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| ACADEMYTO 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 fromnotifications@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 fromDiSCaccountmanager@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 EmailLPI report | Email sent from leadership@chairacademy.comNo 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 FacilitatorsScheduled by your Academy Facilitators |  |
| TIMELINE | **TASK** | **NOTES** | **COMPLETED** |
| 4-6 MONTHS AFTER SESSION 1 | Mid-Year Report DueMeet with Your Academy Coach | Mid-Year Report – APA format. Discuss your progress of IPDP goalsCoaching 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 DueEmail 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 fromnotifications@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.comCQ 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 EmailCQ Assessment | Email sent from leadership@chairacademy.comCQ Assessment code found in the email |  |
| ONE WEEK AFTER SESSION 2 | Academy Feedback Survey | Email sent from leadership@chairacademy.com |  |
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