

BRIGHT ADMINISTRATIVE TRAINING SUPPLEMENT

THE COLLEGE OF SOCIAL WORK (CoSW)

is steadfastly focused on the wholistic well-being and support of our students, staff, and faculty. To that end, in August 2022, the Office of the Dean launched the Investment in Ingenuity and Initiative Program (I³). I³ is a professional development initiative designed to

meaningfully invest in our people.

Once I³ was launched, several faculty and staff established professional development plans that entailed administrative aspirations. In response, the Office of the Dean is launching the *BRIGHT Administrative Training Supplement*. Through this supplement, we want to:

- B**UILD a supportive environment so that employees actualize their administrative/leadership potential.
- R**ESOURCE employee development in a way consistent with our values.
- I**NFLUENCE the next cadre of CoSW administrators to lead with passion, persistence, and patience.
- G**ROW current CoSW employees to be prepared for administrative leadership opportunities.
- H**ONE skills necessary to engage with a contemporary workforce.
- T**RANSITION employees into leadership positions within CoSW.

BRIGHT is a strategic administrative leadership program designed to cultivate leaders via a series of integrated,

structured activities. These activities are nestled into five (5) distinct, yet interconnected phases:

PHASE	REQUIREMENTS	TIMEFRAME ¹
STARTING	Submit formal application to BRIGHT.	By February 23, 2024
STEERING	Engage in curated 1:1 executive coaching program via EZRA platform, participating in meetings with selected coach on a bi-weekly basis.	March 18–September 17, 2024
STUDYING	Complete UK Human Resources courses. ²	By September 17, 2024
SHADOWING	Complete eight (8) hours of administrative shadowing with Dean Jay Miller.	By September 17, 2024
SUSTAINING	Establish an administrative sustainment plan, with an emphasis on self-care and wellness.	By September 17, 2024

Please note that participation in BRIGHT is contingent on meeting the requirements of the Investment in Ingenuity and Initiative Program (I³). The I³ overview can be found [here](#).

To apply for BRIGHT, please visit the [application portal](#) and submit an application by February 23, 2024. Direct questions to PeopleFirst@uky.edu.

¹Applicable timeframes for each application period will be updated via the Office of the Dean webpage.

²Complete the following courses via the UK HR portal: Basics of Leadership; Communicating with Success; Teamwork in a Changing Workplace; Thinking Critically; Basics of Diversity; Building a Climate of Trust; Generations in the Workplace; Managing Staff Conflict; and, Developing a Winning Image