

Ministry Leadership Program

Participant expectations and responsibilities guide

Cohort four: May 2021 – July 2022

1. Participation

Maintaining cohort integrity is critical to the formation process. The 15-month Ministry Leadership Program (MLP) experience is a carefully crafted process, designed to build a 'community of practice' within the cohort. This community engenders trust and encourages interpersonal relationships.

The process invites participants to support and challenge each other personally within a safe space that develops over time. Ideally, the cohesive sense of belonging spills over into each participating organisation and across organisations, thus providing a deeper awareness of what it means to identify with the larger tradition of Catholic health, aged care and social service ministries.

2. Attendance and costs

The MLP includes eight sessions over a 15-month period. Participants are required to be present for the full two days of each session.

For in-person sessions, day one starts at 9.30am and includes an evening session. The second day starts at 8.30am and finishes at 3.30pm.

Travel arrangements must be made to enable attendance for the full session. The agenda will include structured breaks to allow participants to attend to business responsibilities.

The program fee is \$10,000 (plus GST) invoiced in two tranches: prior to commencement and at the program mid-point. All meals and accommodation on the night of day one is included in the program fee. Travel costs and the cost of any additional accommodation is the participants' responsibility.

If you choose to undertake the assessments the total fee is \$800 (plus GST). So, \$100 (plus GST) per session across eight sessions.

3. Cohort four session dates

| SESSION | DATE | VENUE |
|--------------|--|------------------|
| Session 1 | 13 – 14 May 2021 (Thursday – Friday) | Cleveland Winery |
| Session 2 | 22 – 23 July 2021 (Thursday – Friday) | 55 Shannons Road |
| Session 3 | 23 – 24 September 2021 (Thursday – Friday) | Lancefield |
| Session 4 | 25 – 26 November 2021 (Thursday – Friday) | Victoria |
| Sessions 5-8 | 2022 dates to be advised | To be advised |

4. Absences

Given the nature of the program, absences must be kept to a minimum. Participants must notify the MLP Program Manager, Susan Sullivan (susan.sullivan@acu.edu.au) of any absences from any sessions as soon as possible.

More than two absences will be considered equivalent to withdrawal from the program. Any request for an exemption to the absentee policy must be approved by the CEO of the participating organisation and then directed by the participant to the MLP Program Manager.

5. Pre-session requirements

Pre-session readings and reflections are to be completed before the session begins, for every session. These will be worked with during the session.

6. Integration Activity

Two major objectives of the program are the articulation and integration of the 10 foundational concerns into leadership practice. The integration activity and related projects facilitate this integration and it is an expectation that all participants will complete and report on integration activity every session. The integration activity reports will be collected and made available on the MLP participant portal.

Integration Activity is a process in which participants:

1. belong to a forum within the cohort
2. design and plan an Integration Activity for their work environment within their forum during each MLP session
3. report on their Integration Activity and work together with their forums in an online virtual community between sessions
4. report on their work and learnings through their forums at the next session.

7. Dialogue partners

Each participant will have a dialogue partner. A dialogue partner is someone who agrees to discuss insights and experiences gained by the participant throughout the program. A dialogue partner may be someone inside or outside the participating organisation.

They need to be:

- skilled in active listening and reflection
- engaged with the Catholic tradition
- have an interest in contributing to the development of leaders
- available for regular conversations, usually once a month for an hour, over the 15 months of the program.

The purpose of the conversations is to give the participant an opportunity to articulate what they are learning and to gain greater clarity about how to integrate what they are learning into their leadership. In order to facilitate this conversation, the dialogue partner will receive a one-page summary of the material covered in the previous session.

Further information about dialogue partner conversations will be provided in the first session.

8. Organisation Integration Person

This is a person appointed from within some organisations to guide your MLP experience and support your ongoing formation, so the program is effective. They are an additional resource to help with program logistics, Integration Activity, and issues or questions that may arise including about the learning itself.

9. Evaluation

Process and impact evaluations of the MLP will be undertaken. Participants will be expected to take part in these evaluations, and this will include involvement in both qualitative and quantitative data collections.

You can choose to undertake assessments for all eight sessions. This, together with your leadership profile and other courses and CPD completed within the last ten years, will give you the opportunity to apply for RPL to gain a credit for one unit in our Executive Master of Business Administration*.

10. Cohort integrity and confidentiality

The 15-month MLP experience is designed to build a community within the cohort of Catholic health, aged care and social service senior leaders. The process invites participants to support and challenge each other personally within a safe space that develops over time. Ideally, the cohesive sense of belonging impacts on each participating organisation and across organisations, thus providing a deeper awareness of what it means to identify with the larger tradition of Catholic health, aged care and social service ministries. Maintaining trust and integrity within the cohort is critical to the formation process, as is commitment to attending every session in its entirety.

11. Cancellation policy

We place a high degree of value on both the academic and spiritual commitment of program participants. As this commitment is over a period of time, we are unable to offer cancellations once enrolled into the program. However, we understand that personal circumstances arise necessitating withdrawal from the program. In this case, a substitute participant will be considered, however no substitutions will be accepted after the completion of session two.

*Subject to approval