

# I-LEAD MANUAL

2020-2021

## Message from the Program Coordinators:

Welcome to the I-LEAD Program! We are very excited to have you joining our team as we look to grow and expand the role of both pharmacists and pharmacy technicians within healthcare and the community through legislative advocacy, strategic planning and financial management and through education and outreach. By integrating into an organization like ISHP, you can learn from respected leaders of pharmacy practice in Idaho and make connections with mentors that will carry on well past your graduation from this program.

The I-LEAD program has been designed to help you gain the necessary skills and experience that will not only give you a competitive advantage within the market place but also provide you with the ability to take on projects and lead a team or organization, taking it to the next level.

The best thing about the I-LEAD program is that you can start making a difference now! As a fellow you will become an active member of selected committees within ISHP meaning the work you do has a direct effect on pharmacy practice across Idaho and in some cases nationally. The assignments and projects you complete will be one's that are used to not only strengthen ISHP and help meet the mission of the organization but are also providing value to those pharmacists and pharmacy technicians working the frontlines of healthcare in our communities.

Lastly I would like to thank you! Thank you for taking on this journey of becoming a fellow in the I-LEAD program. The work you put in here will certainly add to your skills and ability but most importantly it will mean so much to statewide pharmacy practice and those that we care for in Idaho.

--Rob, Chris, Barb, Lindsay & Lindsey

## I-LEAD PROGRAM OVERVIEW

### Learning Objectives

The I-LEAD Program will:

1. Provide cost-effective programming for pharmacy staff expressing interest in growing as a leader within their organization and within ISHP
2. Encourage and provide resources for more pharmacists/technicians in Idaho to pursue local, regional and national leadership opportunities
3. Utilize novel technology platforms to encourage state-wide involvement in this leadership curriculum

4. Promote diversity of applicant (community, hospital, managed care, academia, technicians, etc.) and seminar leaders (within and outside of pharmacy) to encourage unique learning and networking opportunities
5. Establish a conduit for the development of knowledge base and consequential innovation to promote positive pharmacy organizational growth


## Curriculum

Schedule of Programs: A separate syllabus will be sent from each coordinator


- August 13: Orientation
- September 1 – November 30: Leadership of Strategy & Influence
  - Coordinator: Lindsey Hunt [huntlind@pharmacy.isu.edu](mailto:huntlind@pharmacy.isu.edu)
- December 1 – February 28: Leadership of Organizations
  - Coordinator: Chris Oswald [pharmeroswald@gmail.com](mailto:pharmeroswald@gmail.com)
- March 1 – May 31: Leadership of Self
  - Coordinator: Lindsay Crawford [Crawford.lindsayd@gmail.com](mailto:Crawford.lindsayd@gmail.com)
- June 1 – August 31: Leadership of Others
  - Coordinator: Rob Wills [Robertewills@gmail.com](mailto:Robertewills@gmail.com)
- September 6: Leadership Portfolio Due
- September: Presentation of I-LEAD Certificate at ISHP Fall Meeting

## Requirements

- One seminar to be given in the leadership program at ISU
  - Coordinator: Barb Mason [masobarb@isu.edu](mailto:masobarb@isu.edu)




Fall Leadership  
Schedule 2020 (2).doc




I-LEAD Slide  
Set.pptx

← Has logo- feel free to change up design of slides
- Participate regularly in at least 2 different ISHP committees (complete 2 projects)
 



2020-2021  
Committee Involvement

← will send updated Committee list/contacts once positions are confirmed
- Ongoing participation in discussions on I-LEAD Slack page based on expectations of quarter coordinator
  - Slack channel invite will be sent after Orientation
- At least one ISHP Quarterly Newsletter Submission
  - Coordinator: Kent Quickstad ([quickstad@msn.com](mailto:quickstad@msn.com))
- Attendance at I-LEAD seminars/discussions typically on 2<sup>nd</sup>/4<sup>th</sup> Thursday of Month
  - If unable to attend, reach out to coordinator
- Leadership portfolio turned in by Labor Day
 



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- Participation in fall retreat (TBD)
- Attend at least one Board of Directors Meeting
- Attend at least one Executive Board Meeting

*\*While not required, involvement in a national organization is encouraged.*

## **Mentoring**

Each participant in the I-LEAD program will be asked to identify a personal mentor with whom they will meet with throughout the program. Participants should meet regularly with their mentors and discuss leadership principles that can be applied to their professional environment.



I-LEAD Mentor  
Guide\_FINAL.docx

## **Enrollment and Program Costs**

Currently there is no application cost to be included in the I-LEAD program, however, I-LEAD fellows are expected to be current ISHP members throughout the year.

Other costs include registration fees to the ISHP Fall and Spring meeting and the cost of books identified as required readings.

## **Graduate and Other Leadership Opportunities**

The I-LEAD program collaborates with academic institutions to make it possible for program participants to earn credits towards either a master's degree or leadership certificate. Each university has reviewed the I-LEAD curriculum and determined the number of credits that may be applied to their specific program. I-LEAD graduates can now take advantage of the following options:

- Boise State University (Contact: Heidi Reeder [hreeder@boisestate.edu](mailto:hreeder@boisestate.edu) )
  - Leadership Development Certificate
  - Master's in Health Administration
- Idaho State University (Contact: Kristine McCarty [mccakris@isu.edu](mailto:mccakris@isu.edu) )
  - Master's in Business Administration