**Appendix D**

**Sample Timeline of LDP Implementation**

**LDP Proposed Timeline**

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| **# Days prior to orientation/workshop** | **Task** |
| **Pre-Planning** | |
| **6 months prior to Call for Applications** | **Form a leadership committee** |
| **6 months prior to Call for Applications** | **Determine program goals, outcomes, learner audience, and stakeholders** |
| **5 months prior to Call for Applications** | **Determine program budget and other resources** |
| **5 months prior to Call for Applications** | **Determine program category** |
| **Marketing and Promotion** | |
| 180 days prior (6 months) | Call for Applications – Announcement/email blast (Six week application period) |
| 181 days prior (6 months) | Schedule social media promotions |
| 170 days prior | Recruit and assign application reviewers |
| 120 days prior | Application period closes |
| 118 days prior | Reviewer orientation\review period officially open after orientation (6-week review period) |
| 83 days prior | One-week reminder to review panel |
| 77 days prior | Final reminder to review panel |
| 76 days prior | Deadline for review panel |
| 74 days prior | Compile reviewer results for leadership committee to approval final candidates, if need be |
| 72 days prior | Send notifications to successful and unsuccessful applicants |
| 60 days prior | Deadline for LDP applicants to confirm acceptance |
| 60 days prior | Send "thank you" notes to LDP review panel, if necessary |
| 57 days prior | Communication to LDP: Agenda, dates for webinars, travel/hotel information, pre-work assignments, registration fee collection process |
| 45 days prior | Deadline to finish compiling program guide |
| 30 days prior | Deadline to submit tuition payments |
| 28 days prior | Send a link to the online emotional intelligence assessment or other pre-work, if necessary |
| 21 days prior | Deadline to take emotional intelligence assessment, if necessary |
| 14 days prior | Deadline to compile emotional intelligence assessment results, if necessary |
| 14 days prior | Divide participants into Learning Teams |
| 7 days prior | Print badges, tent cards, registration list, learning team rosters, other workshop/meeting materials |
| 7 days prior | Send final logistics email to participants |
| **Program Begins** | |
| **Month 1** | **Kickoff Workshop (Virtual or In Person)** |
|  | Learning Team meetings |
|  | Each participant views “Virtual Meetings” webinar prior to facilitated webinar discussion. |
| **Month 2** | **Webinar: Virtual Meetings** |
|  | Learning Team meetings |
|  | Each participant views “Conflict Management” webinar prior to facilitated webinar discussion. |
| **Month 3** | **Webinar: Conflict Management** |
|  | Learning Team meetings |
|  | Each participant views “Building Healthy Teams” webinar prior to facilitated webinar discussion. |
| **Month 4** | **Webinar: Building Healthy Teams** |
|  | Learning Team meetings |
|  | Each participant views “Influencing” webinar prior to facilitated webinar discussion. |
| **Month 5** | **Webinar: Influencing** |
|  | Learning Team meetings |
|  | Each participant views “Coaching and Mentoring” webinar prior to facilitated webinar discussion. |
| **Month 6** | **Webinar: Coaching and Mentoring** |
|  | Learning Team meetings |
|  | Each participant views “Leadership Styles” webinar prior to facilitated webinar discussion. |
| **Month 7** | **Webinar: Leadership Styles** |
|  | Learning Team meetings |
|  | Each participant views “Strategic Thinking” webinar prior to facilitated webinar discussion. |
| **Month 8** | **Webinar: Strategic Thinking** |
|  | Learning Team meetings |
|  | Graduation requirements due (2 weeks prior to graduation date) |
| **Month 9** | **Graduation (Virtual or In Person)** |
| Month 9: After Graduation | Participants complete final program evaluation |