



HORIZON

Executive Leadership Programme for Senior Library and Information Managers

INFORMATION FOR APPLICANTS

Presented by **CAVAL**

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Dear Colleague

Thank you for your interest in CAVAL Horizon – an exciting strategic initiative of the CAVAL Board.

CAVAL Horizon is Australasia's first comprehensive executive leadership programme specifically designed to prepare senior library and information managers for appointments at Director-level and above.

As such, CAVAL Horizon is unique in this region and breaks vital new ground for the library and information profession in Australia, New Zealand and South-East Asia.

CAVAL Horizon is a programme designed to look forward to the future high level leadership of our profession and address the fundamental question of how senior library and information managers are to be prepared for the challenges of executive leadership positions.

The inaugural CAVAL Horizon programme will aim to set a high mark for those that follow and we anticipate that competition for the sixteen inaugural places in the programme will be high across the library and information sector.

On behalf of the CAVAL Board, I would like to wish applicants every success, and look forward to meeting the first cohort at Werribee Park in October.

Yours sincerely

A handwritten signature in black ink that reads "Janette Wright". The signature is written in a cursive, flowing style.

Janette Wright

CEO



ABOUT CAVAL

CAVAL Limited is a public not-for-profit company owned by twelve Australian universities in Victoria, New South Wales and Tasmania.

Established in 1978 as a cooperative venture by all the universities in Victoria, CAVAL provides a variety of services to libraries on a collaborative and commercial basis including shared catalogue systems and cataloguing services, consultancy services, training and staff development, and storage for library materials.

CAVAL operates a purpose-built high density, environmentally controlled storage facility located within the R & D Park on the campus of La Trobe University, Bundoora.

Benefits to CAVAL Members include access to off-site storage, inter-library loan and document delivery services, specialist library system support, training and staff development, multilingual cataloguing and processing services, expert committees and consultancies, and the opportunity for collaborative approaches to collection management and preservation.

For more information about CAVAL and its services visit www.caval.edu.au



PROGRAMME DESCRIPTION

CAVAL Horizon ... A new era in Australasian library leadership

CAVAL Horizon is a comprehensive executive leadership programme designed to prepare senior library and information managers for executive level appointments: Director-level and above.

CAVAL Horizon offers an integrated programme of executive learning and development incorporating significant experiential learning opportunities.

CAVAL Horizon features two intensive residential programmes over three and two days, career mentoring, individual and group projects within Peer Clusters, and ongoing peer support through an alumni e-list and networking events.

Learning Outcomes

On graduation from the CAVAL Horizon programme, participants will have experienced:

- An enhanced level of self awareness and confidence leading large and complex organisations
- Exposure to a range of core executive capabilities, including - strategic (big picture) thinking, planning and execution; leadership of innovation and change; entrepreneurialism and risk taking; political insight and judgement; managing large and complex portfolios of services; corporate governance; and sustaining high performance
- An enhanced capacity to lead, network and collaborate strategically – focusing in particular on important external relationships and constituencies
- Understanding of strategies and skills for successful collaboration with senior leaders from outside the library and information profession
- Commitment to long-term professional relationships with peers and Mentor-coaches that provide ongoing career guidance and mutual support beyond the duration of the programme (Community of Practice)



PROGRAMME DESCRIPTION CONT...

Learning Topics

Core learning topics covered by CAVAL Horizon include:

- What is executive leadership?
- Strategic context – addressing the challenges facing libraries and information services now and into the future
- The art of strategic (big picture) thinking and vision
- Communicating and executing strategic vision
- Leading innovation and change in complex organisations - the executive leader as entrepreneur and risk taker
- The 'Executive Politician' – building strategic networks, exercising positive influence, high level negotiating skills, and responding to the media
- Service Portfolio Management – understanding service life cycles and strategic marketing
- Corporate governance and compliance
- Sustaining high performance leadership into the future – managing the personal and professional transitions to executive leadership and enhancing executive resilience



PROGRAMME DESCRIPTION CONT...

Programme Format

CAVAL Horizon is an integrated programme of executive learning and development featuring:

- Attendance at an intensive residential programme facilitated by executive leadership trainers over three days and two nights
- Peer Clusters (syndicates) to encourage shared learning and mutual support
- Access to career mentoring and coaching provided by senior university library and information executives for the duration of the programme
- Access to social networking tools to facilitate communication during programme, promote ongoing dialogue about issues relating to executive leadership, and contribute to the development of a dynamic Community of Practice
- Experiential learning through individual and group projects developed within Peer Clusters, supported by participants' sponsor organisations and guided by Mentor-coaches
- Attendance at a follow up residential programme of two days and one night, including reporting on individual or group projects, and graduation in the presence of participants' sponsors
- Ongoing access to a closed alumni e-list and post-programme networking events

Programme Duration

Four months, including an intensive residential programme of three days and two nights in Melbourne (21st – 23rd October 2008), and a follow up residential programme of two days and one night in Sydney (12th – 13th February 2009).



WHO SHOULD APPLY?

CAVAL Horizon will initially target a cohort of just sixteen senior level library and information managers within CAVAL, CAUL, CONZUL and NSLA member organisations – recently appointed Directors, Deputy and Associate Directors, and other positions reporting directly to the University Librarian or an equivalent executive.

University Librarians or equivalent executives may also wish to nominate (fast track) at their discretion, talented middle to senior level managers – not direct reports – thought to have exceptional executive leadership potential.

Participants in the programme will be selected on merit, based on the following criteria:

- Demonstrated potential to progress to executive levels of leadership within large and complex organisations;
- Potential to contribute significantly to the strategic goals of their organisation, and the wider higher education sector;
- Capacity to commit the necessary time and energy required to derive full benefit from the CAVAL Horizon experience; and,
- Commitment from their employer or an alternative sponsor organisation.

A stringent selection process will be based on written applications and supporting statements from supervisors.

Participation will be capped at sixteen participants per cohort to facilitate strong group identity and cohesion, robust networking, and effective peer-to-peer learning and support.

VENUE

CAVAL is pleased to confirm the Sofitel Mansion and Spa at Werribee Park, Victoria as the venue for the first Horizon residential: 21st – 23rd October 2008.

The Sofitel Mansion and Spa offers a peerless executive retreat just 20 minutes from the Melbourne CBD and less than 30 minutes from Melbourne Airport (Melway reference 201 B4).

Participants will be accommodated in individual rooms located in the heritage listed wing of the hotel. All rooms are beautifully appointed with a range of luxurious services, Roger & Gallet amenities and broadband internet access. Wireless internet access is also available in the hotel lobby and conference rooms.



Hotel facilities include:

- LeSpa – a popular European styled spa featuring eight treatment rooms, Hamman (Turkish steam room), dedicated Lancôme makeup room, indoor pool with spa, steam rooms and gymnasium.
- Library and Snooker Room with full sized snooker table for those wanting to relax before and after meetings.
- Shadowfax Winery and Vineyard – a short stroll from the hotel, Shadowfax offers tastings of premium wines and cellar door sales.

Surrounding the hotel are some of Victoria's greatest tourism treasures including the historic Chirside Mansion with its restored farm buildings and 10 hectares of formal Guilfoyle-style gardens, the Victorian State Rose Garden, Werribee Open Range Zoo, the National Equestrian Centre and Polo Academy.



YOUR INVESTMENT

CAVAL Horizon offers an integrated programme of executive learning and development inspired by lighthouse business and library leadership programmes within Australia and overseas.

Programme fees in 2008-09 are AUD 4,600 for CAVAL Members and Associate Members and AUD 5,000 for non-members.

All fees are quoted exclusive of Australian GST.

Programme fees include:

- Attendance at two residential programmes over a total of five days and three nights, facilitated by executive leadership trainers;
- Career mentoring/coaching provided by senior library and information executives for the duration of the programme (no less than four months);
- Access to a closed e-list and wiki to facilitate communication within and between Peer Clusters;
- Individual hotel accommodation for a total of three nights across the two residential components in Melbourne and Sydney;
- All meals during the residential components;
- Programme materials; and,
- Some social activities.

Fees will not include transport and accommodation to and from residential venues in Melbourne and Sydney.

Applicants will be expected to have the commitment of their employer or an alternative sponsor organisation to cover their period of absence from the workplace and any incidental costs such as telephone calls that may be required for the successful completion of this programme.



APPLICATION PROCESS

The inaugural CAVAL Horizon cohort of sixteen dynamic individuals will be selected on merit, based on four key criteria:

- **Demonstrated potential to progress to executive levels of leadership within large and complex organisations;**
- **Potential to contribute significantly to the strategic goals of their organisation, and the wider higher education sector;**
- **Capacity to commit the necessary time and energy required to derive full benefit from the CAVAL Horizon experience; and,**
- **Commitment from their employer or an alternative sponsor organisation.**

To apply, eligible individuals should:

- Address the four key criteria succinctly in writing – no more than two pages;
- Provide a supporting statement from their employer or alternative sponsor organisation; and,
- Include a current CV.

All applications will be treated in strictest confidence.

THE CLOSING DATE FOR APPLICATIONS IS FRIDAY 22ND AUGUST 2008.

Applications may be mailed to CAVAL 4 Park Drive Bundoora Vic 3083, attention 'Horizon Application' or emailed in Microsoft Word format or Adobe PDF to: horizon@caval.edu.au with 'Horizon Application' in the subject.

Email attachments should not exceed 2MB total size.

Successful applicants will be decided by Friday 5th September 2008 and ALL applicants notified of the outcome of their applications within five working days.

**For enquiries contact Richard Sayers,
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