

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 DPW'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 Training Program's (www.pacwcbt.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 Training Program by telephone at 1-877-297-7488
email cwtpreg@pitt.edu
or register on-line 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 Public Welfare (DPW), and the University of Pittsburgh's Pennsylvania Child Welfare Training Program (Training Program).

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 (12 hours) session is designed to introduce participants to leadership concepts and to principles and techniques of organizational effectiveness. The goal is for administrators to leave the training with an action plan that will assist them in developing a culture to effectively lead their organization.

On day one, the participant is reintroduced to concepts and theories that they must fully understand in order to be an effective leader. The concepts/theories include:

- Effective characteristics of leadership and leadership styles;
- Exploration and application of personal leadership style;
- Leadership that reflects social work values and practice; and
- Open Systems Model.

Day two is designed to continue to work on principles of effective leadership. Participants will discuss the important role leaders play in creating and supporting a culture of continuous improvement within their agency. They will learn a framework for continuous quality improvement and use an existing organizational challenge to apply the framework and develop a change plan.

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 Training 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 a Leadership Quality Assurance Committee (QUAC) 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.