

**Department of Medicine**  
**LEadership ProgrAm Practicum (LEAP)**

**Participants:** Faculty or administrators in evolving leadership roles who have growth potential or mid-career applicants who may be considered for a future leadership roles are eligible to participate. Ideally, these candidates will have already completed formal leadership training. The program will be limited to 3-6 participants each year.

**Program:** This program will provide hands-on experience in leading a project team to accomplish a strategic initiative within the Department of Medicine. It is intended to supplement the formal leadership training offered through EM-ProLEAD or Essentials of Leadership and to provide participants with face-to-face time with departmental leadership.

The program consists of two parts: micro training sessions and leading a project.

Prior to initiation of the project, two 1.5 hour in-person sessions will be offered that will provide information on choosing a team, building consensus, chairing a committee, managing a project, setting expectations, etc.

The program announcement includes a link to a mission-driven project list with specific deliverables generated by Department of Medicine Leadership and will be site-specific or potentially division-specific. Participants will identify the project and mentor with which they are interested in working. Alternatively, participants may create their own project and identify a mentor for approval by their division director, administrator, a vice chair or the chair. Each project must be able to be completed within nine months at no more than 5% effort, the duration of the program.

Applicants selected to participate in the program will be responsible for working with the mentor to identify a project team, and then will lead team meetings, handle apportioning of tasks to complete the project, and monitor progress through implementation. Milestones will be established for each project, and the applicant will meet with the mentor periodically to review progress towards those milestones and the ultimate deliverables for the project. Quarterly check-ins with the sponsoring leader will also be required. At the end of the project, the applicant will present the results at a DOM leadership meeting and faculty participants will be encouraged to translate their product into scholarship.

In addition to project teamwork, participants will meet monthly via videoconferencing to review their progress, discuss challenges and successes, and critique and troubleshoot each other's projects.

**Nomination process:** Participants must be nominated by their division directors and/or division administrator. They should provide a CV in the SOM format as well as a one-page summary of why they chose the project, an initial approach to the project that they are interested in pursuing, and the proposed milestones towards completion of the project. Applicants are encouraged to consult with the leadership sponsor prior to submitting their application. They should also secure a letter from their division director guaranteeing release time for the program.

**Selection process:** The selection committee consists of the Chair, the Vice Chairs, the Executive Administrator for Academic Affairs & Administration, and the Clinical Administrator.