

WHAT IS THE ADMINISTRATORS RESOURCE HANDBOOK?

The Administrators Resource Handbook is a valuable resource for all administrators, new and experienced. The handbook contains information regarding: services provided by PCYA; functions and resources of DHS's Office of Children, Youth and Families; important laws and regulations; basic budget information; and leadership guidance on best practice and collaboration. The Administrators Resource Handbook can be found on both PCYA's (www.pcy.org) and the Resource Center's (www.pacwrc.pitt.edu) websites.

WHO CAN ATTEND LEADERSHIP ACADEMY?

The training is designed for new and seasoned county children and youth administrators and their management teams.

HOW DO I COMPLETE THE CERTIFICATE PROGRAM?

The Leadership Academy's certificate program is voluntary. To complete the certificate program, participants must attend the Foundations of Leadership workshop and fifteen additional hours of elective workshops. Participants who have completed these requirements will receive a certificate acknowledging their leadership achievement.

WHAT IS THE COST AND HOW DO I REGISTER FOR LEADERSHIP ACADEMY WORKSHOPS?

All Leadership Academy offerings are free. To register for *Foundations of Leadership*, please contact the Resource Center by telephone at 1-877-297-7488
email cwtpreg@pitt.edu
or register online via Encompass (accessed at www.encompass.pitt.edu).

Leadership Academy

Building Strong Organizations Through Leadership



LEADERSHIP ACADEMY

WHAT IS LEADERSHIP ACADEMY?

The Leadership Academy is a collaborative venture among the Pennsylvania Children and Youth Administrators, Inc. (PCYA), the Pennsylvania Department of Human Services (DHS), and the University of Pittsburgh's Pennsylvania Child Welfare Resource Center.

The Leadership Academy works to improve the outcomes for Pennsylvania's children by offering high quality management and leadership training to county children and youth administrators and their management teams. Additionally, the Leadership Academy provides a forum for the exchange of ideas and experiences.

Elements of the Leadership Academy include the Foundations of Leadership training, quarterly elective workshops, a voluntary certificate program, and the Administrators Resource Handbook.



WHAT IS INCLUDED IN THE LEADERSHIP ACADEMY?

Leadership Academy certificate training is delivered through two main components: *Foundations of Leadership*, and Pennsylvania Children and Youth Administrators, Inc. (PCYA) elective courses.

Foundations of Leadership

This two-day session is designed to introduce administrators to leadership and organizational effectiveness. On day one, the administrator is reintroduced to concepts and theories that they must fully understand in order to be an effective leader. The concepts/theories include:

- Open systems model;
- Framework for child welfare practice;
- Qualities of leadership and leadership styles; and
- Use of information and data in decision-making and strategic planning.

On day two, administrators are introduced to Organizational Effectiveness concepts. Administrators will apply the concepts to their agency through an assessment process (using information from day one) and participate in the development of a change plan. The change plan will outline the action steps the leaders need to take in articulating their vision, mission, and values for the agency to staff and key stakeholders. In addition, the change plan will identify how they will engage staff and stakeholders in implementing a strategic framework and strategic initiatives that will support agency outcomes.

When is Foundations of Leadership offered?

Foundations of Leadership is offered up to four times a year in each region of the Commonwealth.

As with all Leadership Academy offerings, administrators are encouraged to bring their management teams. If you have a need for Foundations of Leadership to be held near your agency, please feel free to contact your Practice Improvement Specialist or Regional Resource Specialist.

Elective Courses

The elective courses are designed to address topics related to the development and maintenance of an effective organization. Topics are identified through dialogue with the PCYA Board of Directors via the Leadership Academy Workgroup and include areas of Leadership, Fiscal, Organizational Development, Systems Integration and Human Resources. Previous offerings have included: *Managing Complex Change*, *Alternative Funding in Hard Times*, *Engaging Your Organizational Family*, *Partnering For Change: Together We Can*, and *Staff Retention: Using Experience to Get More*. Quarterly offerings are announced in the *PCYAdvocate*, PCYA's newsletter.

When are the elective courses offered?

Elective courses (3 hours) are offered throughout the year at the PCYA quarterly meetings and are usually held on Wednesday mornings.