

2020 VIRTUAL New CFO Leadership Institute (CFOI)

December 2020 - June 2021

The NACHC VIRTUAL New CFO Leadership Institute (CFOI) learning collaborative is designed for new health center CFOs to ensure that you have the training, resources, and support you need to successfully lead your health center in today's ever changing healthcare environment. This curriculum is designed with the "new" CFO in mind (3 years or less experience), but may also serve as a beneficial refresher for more experienced CFOs and is open for all CFOs (or equivalents) to apply.

The CFOI is a six month program designed to provide interactive and action-oriented learning experiences through a community of practice that meet the training needs of new CFOs.

Participants will pilot test a self assessment for core competencies for CFOs, complete a DISC Leadership Profile assessment, and build upon a case study to complete a capstone presentation at the end of the six month period.

5 Curriculum Components

Opening & Closing Sessions (2):

- A virtual kickoff training over 4 half-days in December 2020 at the beginning of the Institute designed for participants to engage and learn through shared experiences and case studies
- A virtual wrap up training over 2 half days in June 2021 at the end of the Institute designed for participants to summarize their learning during the Institute and create a personal action plan to use as a guide as they continue their professional development beyond the six month program

Faculty-led Learning Events

- A virtual classroom designed to provide expert coaching and peer to peer interaction from current & former health center leaders and reputable consultants followed by reactions from CFO peer mentors.

This curriculum is designed to help you stay grounded in the "big picture" – on the long-term strategy and mission of the health center – not tangled up in the short-term fires that can distract you from your overarching job as CFO.

You will use the real-life challenges you are facing today to develop strategic leadership skills, health center knowledge, and peer connections that you can engage now and throughout your career.

To ensure that the group size is small enough to foster connections and meaningful participation, the Institute is limited to approximately 60 participants. Participants who successfully complete all aspects of the Institute will receive a certificate of completion and be inducted into the Leadership Trainings Graduate Network during the closing session.

Self-paced Online Modules

- Just-in-time self-study content developed to complement the faculty-led learning events, through pre-work that builds the baseline knowledge of a topic, paired with additional resources.

Online Community

- A "safe space" where new CFOs learn from the experiences of others while also sharing ideas, knowledge and practices

Peer Mentoring

- Seasoned health center CFOs provide support, encouragement, and knowledge to participants who are just beginning their tenure in the CFO role or at a health center.

Institute Learning Objectives:

- The participant will examine the strategic role of the CFO and demonstrate knowledge of key health center performance measures.
- The participant will identify and apply effective leadership skills and competencies such as: demonstrating effective communication skills, building beneficial interpersonal relationships, distinguishing ways to adjust one's leadership style based on the situation, and displaying the critical thinking skills and abilities to lead others toward common goals.
- The participant will identify and utilize key strategies to ensure productive working relationships with internal and external partners (the community, board, CEO, etc).
- The participant will demonstrate the ability to make strategic decisions using appropriate data.
- The participant will identify and implement key strategies to achieve high performance at the health center.

Pricing Information

(Rates significantly reduced to maximize participation!)

- **Early Bird Registration Fee:** \$149 if registration received by November 20, 2020
- **Regular Registration Fee:** \$199 if registration received after November 20, 2020

Apply today at:

www.nachc.org and click on **TRAININGS AND EVENTS**

The Institute-At-a-Glance

November - December 2020	December 1-2 & 8-9, 2020 12:30-4:30 PM ET	January - June 2021	June 22-23, 2021 12:30-4:30 PM ET
Online Community Development, Pre-Assessments, & Launch	4 Half-Day Opening Sessions	Faculty-led Learning Events, Self-paced Online Modules, & Peer Mentoring Sessions	2 Half Day Closing Sessions

Participant Commitment At-a-Glance

	December	January	February	March	April	May	June	
PARTICIPANT Time Commitment	Complete pre-assessments, join online community, and attend 4-half day Opening Sessions (~18-20 hours)	Participate in 1 faculty-led event, 1 self-paced module, 1 mentor group meeting, and online community (~4-6 hours)	Participate in 1 faculty-led event, 1 self-paced module, 1 mentor group meeting, and online community (~4-6 hours)	Participate in 1 faculty-led event, 1 self-paced module, 1 mentor group meeting, and online community (~4-6 hours)	Participate in 1 faculty-led event, 1 self-paced module, 1 mentor group meeting, and online community (~4-6 hours)	Participate in 1 faculty-led event, 1 self-paced module, 1 mentor group meeting, and online community (~4-6 hours)	Participate in 1 faculty-led event, 1 self-paced module, 1 mentor group meeting, and online community (~4-6 hours)	Participate in online community and attend 2-half day Closing Sessions (~9-10 hours)

Dates of each faculty-led learning event will be updated online on a rolling basis until the course curriculum is finalized.
Go to: www.nachc.org and click **TRAININGS AND EVENTS** for updates.

This is what our participants are saying:

“I now have access to a national “think tank” and resources that will help me support the health center and, I can bounce ideas off of individuals before I present them to my leadership team. The resources were phenomenal! The online portal has allowed me to work at my own pace and listen to the recordings as needed. Thank you!”

“The knowledge and connections I gained through the Institute are priceless. NACHC afforded CFOs the opportunity to join a network that will be continuously beneficial.”

How to Apply and Register

Acceptance into the Institute is a **two part process**: application and then registration.

1. To apply online simply **click [here](#)** and complete the PDF form.

Email the completed form with the **Subject Line: NACHC 2020 VIRTUAL New CFO Leadership Institute** to trainings@nachc.org.

2. Applications will be reviewed by the Program staff, and you will be notified of your application status within one week of submission. Program staff will confirm receipt of application within two business days. Participant requirements: This curriculum is designed with the “new” CFO in mind (3 years or less experience), but may also serve as a beneficial refresher for more experienced CFOs and is open for all CFOs (or equivalents) to apply.
3. **Once notified of acceptance to the New CFO Institute, you will be provided with a link to complete your registration and submit payment for the course.** *If this is not completed within 5 business days of notification or by November 27 (whichever comes first), your place in the course may be released to another participant and you may be placed on a waiting list. In such cases, your spot in the course will not be guaranteed.*
4. Applications will be accepted on a rolling basis until course is full (approximately 60 participants). A waiting list will be developed once the course has reached capacity, and wait listed registrations will be given priority registration to fill a cancellation spot.

*Schedule of Program Fees

(Rates significantly reduced to maximize participation!)

Payment will be collected once notified of acceptance into the program.

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NACHC Cancellation Policy:

All cancellation requests must be in writing and must be received by NACHC at trainings@nachc.org on/before November 27, 2020.

- Cancellation requests received on/before November 27, 2020 will be assessed a \$100 processing fee.
- Cancellation requests received after November 27, 2020 are not refundable.
- Substitutions may be made without additional charge prior to the start of the four-half day opening sessions in December 2020 as long as the new participant meets the course eligibility requirements. All requests for substitutions or cancellations must be made in writing to trainings@nachc.org and receive NACHC approval.
- “No Shows” are non-refundable.

To request cancellation or substitution, please send a request in writing to Gerrard Jolly at trainings@nachc.org.

Application

Name _____

Degree/Certification (if any): _____

Title: _____

Organization (no acronyms): _____

Full Mailing Address
(including City, State & Zip Code): _____

Telephone: _____ Cell Phone (emergency) _____

Email: _____

Name of Supervisor: _____ Supervisor Email: _____

1. Do you currently work for a federally qualified health center? Yes No
2. Do you currently work for a Look-Alike FQHC? Yes No
3. If neither of the above, what type of organization do you currently work for? _____
4. How many years have you been employed at your organization? _____ As a CFO? _____
5. Please provide a brief summary of your professional experience (including relevant experience prior to your current position or with a health center).
Optional: Include a copy of your current biographical sketch (no more than ½ page).

6. Please list 3 things related to strategic leadership that you most want to learn and apply from this Institute.

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7. Please initial each item indicating your commitment to fully participate in all aspects of the VIRTUAL New CFO Leadership Institute Learning Collaborative.

_____ I will attend and actively participate in the four half-day opening sessions in December 2020, the monthly faculty-led learning events, the monthly peer mentoring meetings, and the two half-day closing sessions. See brochure for approximate total time commitment. I understand that if I do not attend the opening and closing sessions AND at least 4 of 6 faculty-led learning events, and 4 of 6 peer mentoring meetings, I will not successfully complete the CFOI.

_____ I will actively participate in the New CFO Leadership Institute Online Community on a weekly basis.

_____ **I have received the endorsement and support of my organization's leadership to participate in ALL aspects of this learning opportunity.**

_____ I will provide my feedback on all formal evaluation requests, including, after the completion of the full learning collaborative and in 120 days after completion to measure my application of learnings to my CFO role/job.

Please type in your name as your e-signature _____

Return this completed form via email to: trainings@nachc.org.
Please indicate **2020 VIRTUAL New CFO Leadership Institute** in the subject line

You will receive notification of your acceptance in the course and payment instructions within 5 business days.