



# Mission Leadership Academy

## FREQUENTLY ASKED QUESTIONS

### SESSIONS

#### Are the sessions in-person?

Yes. All sessions will be in-person, after the virtual launch.

#### Where will the in-person sessions be held?

The sessions will be held in 17 pods across our organization.

- Anchorage, AK
- Everett, WA
- Seattle, WA
- Olympia, WA
- Spokane, WA
- Walla Walla, WA
- Missoula, MT
- Portland, OR
- Wilsonville, OR
- Eureka, CA
- Sonoma, CA
- Los Angeles, CA
- Rancho Palos Verdes, CA
- Orange, CA (two pods)
- Lubbock, TX
- Hyderabad, India

#### Which location will I attend?

Participants will be assigned a pod based on their home address.

#### I'd like to be assigned to a different pod. Can I switch?

You have been placed in a pod based on your home address. We are unable to accommodate a pod change.

#### Will you provide overnight accommodations?

In an effort to be good stewards of our resources, we will provide overnight accommodations only for caregivers who have a commute greater than 60-minutes each way. We understand that traffic varies greatly in our services areas, and for this reason we are not using a mileage measurement.

#### I am a remote worker and I do not live near any of the above locations. Am I still eligible?

Yes, with your supervisor's approval to travel.

#### I am a remote worker, and my supervisor has approved my travel.

##### Who pays for my expenses?

Your ministry covers your travel costs to/from your assigned pod. Once you are onsite, the Mission Leadership Academy will cover your overnight accommodations.



#### I am a remote worker, and my supervisor has approved my travel.

##### Who books my travel?

Participants may book their flights and overnight accommodations. Please reach out to [missionleadershipinstitute@providence.org](mailto:missionleadershipinstitute@providence.org) for accounting information needed for expense reports.

##### What are the dates of the sessions?

- November 16th, 2023 | Virtual Launch
- January 18-19th, 2024
- March 14-15th, 2024
- May 16-17, 2024
- July 18-19, 2024
- September 12-13, 2024
- November 14-15, 2024
- January 16-17, 2025
- March 14, 2025

##### Will I receive calendar invitations for these dates?

Yes, in September.

#### I have a family vacation planned for one of the session dates.

##### What do I do?

Please complete a planned [absence form](#). This information will be provided to your pod leaders, ahead of the session.

##### What happens if I miss a session?

Attendance is taken during each session. While several aspects of the session are impossible to replicate, including small group conversations and hands-on sensory experiences, participants will be required to view the session recordings. If you will miss more than one session (upcoming LOA), please consider a future cohort.

### PROGRAM EXPECTATIONS

##### What coursework is required?

The only assignment required, is the completion of an e-portfolio. This is true for participants completing any of the three certificate options.

##### What is an e-portfolio?

After each session, participants will be asked to submit a chapter in their e-portfolio, reflecting on the session. The syllabus for each course provides further instruction on what is included for each chapter.

##### When is the e-portfolio due?

Each e-portfolio chapter is due the Friday after each session.

##### What happens if I do not turn in a chapter of my e-portfolio?

Participants who are registered with the University of Providence and do not submit the required chapters before the last day of the term will not be able to register for future courses in this certificate program.

##### Is any pre-work required before each session?

Pre-work is required and we will communicate the pre-work two weeks ahead of each session.

## What is a dialogue group?

Each participant will be placed in a group of participants from other pods. These dialogue groups will be asked to meet once in-between each session, to explore session learnings and share how you are integrating the information.

## How do I know who is in my dialogue group?

You will receive information on your dialogue group after the launch in November. Your dialogue group will remain consistent throughout the cohort.

## Who schedules the dialogue meetings?

Someone in each group will need to schedule the meetings.

## How can I involve my supervisor?

We encourage you to regularly update your supervisor on your journey with the Mission Leadership Academy. Your supervisor will also be invited to the closing ceremonies in March of 2025.

## CERTIFICATE OPTIONS

### What certificate options are offered?

All participants will receive a completion certificate from the Mission Leadership Institute.

Participants have the option of the additional certificates below. Both options require admission to the University of Providence and course registration for each term.

- 12-credit undergraduate certificate through University of Providence (requires official high school transcript)
- 12-credit graduate certificate from University of Providence (requires official transcript that shows completion of a baccalaureate degree from accredited university)

### I selected the Mission Leadership Institute option on my acceptance form. Can I change to the University of Providence option?

No. Once the Mission Leadership Institute option is selected, we are unable to switch you to a certificate through the University of Providence.

### Do I have to pay for the certificate through the University of Providence?

No, this is offered at no cost to you.

## UNIVERSITY OF PROVIDENCE

### How can I use the 12-credit certificate?

- 12-credit undergraduate certificate through University of Providence
  - ~ Request credit review for course transfer into an undergraduate program for any college or university including the University of Providence
  - ~ Add it to their resume to demonstrate completion of an academic certificate

- 12-credit graduate certificate through University of Providence
  - ~ Receive automatic course credit towards these two graduate programs at the University of Providence:
    - > MASTER OF ORGANIZATIONAL LEADERSHIP (up to 12 credits accepted)
    - > MASTER OF HEALTHCARE ADMINISTRATION (up to 9 credits accepted)
  - ~ Request credit review for course transfer into a graduate program for any college or university including the University of Providence
  - ~ Add it to their resume to demonstrate completion of an academic certificate

### When will I receive information on how and when to apply for admission and register for courses?

Those who selected certificate options with the University of Providence will be invited to attend a meeting with this information.

### I have questions about my admission application or course registration. Who do I contact?

Please contact [registrar@uprovidence.edu](mailto:registrar@uprovidence.edu).

### I cannot login to my University of Providence account. Who do I contact?

Please contact the University of Providence Service Desk [servicedesk@uprovidence.edu](mailto:servicedesk@uprovidence.edu) or 406-791-5326. They are available Monday - Friday from 8am - 5pm MST.

## MISCELLANEOUS

### Aside from the website, do you have any other information on the Mission Leadership Institute?

Yes! Please see the links below.

[Health Progress: Unprecedented Times Call for Revamped Leadership Skills](#)

[Catholic Health World: Providence St. Joseph Health institute helps 'culture bearers' deepen their inner lives](#)

[University of Providence: Distinctive Leaders for Extraordinary Times](#)

### After accepting and attending, I've decided that this is not the best time for me to participate. What do I do?

We understand that there are many competing planned and unplanned priorities. Please send an email to [missionleadershipinstitute@providence.org](mailto:missionleadershipinstitute@providence.org) to let us know if you'd like to be considered for a future cohort.

If you are no longer able to participate and are registered with the University of Providence, we strongly encourage you to complete the sessions for the current course (each course includes two sessions). In an effort to be good stewards of our resources, we are only able to pay for each of the four courses once.

### I have a question not listed on the FAQ. Who do I contact?

Please send an email to [missionleadershipinstitute@providence.org](mailto:missionleadershipinstitute@providence.org).