

# Environmental Public Health Leadership Institute

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## Assignments and Activities Schedule Cohort VII, January 2011 – February 2012

### October 2010

DATE	ASSIGNMENT/ACTIVITY
October 2010	Prospective Fellows submit EPHLI application and include environmental public health issue in their organization/community that needs attention

### January 2011

DATE	ASSIGNMENT/ACTIVITY
January 14, 2011	Submit Travel Request Form
January 28, 2011	Receive Mentor/Fellow Assignments

### February 2011

DATE	ASSIGNMENT/ACTIVITY
February 2011	Complete Pre-Session Reading Assignment: <i>Fifth Discipline</i>
February 4, 2011	Environmental Public Health Performance Standards WebEx
February 11, 2011	Fellow Orientation to Individual Development Plan (IDP), coaching, mentoring, and leadership project plan via WebEx.
February 15, 2011	Skillscope Assessment Completed Online
February 18, 2011	MBTI Online Assessment Due
February 23 2011	Performance Standards Assessment Due to John Sarisky at jsarisky@cdc.gov
February 2011	Receive results of Performance Standards Assessment
<b>February 28- March 4, 2011</b> Monday, Feb. 28 Thursday, March 3	Session I: Atlanta, GA (Receive MBTI and Skillscope results) Meet with Mentors (Develop Team Charters, Schedule Team Conference Calls, Discuss Action Learning Process)  Leadership Team Meeting with Mentors

### **March 2011**

<b>DATE</b>	<b>ASSIGNMENT/ACTIVITY</b>
<b>March - June 2011</b>	Participate in Leadership Team Conference Calls as agreed upon in Charter
<b>March 11, 2011</b>	Leadership Team Charter Final Draft Completed and submitted to Team Members, Mentor and EPHLI Office (first draft due Friday, March 4)
<b>March 11, 2011</b>	Submit request to EPHLI Office for a Coach
<b>March 2011</b>	Fellows receive Systems Thinking Assignment Information
<b>March 24, 2011</b>	Assignment of Fellow to Coach
<b>March 31, 2011</b>	Coaches first contact with Fellows within 7 days of receiving assignment

### **April 2011**

<b>DATE</b>	<b>ASSIGNMENT/ACTIVITY</b>
<b>April 14, 2011</b>	Scheduled coaching sessions within 14 days of receiving assignment

### **May 2011**

<b>DATE</b>	<b>ASSIGNMENT/ACTIVITY</b>
<b>May – June 2011</b>	Systems Thinking WebEx #1
<b>May 13, 2011</b>	Individual Development Plan Due
<b>May 27, 2011</b>	Systems Thinking I Assignment Due to Faculty Advisor and EPHLI Office
<b>May 27, 2011</b>	Coaches review and respond to Fellow re: Draft IDP

### **June 2011**

<b>DATE</b>	<b>ASSIGNMENT/ACTIVITY</b>
<b>June 9, 2011</b>	Required Online Conflict Resolution Courses completed
<b>June 24, 2011</b>	Leadership Project Plan and Logic Model Due to Mentor and EPHLI Office

### **July 2011**

<b>DATE</b>	<b>ASSIGNMENT/ACTIVITY</b>
<b>July 2011</b>	2 Hr Policy WebEx Intersession
<b>July 25, 2011</b>	Fellow receives feedback from Leadership Team/Mentor on Leadership Project Participate in Leadership Team Conference Calls

### **September 2011**

<b>DATE</b>	<b>ASSIGNMENT/ACTIVITY</b>
<b>Sept-Oct 2011</b>	Systems Thinking WebEx #2
<b>Sept-Oct 2011</b>	Participate in Leadership Team Conference Calls
<b>September 2, 2011</b>	Systems Thinking II Assignment Due
<b>September 9, 2011</b>	Change Style Indicator Assessment Due

### **October 2011**

<b>DATE</b>	<b>ASSIGNMENT/ACTIVITY</b>
<b>October 17-21, 2011</b>	Session II (Receive CSI results and Leadership Team Meeting with Mentors)

### **November 2011**

<b>DATE</b>	<b>ASSIGNMENT/ACTIVITY</b>
<b>November 2011</b>	Using additional information from CSI, refine IDP
<b>November 21, 2011</b>	Leadership Project Abstract – submit online

### **December 2011**

<b>DATE</b>	<b>ASSIGNMENT/ACTIVITY</b>
<b>December 9, 2011</b>	Submit Mentor and Coach Evaluations

### **January 2012**

<b>DATE</b>	<b>ASSIGNMENT/ACTIVITY</b>
<b>January 9, 2012</b>	Final Report on Individual Development Plan Due
<b>January 17, 2012</b>	Final Leadership Project Report Due
<b>January 27, 2012</b>	Vote for Cohort VII Representative to Speak at Graduation

### **February 2012**

<b>DATE</b>	<b>ASSIGNMENT/ACTIVITY</b>
<b>February 1, 2012</b>	Power Point/Poster Presentation Due
<b>February 27- 28, 2012</b>	Graduation: Atlanta, GA (Graduation Ceremony and Power Point/Poster Presentations)