

Date:

From: Institute for Learning, Education, and Development (ILEAD) (VHA 106B)

Subj: Team Coach Solicitation for the 2023 Healthcare Leadership Development Program

To: VHA Senior Executives & Executive Leadership Teams

1. The Healthcare Leadership Development Program (HCLDP) is soliciting Team Coaches for the 2023 HCLDP Program. The three-week program will have two cohorts for FY2023. The dates are as follows:

Class A		
	Dates	Location
Week 1	Sunday, February 12-Friday, February 17, 2023	Orlando, FL
Week 2	Sunday, May 21-Friday, May 26, 2023	TBD
Week 3	Sunday, July 23- Friday, July 28, 2023	Baltimore, MD

OR

Class B		
	Dates	Location
Week 1	Sunday, March 12-Friday, March 17, 2023	Orlando, FL
Week 2	Sunday, June 18-Friday, June 23, 2023	TBD
Week 3	Sunday, August 20- Friday, August 25, 2023	Baltimore, MD

2. The purpose of the HCLDP is to enhance the leadership skills of candidates who are aspiring to hospital executive healthcare leadership positions such as Deputy Director, Associate Director, Assistant Director, Associate Director of Patient Care Services (ADPCS), Deputy ADPCS, Chief of Staff (COS), or Deputy COS. The coach plays a key role in assisting VHA to develop leaders for hospital-level executive healthcare leadership positions.

3. The coach must be a member of the executive team at the Medical Center (Medical Center Director, Deputy Director, Associate Director, Assistant Director, ADPCS, or COS/Dep COS) or the VISN office (Deputy Network Directors, Chief Medical Officer, Chief Nursing Officer, or equivalents) with a minimum of one year in the position and have supervisor approval for the length of the program year.

4. Coaches will be assigned a coaching group with approximately 5-6 class participants per group. I am soliciting 13 coaches per class to support up to 60 participants in each class. The Coach is responsible for working with the candidates in both individual sessions and group sessions; working with the candidate(s) to develop their Personal Leadership Development Plan (PLDP); holding calls between sessions and completing observations and evaluations for candidates. Coaches are also required to attend training and orientation on being a coach in the HCLDP program.

5. During the eight-month program, the coach should plan to commit at least 3-5 hours per month with their group outside the 3 face-to-face sessions. Examples of focus areas include, but are not limited to, the following:

- Individual assistance and counseling
- Providing opportunities for increased visibility
- Reviewing the candidate's assessment information to help determine their focus areas for the PLDP
- Understanding VA's political climate and sharing the executive experience
- Exposure to the perspectives and job demands of executives in the executive leadership positions

6. If interested, submit your completed application and CV/resume by December 16, 2022, along with the class preference to the HCLDP Program Manager, Adrienne.fisher@va.gov.

Thank you for your support to develop VHA leaders.

Jessica Salyers, PsyD
Chief Learning Officer



U.S. Department of Veterans Affairs

Veterans Health Administration

Institute for Learning, Education and Development

HEALTH CARE LEADERSHIP DEVELOPMENT PROGRAM (HCLDP) COACHING APPLICATION

The following information is required to process your application as a coach in the Health Care Leadership Development Program.

The HCLDP is a hands-on leadership program that targets high-potential management professionals, providing them with foundational leadership experiences that enhance the candidate's skills through specific feedback and provides VHA with prepared new executive quadrad/pentad and VISN healthcare leaders.

HCLDP is an 8-month long program that includes 3-week face-to-face training sessions. Coaches are required to attend all 3 weeks of the program and to hold at least 1 meeting between sessions with their team of 5-6 participants.

Please complete and submit along with a copy of your CV/resume to vahcldpprogrammanager@va.gov

General Information

Candidate's Name:

Criteria

Specific criteria are established as the minimum requirements for the selection of coaches. Applicants must meet all of the following:

1. Currently hold an Executive Leadership Position (Medical Center Director, Dep Assoc/Asst Dir, ADPCS, or COS, VISN DD, CMO/CNO)
2. Have at least 1 year of tenure in a Senior Leadership position at the time of application
3. Have experience with HCLDP in at minimum the observer role

Qualifications

Current Position:

Current Location:

How many years have you held tenure in a Senior Leader position?

Note: Time spent in Acting or Detail positions does not count toward tenure.

Have you used coaching/mentoring skills in the VHA?

☐ Yes

☐ No

Briefly list your current or past formal mentor/coaching experience.

What qualities do you bring to the role of coach in HCLDP?

What skills or qualities are you bringing to the role of HCLDP coach?

What are you hoping to get out of the experience of being an HCLDP coach?



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Candidate Concurrence

By applying to be an HCLDP coach you agree to attend all three weeks of the A or B class, respectively, either in person or virtually. As a coach you are required to hold at least one meeting with your team between sessions. The time commitment to coach HCLDP is approximately 100 hours over the course of the program, which will run January 2023 to August 2023.

Applicant's Signature: _____

Date: _____

Dates for HCLDP

Select your preferred class

HCLDP 2023 A Class

February 12-17, 2023

May 21-26, 2023

July 23-28, 2023

July 30-August 4, 2023 (alternate week if needed)

HCLDP 2023 B Class

March 12-17, 2023

June 18-23, 2023

August 20-25, 2023

September 17-22, 2023 (alternate week if needed)

Supervisor Concurrence

As the supervisor for this prospective coach, I acknowledge the required time commitment of three weeks of in-session participation and between session meetings. I concur with this request.

Supervisor Concurrence:

Yes

No

Supervisor Signature: _____

Date: _____

Supervisor Name and Title: _____

Thank you for your vested interest in the development of our future VHA Senior Leaders.