

**Leadership Development Program 2025-2026 – Mentor and mentee calendar of events**

	<b>Program calendar of events/activities</b>	<b>Activity content, duration, and format</b>
September 2024		
October/November	ILOTA State Conference: 1) Panel Discussion/Presentation <b>(outgoing cohort) <u>and/or</u></b>  2) Conversations that matter <b>(outgoing cohort)</b>	
December (month)	Cohort selection	<b>Target date of Dec 15th.</b>  <b>December 31<sup>st</sup></b> - Determine liaisons from committee members
January 2025 – <b>end of first week</b>	Send out <b>SOAR analysis</b> information for mentee session, <b>charter information</b> to cohort pairs for review	
January – <b>Last week</b>	Introductory seminar – <b>Mentor session – 1 Mentors of incoming cohort</b> (other interested clinicians are welcome to participate)	<b>Session length – 3 hours</b> <b>Format – Currently virtual</b>
February – <b>Last week</b>	<b>Mentee session - 1</b>	<b>Topics to include:</b> Leadership approaches, being a successful mentee, SOAR analysis, discussion of charter, being a successful mentee  Review of year to come, charter process and objectives <b>Session length – 3 hours</b> <b>Format – Currently virtual</b>

March	<b>March 31<sup>st</sup></b> – Charters to be completed and forwarded to committee for review and approval	Liaisons to review/approval charters for assigned pairs
March - <b>Last week</b>	<b>Mentor session - 2</b>	Check in with mentors. Discussion of concepts from introductory seminar <b>Session length – 2 hours</b> <b>Format – Currently virtual</b>
April	<b>3 month charter review</b>	Liaison meeting w/assigned cohorts
May - <b>Second week</b>	<b>Mentee session - 2</b>	<b>Topics to include:</b> Embracing Change, self-care, managing burn out, Difficult conversations, being creative. Review of goals and progress. <b>Session length – 3 hours</b> <b>Format – Currently virtual</b>
June - <b>First week</b>	<b>6 Month charter reviews</b> All cohort (mentors and mentees) plus committee/liaisons get together,	<b>Topics to include:</b> Successes and challenges in the program, goals and plans for professional/leadership growth following the conclusion of the program <b>Session length 1.5 to 3 hours</b> <b>Format – Currently virtual</b>
July – <b>Second week</b>	<b>Mentee session – 3</b>	<b>Topics to include:</b> Strategic planning, next steps in leadership/giving back to the profession, future goals, what have mentees learned about leadership <b>Session length – 2 hours</b>

		<b>Format – Currently virtual</b>
August		
September		
October		
November ( <b>First to second week</b> )	<b>Final charter report – mentor/mentee pairs</b> State conference (see previous notes)	
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1) Please note that attendance and participation in educational sessions is an expectation of all clinicians accepted in the program. Exceptions to this must be made with prior notice to the mentor – mentee Leadership Development Program liaison.</li> <li>2) The finalized dates for the educational sessions will be made <u>at least one month prior</u> to the approximate date noted in the calendar above to facilitate mentor/mentee participation in these sessions.</li> <li>3) The format of the educational sessions listed above may be modified to in person (from virtual) sessions if time and interest make this an option. Participants will be informed of the sessions for which this is being done, as well as related information (location, time, etc.) for the session.</li> <li>4) Some materials for educational sessions <u>may be</u> recorded in advance of the scheduled sessions to allow participants to view these independently on their own time. Participants will be informed of the sessions for which this is an option, as well as follow up requirements for completion of the session.</li> </ol>		