



Leadership Development Program Working Outline of Meetings and Key Dates

Date	Task/Meeting	Purpose
	Administrators' Meeting	Provide information to school principals about program
September 22	Application Release	Publish application on district website and send email blast marketing program
October 13	Application Deadline	Close application acceptance window and begin selection process
	Prepare Applications	Remove identifying information from application essays for review by selection committee
Week of October 16	Selection Committee Meeting	Review written responses from candidate applications
Week of October 16	Candidate Selection Notification	Notify applicants of status—denied admission or move to interview phase
Week of October 23	Selection Committee Meeting	Interview remaining candidates and review final candidates for selection
Week of October 23	Candidate Selection Notification	Notify applicants of status—selected, not selected, deferred
November 1	Program Module 1 Setting Leadership Foundations	Program orientation, kickoff, and instruction
November 29	Program Module 2 Improving Instruction through Leadership	Facilitate instruction for cohort participants
January 17	Program Module 3 Coaching for Effective Performance	Facilitate instruction for cohort participants
February 21	Program Module 4 Shaping School Climate and Culture	Facilitate instruction for cohort participants
March 21	Program Module 5 Managing Organizational Resources	Facilitate instruction for cohort participants
April 11	Program Module 6 Building Effective Communication	Facilitate instruction for cohort participants
June 6	Program Module 7 Culminating Session	Present Capstone Projects, cohort recognition, and post-program survey