



**RIVERSIDE**  
HEALTHCARE

**Riverside Emerging Leaders Program:  
2023 Application Form**

11/2022

## Riverside Emerging Leaders Certificate Application Form

**NOTE: Only Complete Applications will be considered if submitted by the due date – Applications are due to Riverside’s OD & Learning Dept. by 12/12/22. Email applications to:**

[olieeducation@rhc.net](mailto:olieeducation@rhc.net)

### Purpose

Riverside is committed to the strongest possible leadership team in support of assuring Riverside remains a place where employees choose to work for their personal best, where physicians choose to practice, and where patients choose to receive their care. To that end, we offer the **Riverside Emerging Leaders Program**.



The Riverside Emerging Leaders Certificate is a 12 month program. It is developed for individuals with the potential and interest to become a supervisor or are a new frontline supervisor who is beginning their leadership journey. Participants meet once/month for 3.5 hours with a focus on management skill development and coaching on Riverside policies and evidence-based leadership practices. This cohort is limited to a maximum of 30 Riverside staff.

### Eligibility and Selection Criteria

#### **Riverside Emerging Leaders Certificate Eligibility Criteria:**

1. Minimum of a .9 to 1.0 FTE within any corporation of Riverside HealthCare with no written warning (or greater) in the past 12 months.
2. Must be in a non-Leadership Council and non-LEM position.
3. Must be rated at Achieves Expectations level or higher on the most recent annual performance appraisal on all items.
4. Must have a minimum educational level of a high school diploma/degree.
5. Individuals with the potential and interest to become a supervisor or are a new frontline supervisor.
6. Able to attend a 3.5-hour class once per month for 12 months in 2023 with an 83% attendance commitment expectation.

#### **Selection Criteria:**

Selection of attendees is based upon the above eligibility criteria, approval from your Riverside Director to allow you to attend the program, and a fully completed application by the due date.

### Agreement and Understanding:

If chosen to attend the Riverside Emerging Leaders Program, participants agree to regularly attend and actively participate in all scheduled sessions, to complete all assignments and to provide feedback on helpfulness of the entire program.

**Note:** *In order to earn the completion certificate, attendees must complete 83% of all courses during the year and any course assignments.*

### Application Process:

A completed application (including the essay) for any eligible Riverside employees interested in participation in either program must be submitted to Riverside’s Organizational Development and Learning Department by the application due date for

consideration. All applicants will be notified if they have been approved to attend or not no later than January 6, 023. *Note: Incomplete applications will not be considered for either program and will be returned to the applicant.*

**NOTES:**

- Items to be reviewed will include attendance records and past performance evaluations. Existence of any corrective actions in the past 12 months may be grounds for disqualification from this opportunity. Priority is given to individuals who have been actively employed at Riverside Healthcare at least six months.

**For Additional Information:**

For additional information, contact: Janet Jensen, 815-935-76, ext. 22703; Organizational Development & Learning Department.



## Riverside Emerging Leaders Certificate Application Form

**Directions for Completion:** Please complete all sections of the entire application. Incomplete applications will NOT be considered for participation.

### Section I: Personal Information

Name \_\_\_\_\_ Previous Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Home Phone\_(\_\_\_\_\_)\_\_\_\_\_

Email \_\_\_\_\_

List all Current Completed Academic Degree (s) or Certifications (e.g. HS Diploma, GED, BSN, MSN, MBA, etc.)

### Section II: Educational Plans

Are you currently pursuing a degree or certificate? If so, please list what degree/certificate below:

College/University: \_\_\_\_\_

When do you anticipate graduation/completion of this program: \_\_\_\_\_

### Section III: Employment History and Background

*(Please include any breaks in employment – must be a .9 FTE or greater to be considered)*

RHC Hire Date \_\_\_\_\_ Current FTE Status \_\_\_\_\_

Current RHC Department \_\_\_\_\_

How many employees do you directly supervise \_\_\_\_\_

How long have you been in a supervisory role at Riverside? \_\_\_\_\_

How much supervisory experience do you have in your entire career?

List all employment below, starting with the most recent, up until employment at RHC.

Employer	City/State	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Section IV: Essay Statement

Please attach a **maximum two -page typed statement** that includes information you believe the selection team should know as they consider your application. Please include your responses to the following question in your written statement:

1. Why do you want to be selected to participate in the program, and how do you intend to use knowledge gained from participation within your work at Riverside?
2. What do you feel are your leadership skills you do well, and what leadership skills do you want to develop or improve?
3. What outcomes would you expect to achieve if you were selected to attend either program?
4. What other leadership or management development programs have you attended in your entire career?

## Section V: Resume/Reference List

Please attach with your application your one-page typed resume/curriculum vita, including the names, title, and contact information for two references who can speak to the quality of your work, educational participation, and/or leadership skills or potential.

## Section VI: Applicant Checklist and Authorization Review

### **Applicant Checklist:**

- \_\_\_ All sections of this application are complete
- \_\_\_ Resume/curriculum vita is attached including reference contact information
- \_\_\_ Typed Essay statements are attached
- \_\_\_ Authorization Review section is complete and signed by applicant.
- \_\_\_ Required Leader Signatures are complete on application

### **Authorization Review:**

*By signing this application form, I attest the information provided on this application is true and accurate. I hereby authorize the review of all information in order that my eligibility for the certificate program may be determined.*

Please check any/all of the boxes below to indicate your review and understanding:

- I understand that selection as a Riverside Emerging Leaders participant does not guarantee a promotional or management position at Riverside and that priority to participate in this program may be given to individuals already in a Riverside leadership role.
- I understand and agree participation in the Riverside Emerging Leaders Certificate is voluntary and that if my time to attend is paid, it will be paid by my department and time to attend coordinated with my immediate leader.
- I understand the expectation to participate in all course and coaching sessions, and to work to incorporate this training into my work environment and share with my leader. I further agree to actively discuss and participate in all class sessions.
- By signing this application form, I attest the information provided on this application is true and accurate.
- I understand that to earn the certificate for the Emerging Leaders program, I must complete 83% or greater of scheduled courses, along with completing all assignments.
- Given the investment in my professional development with this program, I further understand and agree that if selected for this program, I agree to continue working at Riverside for at least 12 months after the conclusion of the program.
- I commit to attending 83% of the courses.

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Print Applicant Name

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Signature of Applicant

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Date Signed

***APPLICANT: Please meet with your Director to discuss this application and obtain approval on the next page.***

***My signature below represents I have discussed this application with my employee and give my full support and recommendation for this employee to participate in the Riverside Emerging Leaders program. I have also made arrangements with the employee regarding their work schedule to attend this program.. I further attest the employee meets the following eligibility criteria:***

- Must be in good standing as an employee (no corrective actions of written warning or greater in past 12 months).
- Is a minimum of a .9 to 1.0 FTE within any corporation of Riverside HealthCare.
- Has actively worked at Riverside in a non-Leadership Council position and is a current, active Riverside employee.
- Was rated at Achieves Expectations level or higher on the most recent annual performance appraisal on all items
- Has at least a high school diploma/degree.
- I will support scheduling them to attend all courses (attendance expectation for program completion is to attend 83% or greater of all classes). Time to attend is expensed to the employee's own department.

\_\_\_\_\_  
Signature of Riverside Director or Designee

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed Name of Riverside Director

***APPLICANT: Please send the application and attachments to OD & Learning Department at Riverside or email to [olieeducation@rhc.net](mailto:olieeducation@rhc.net)***

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***My signature below represents that I have reviewed this application and recommend this employee be considered for the Riverside Emerging Leaders Certificate based upon their most recent performance appraisal (if available) and corrective action status.***

\_\_\_\_\_  
Human Resources Personnel Verifying Good Standing

\_\_\_\_\_  
Date Verified

**Riverside Emerging Leaders Certificate Schedule**



All classes meet in the Douglas-Senesac Classroom at Riverside’s Hoover Building located at 1905 West Court Street; Kankakee, IL. Enter building via Entrance A only (entrance facing Court Street). Time to attend this program must be coordinated with and approved by your supervisor. Each session includes “put it into practice”

activities to use back in your work setting, to be shared and discussed with your one-up leader, and to results and challenges shared post-implementation at the next class session. Each session and assignment support integration into practice for all selected attendees for maximum benefit of being part of the cohort.

Refer to class dates on the right and topics covered are listed below in no particular order:

2023 Dates	Time
1/16	1P – 4:30P
2/13	1P – 4:30P
3/13	1P – 4:30P
4/10	1P – 4:30P
5/8	1P – 4:30P
6/5	1P – 4:30P
7/10	1P – 4:30P
8/7	1P – 4:30P
9/11	1P – 4:30P
10/2	1P – 4:30P
11/13	1P – 4:30P
12/11	1P – 4:30P

**Emerging Leaders Class Topics (sequence of presentations may vary from list below based upon cohort membership)**

- **Riverside and HealthCare Landscape, Mission, Values, and Key Goals for Operational Excellence**
- **Your Leadership Style: Preferences and Stepping Up to Supervisor (Peer Today, Leader Tomorrow)**
  - So Now I’m a Leader: The First 90 Days\*
  - Closing the Buddy to Boss Gap
  - Managing Conflict
- **Resiliency and Wellness: Self and Team Resiliency (Psychological Safety)**
- **Creating and Sustaining a Great Place to Work**
  - Leader Rounding and Critical Factors in Employee Engagement and Retention
  - Using Stories to Communicate Effectively
  - Communicating Effectively with Senior Leaders
- **Selecting, and Onboarding Staff**
- **Performance Management**
  - Engaging High Performers
  - Coaching Solid Performers
  - Managing Under Performing Team Members
- **Leading Effective Meetings, Delegation and Managing Change**
- **Situational Awareness for Limit Setting, Personal Safety, Boundaries**
- **Lean Management and A3 Thinking in Healthcare**
- **Patient Experience**
- **Compliance, Privacy and Security at Riverside**
- **Quality Management at Riverside – Patient and Employee Safety Practices**
- **Riverside Finance**