

Learning & Organizational Development (OD) is Now Accepting Applications

Applications for the Essentials of Leadership at Emory Program, Administrative Professionals Program, and Mentor Emory will be available on the Learning & OD website, beginning on Monday, October 4, 2021. The Nomination form for Aspiring Leaders at Emory will also be available on the Learning and OD website beginning on Monday, October 4, 2021. The submission deadline for all applications and nominations is **Monday, November 8, 2021**.

Essentials of Leadership at Emory

Leaders play a critical role in advancing the mission of the University. They have significant responsibilities in formulating and administering policies and programs, as well as managing people and processes. As Emory University endeavors to become the employer of choice, developing leaders who can shape the future of the organization is essential.

Ideal Candidates: Individuals in a people management role, regardless of being new to the role or experienced (e.g. supervisors, managers, assistant/associate directors, and directors). This program is also appropriate for faculty and principal investigators who supervise people.

Link to Application: <https://hr.emory.edu/eu/learning/leadership-development/essentials-of-leadership.html>

Aspiring Leaders at Emory

Those who supervise others play a critical role in advancing the mission of the University. They have significant responsibilities in formulating and administering policies and programs, as well as managing people and processes. As Emory University endeavors to become the employer of choice, developing people leaders who can shape the future of their organization is essential.

Ideal Candidates: Any full-time employee currently in an individual contributor role. The employee should be considered high potential and be expected to transition into a position managing people within two years.

Selection Process: This program's selection process is different from our other programs. All candidates must be nominated by their department's leadership.

Link to Nomination form: <https://hr.emory.edu/eu/learning/leadership-development/aspiring-leaders.html>

Administrative Professionals Program

The role of the administrative professional has evolved greatly in recent years. Administrative professionals have a wide range of responsibilities that go beyond answering the phone and handling clerical details of the office. Many administrative professionals manage projects and coordinate the daily operations of their department.

Ideal Candidates: Any full-time employee of Emory University in an administrative role (e.g. Administrative Assistant, Program Coordinator, Secretary, etc.).

Link to Application: <https://hr.emory.edu/eu/learning/administrative-professionals/index.html>

Mentor Emory

Mentor Emory advances the individual and community through learning from others and giving back. Through structured learning sessions as well as one-on-one coaching, mentees learn how to implement strategies to fulfill goals.

Ideal Mentors: Any full-time Emory University employee who has the interest and time to provide one-on-one coaching on career development.

Ideal Mentees: Any full-time Emory University employee who has clear goals and aspiration and the willingness to receive one-on-one guidance from another employee.

Link to Application: <https://hr.emory.edu/eu/learning/mentor-emory/index.html>

Learn more at <https://learningservices.emory.edu>