with this application packet to learn more details.** For any questions that arise, please contact Ann Voorheis-Sargent ([voorheissargent@oakland.edu](mailto:voorheissargent@oakland.edu)).

**Fellow Orientation Session** – Virtually through Zoom on Wednesday, September 13, 2023 from 3:00 – 4:00 p.m.

**Workshops** – Each workshop is four hours and consists of active learning activities (flipped classroom format). At this time, Modules 1 and 4 will be held in person at Corewell Health Royal Oak, while Modules 2 and 3 will be facilitated via Zoom.

- Tuesday, January 16, 2024, 12:00 – 4:00 p.m.: Module 1 - *Leading through Strategic Vision and Setting Direction* (IN PERSON)
- Tuesday, February 13, 2024, 12:00 - 4:00 p.m.: Module 2 - *Leading by Developing Others* (ZOOM)
- Wednesday, March 20, 2024, 12:00 - 4:00 p.m.: Module 3: *Leading by Managing Effectively* (ZOOM)
- Tuesday, April 16, 2024, 12:00 - 4:00 p.m.: Module 4: *Leading by Developing the Organization* (IN PERSON)

**Fellow Presentations and Graduation Program** – TBD

**Virtual Learning Intersessions** – Engagement as a professional learning community through four, one-hour virtual sessions (video conference), employing application of LEAD content to real-life scenarios and supplemental learning. All four sessions will take place in 2024 with official dates and times to be announced soon.

**Leadership Coaching Sessions:** With support from the LEAD Faculty Consultant, each Fellow will identify a Local Coach at OUWB with whom to participate in the workshops and in monthly, one-hour coaching sessions. Guidance for selecting a LEAD Local Coach will be provided during the Fellow Orientation on September 13, 2023.

**Individualized Applied Leadership Focus activity:** During the first half of the LEAD program, each Fellow will select and develop an individualized area of leadership focus to apply LEAD learning within a real-life educational setting. Each Fellow will then implement the activity during the second half of the program, with support from the LEAD Local Coach and Faculty Consultant. Fellows will present brief summaries of their ALF experiences at the graduation program.

**Please go to the next page to begin completing the application form.**

## **2024 LEAD at OUWB SOM - Fellow Application Form and Process**

The three-part application consists of the following:

1. A completed application form (this Qualtrics survey)
2. Your current curriculum vitae
3. A letter of support from your department chair/direct supervisor indicating support for your full participation in the LEAD program. (See example on next page of this document)

**EXAMPLE Letter of Support from your Department Chair/Direct Supervisor**

[Date]

LEAD at OUWB SOM Application Review Group  
c/o Ann Voorheis-Sargent

Dear OUWB SOM-LEAD Application Reviewers:

I am writing in full support of [applicant's name] as a candidate for the Leadership Education and Development (LEAD) Certificate Program. [Applicant's name] has shown promise as an up-and-coming medical education leader who will benefit from participation in the LEAD program, both in terms of professional development as an educational leader and to advance in current and potential leadership roles and contributions. [\[The supervisor might consider including a few specific examples of current observations of leadership and potential for advancing as a medical education leader. \]](#)

I recognize that the LEAD program has been developed as an intensive professional development program, with opportunities for [applicant's name] to apply LEAD learning to our own institution. I support [applicant's name] to fully engage and successfully complete the LEAD program requirements, such as participating in the four in-person workshops, four virtual learning sessions, and designing and implementing a personalized Applied Leadership Focus activity for applying LEAD content in a real-life medical education context and professional reflection. I know that [applicant's name] will also select a LEAD Local Coach to work with to enhance knowledge and understanding of how leadership occurs and is witnessed in the real-life settings of our own institution. Engagement with this Local Coach will be grounded in co-participation in the in-person workshops and through monthly coaching sessions.

I have discussed this LEAD opportunity with [applicant's name] and look forward to the enhanced leadership knowledge and abilities that result from participating as a LEAD Fellow.

Sincerely,

[Signature of Chair/Supervisor]