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| ACADEMY TO DO LIST | | |  | |
| \*All dates are estimated \*\*Always check your spam/trash  \*\*Contact your IT department and have them add the emails below to their approved list. | | | | |
| TIMELINE | **TASK** | **NOTES** | | **COMPLETED** |
| ONE MONTH PRIOR TO SESSION 1 | Pre-Academy webinar/recording | Email sent from  leadership@chairacademy.com | |  |
| THREE WEEKS PRIOR TO SESSION 1 | LPI Assessment | Assessment email sent from notifications@LPIonline.com | |  |
|  | **LPI email: LPI Password:** | You will be taking this assessment two times, one year apart. You must use the same email/password for both assessments, Enter it here for reference. | |  |
| TWO WEEKS PRIOR TO SESSION 1 | Strengths Survey | Email sent from  leadership@chairacademy.com  If you have taken the full 34 assessment before, use those results, and share the code we sent you with a friend or colleague. | |  |
| TWO WEEKS PRIOR TO SESSION 1 | DiSC Survey | Assessment sent from [DiSCaccountmanager@inscape-epic.com](mailto:DiSCaccountmanager@inscape-epic.com). | |  |
| ONE WEEK PRIOR TO SESSION 1 | Get Ready for Your Academy Email | Email sent from  leadership@chairacademy.com | |  |
| THURSDAY PRIOR TO SESSION 1 | Final Reminders/Last minute changes Email  LPI report | Email sent from  [leadership@chairacademy.com](mailto:leadership@chairacademy.com)  No other LPI reports will be run. What you receive is what you get. | |  |
| ONE WEEK AFTER SESSION 1 | Academy Feedback Survey | Email sent from  leadership@chairacademy.com | |  |
| ONE MONTH AFTER SESSION 1 | Meet With Mentor | Download Mentor Packet from Academy Class page. Send it to your mentor. Schedule your first meeting.  Do not send Mentor information to Academy. | |  |
| 6 MONTHS AFTER SESSION 1 | Mid-Year Reconnect  Virtual Meeting | Email sent by Facilitators Scheduled by your Academy Facilitators | |  |
| TIMELINE | **TASK** | **NOTES** | | **COMPLETED** |
| 4-6 MONTHS AFTER SESSION 1 | Mid-Year Report Due Meet with Your Academy Coach | Mid-Year Report – APA format. Discuss your progress of IPDP goals Coaching Session – Your Facilitator will schedule this meeting | |  |
| 3 MONTHS PRIOR TO SESSION 2 | Register for Session 2 Academy | Email sent from  leadership@chairacademy.com   We will email you when Registration is open | |  |
| ONE MONTH PRIOR TO SESSION 2 | Final Report Due  Email to your Academy Coach/Facilitator | Final Report – APA format. Expand on your progress of IPDP goals. Close the circle of your year of leadership development. | |  |
| ONE MONTH PRIOR TO SESSION 2 | Session 2 Academy Planning Recording | Email sent from  leadership@chairacademy.com | |  |
| THREE WEEKS PRIOR TO SESSION 2 | LPI Reassessment | Reassessment email sent from notifications@LPIonline.com | |  |
|  | You must use the same email/password you used for the previous assessment.  DO NOT take the assessment using a different email address. Contact the Academy if you have changed organizations.  We will work with you to make this work. | | |  |
| TWO WEEKS PRIOR TO SESSION 2 | CQ Assessment | Email sent from  [leadership@chairacademy.com](mailto:leadership@chairacademy.com)  CQ Assessment instructions/links found in the email | |  |
| ONE WEEK PRIOR TO SESSION 2 | Get Ready for Your Academy Email | Email sent from  leadership@chairacademy.com | |  |
| THURSDAY PRIOR TO SESSION 2 | Final Reminders/Last Minute Changes Email  CQ Assessment | Email sent from  [leadership@chairacademy.com](mailto:leadership@chairacademy.com)  CQ Assessment code found in the email | |  |
| ONE WEEK AFTER SESSION 2 | Academy Feedback Survey | Email sent from  leadership@chairacademy.com | |  |
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