

BRIGHT Administrative Training Supplement to I³ Instructions (2024)

Starting Phase – *Submit formal application to BRIGHT.*

If you are reading this document, that means you have completed the Starting Phase.

Steering Phase – *Engage in curated 1:1 executive coaching program via EZRA platform, participating in meetings with selected coach on a bi-weekly basis.*

A kick-off meeting with EZRA will occur March 18, 2024 at 12 PM. Ahead of the meeting, please be sure to add the primary EZRA email address to your Outlook Safe Sender list. Instructions for doing so are below:

- In Outlook, go to “Home” tab
- Click “Junk”
- Click “Junk Email Options”
- In the dialog box that appears, click the “Safe Senders” tab
- Click “Add”
- Type in hello@helloezra.com and click “OK”
- Click “Apply” and then click “OK”

During this meeting, you will learn more about the EZRA coaching platform. Here are a few previews:

- You will be able to select your coach from a menu of options. If you select a coach but then realize it is not a good fit, you can change your coach at any time. [Anna Chalfant](#) can help facilitate such a change if needed.
- Meetings with your coach:
 - Once your coach is selected, you can have an unlimited number of meetings with them through the program end date of September 17, with the ability to book up to ten (10) sessions in advance.
 - ***Please note that participants must meet with their coach a minimum of bi-weekly (every two (2) weeks).***
 - During coaching meetings, you will work toward development goals that you have the opportunity to select. As part of and / or in addition to working toward those goals, please consider the following as recommended topics / activities:
 - Pragmatic application (e.g., talk through a current situation, discuss strategic planning for your unit, etc.)
 - How to deal with supervisor
 - Development / philanthropy
 - A note about cancellations: it is certainly understood that life happens. However, if you cancel a coaching appointment within 24 hours or are a no-show, this does not allow your coach to re-purpose the appointment slot. Therefore, if you need to cancel, please do so 48 hours or more prior to the appointment time.
- Completion of an EZRA Measure assessment will be required at the beginning and end of the program.

Studying Phase – Complete UK Human Resources courses.

By October 17, 2024, participants are required to complete eight (8) courses offered by UK Human Resources (HR) unless they started at a later date. If they started at a later date, then their due date will be six (6) months after their start date. First-time BRIGHT participants should complete the following courses:

- Basics of Leadership
- Building a Climate of Trust
- Communicating with Success
- Developing a Winning Image
- Generations in the Workplace
- Managing Staff Conflict
- Teamwork in a Changing Workplace
- Thinking Critically

Second-time BRIGHT participants have already completed the courses listed above; therefore, they should complete four (4) UK HR courses of their choosing. Options can be reviewed on [UK HR's website](#).

Here are instructions for registering to participate in each course:

- Visit <https://myuk.uky.edu/irj/portal> and log-in using your LinkBlue information
- Under the “Employee Self Service” tab, select “myUK Learning”
- Select “Click this link to access myUK Learning” – this should open a new window called “SuccessFactors”
- Under “Quick Actions” select “My Learning”
- In the “Find Learning” section, type in the name of one of the required courses
- When you find the course in the search results, select “See Classes”
- Find the date/time you would like to register for and select “Register Now” – this should take you to a new “Registration” screen
- Review the class details and then select “Confirm”

Here are instructions for submitting proof of completion after participating in a course:

- Visit <https://myuk.uky.edu/irj/portal> and log-in using your LinkBlue information
- Under the “Employee Self Service” tab, select “myUK Learning”
- Select “Click this link to access myUK Learning” – this should open a new window called “SuccessFactors”
- Under “Quick Actions” select “View My Learning”
- Click on the dropdown in the upper right-hand corner and select “Learning History”
- Find the course you need to submit proof of completion **with the Status: Passed** (do not use Substitute Credit)
- Click on the printer to the right of the title
- Download and save the PDF Certificate
- Submit this PDF via the [BRIGHT Studying Phase Submission Form](#)

Shadowing Phase – *Complete eight (8) hours of administrative shadowing.*

Andrea Deweese and/or an Executive Assistant will be in touch to schedule your shadowing

First-time BRIGHT participants will shadow Dean Jay Miller. Second-time BRIGHT participants will shadow Associate Dean Matthew Moore.

To protect privacy and trust, all shadowing content - conversations, documents, schedules - is confidential and may not be shared, summarized, or posted.

Sustaining Phase – *Establish an administrative sustainment plan, with an emphasis on self-care and wellness.*

Consistent with our aim to make the College of Social Work (CoSW) an ideal place to be educated, employed, and engaged, CoSW has launched numerous initiatives related to professional development, wellness, and self-care.

It is imperative that the college's administrative leadership operate in a manner that is in alignment with these initiatives, including to lead by example in ensuring their own personal sustainment as our college continues to grow and develop.

Therefore, participants should create an administrative sustainment plan that addresses their self-care and wellness needs in the context of their unique leadership role and what they have learned thus far during the BRIGHT program.

There is no required length for this plan. Each plan can include any content desired by the individual, but at a minimum must address the following:

- Plan should include reflection upon the participant's current role / program / unit and how that unique context was considered when creating their plan.
- Participants are encouraged to build in structure for accountability into their plans. For example, for each aspect of the plan, include:
 - Time frames
 - Specific tactics
 - Desired outcomes
- Plans should connect back to each of the following BRIGHT phases:
 - *Steering*: List the participant's development goals chosen for coaching program; include at least one connection explicitly made between each development goal and an aspect of the participant's plan.
 - *Studying*: Include at least one connection explicitly made between one of the UK HR courses and an aspect of the participant's plan.
 - *Shadowing*: Include at least one connection explicitly made between an aspect of the shadowing experience and an aspect of the participant's plan.
- Plan should include a minimum of one aspect that is mostly personal in impact (e.g., intended to benefit themselves not just by benefitting their team) to ensure a holistic approach.

Please draft and submit your administrative sustainment plan (as a file attachment) by October 17, 2024, using the [BRIGHT Sustaining Phase Submission Form](#).