LEADERSHIP ESSENTIALS

Leadership Essentials Application
Class of 2014

INSTRUCTIONS

1. Please email your documents to ***esrodrigues@loyola.edu*** ***and*** submit a hard (printed) copy by mail or in person with the non-refundable application fee of $25, made payable to Loyola University Maryland. Address: Loyola University Maryland, Columbia Graduate Center, 8890 McGaw Road, Columbia, MD 21045. Attention: Elizabeth Rodrigues
2. Application materials must be received by **12:00 pm, Friday, October 4, 2013.**
3. Required recommendations (Part III) need to be included with the application.
4. Part IV – Commitment must be signed by the candidate.
5. Applicants will be notified of his/her acceptance into the program by approximately ***November 15, 2013.***

CANDIDATE PROFILE

◊ The Leadership Essentials program is targeted for young professionals interested in expanding their leadership skills. Approximately 25 individuals will be selected to participate.

◊ Leadership Essentials seeks representation from the region and a cross-section of the community---business, labor, education, the arts, religion, government, community-based organizations, ethnic and minority groups.

◊ The Leadership Essentials Selection Committee will review all applications and select the participants. The Committee evaluates each applicant based upon the merits of the written application and a personal interview.

◊ Based on the application and interview, the Selection Committee will consider the whole person, their level of accomplishment and desire to extend beyond his/her current level of proficiency. The committee will consider the diverse skill set and experience this person would contribute to the class, ongoing education and/or consistent demonstration of self-improvement/learning. Specifically, the following will be considered:

1. Commitment to developing their capacity for effective leadership
2. Current proficiency in specific leadership skills. This may include: conflict management, organizational skills, inspiring others, relationship building, leading teams to meet objectives, etc.
3. Communication skills, both oral and written.
4. Evidence of initiative in taking on leadership roles, either in their organization or in a volunteer capacity.
5. Sincere desire to participate in community service

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PARTICIPANT COMMITMENT

◊ ***Leadership Essentials*** begins in December and ends in June. Sessions will normally be held on Thursdays. Some of the class days are half days, while others are full day sessions*. Attendance at each class is expected.*

◊ The final class schedule will be sent with the participant's acceptance materials. The program kicks off with an Orientation/Reception, **Thursday, December 12, 2013.** The Retreat which consists of an Opening Session partial day and all day session will be held on **Wednesday afternoon/evening January 22 and Thursday, January 23, 2014.** (Both of these are held locally and no overnight is required). Attendance is **required** at both of these events.

◊ To successfully complete the Leadership Essentials program, participants are expected to attend **all** class sessions, contribute to a team community service project outside of class time and participate in a coaching relationship. ***Participants may miss no more than 6 hours of class time in order to successfully complete the program.***

◊ If an applicant is accepted into the program and either (i) does not accept or (ii) accepts and is then forced to drop-out of the program, there is no guarantee that the applicant will be accepted into the program in subsequent years. Once the program has begun, no refunds will be issued.

◊ Tuition for each participant is **$2,850**. Once a candidate is selected, **payment is due by December 2, 2013.**

Please do not return this page with your application

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Leadership Essentials PART I - General Information

PERSONAL DATA	
Full Name:	**Nickname:**
Home Address:	**Home Phone:**
	Cell Phone:
	Home e mail:

How did you learn about Leadership Essentials? If someone recommended you, please list his/her name.

The following demographic information is requested:

Gender: ☐ **Male** ☐ **Female**	
Race/Ethnicity:	**Age:**

EMPLOYMENT	
Current Employer:	**Date of Hire:**
Type of Business:	**Number of Employees:**
Address:	**Work Phone:**
	Work Email:
Title:	**Number of Direct Reports:**
Supervisor's Name:	**Supervisor's Phone:**
Supervisor's Email:	
Briefly explain current responsibilities:	

List previous employment (start with the most recent):

Employer	Title/Responsibility	Employment Dates (From -To)

EDUCATION/AWARDS

List college(s), advanced degrees, and/or specialized training:

Name/City of Institution	Degree/Dates

Special honors, awards and recognition:

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Leadership Essentials PART II - Personal Statements

Please answer the following questions individually and attach - use a font size of at least 12 point and limit your answers to a maximum of two pages.

1. Why do you want to participate in Leadership Essentials? What specific skills/ knowledge do you hope to gain from your participation - both in the short and long term?

2. How have you developed into an emerging leader? Describe your leadership journey so far using some *specific examples* of your leadership experiences and what you have learned along the way.

3. Have you integrated community service into your life in the past 3-5 years? Please provide *specific examples* of your community service activities. If you have not had this opportunity, what has changed that now enables you to seek involvement in our community? Please include your areas of interest.

4. What do you consider to be your most important personal and professional accomplishment? Why do you consider these accomplishments important?

Leadership Essentials PART III – Recommendations

You need two references to complete your application. These must be submitted with your application. Request that your references use a font size of at least 12 point. A maximum of two pages may be submitted for each recommendation

1. Current Supervisor or Client:
   Describe how applicant has demonstrated emerging leadership and how he or she would benefit from participating in Leadership Essentials. (If self-employed, provide a letter from a client.)

2. Community or Personal:
   Ask someone who can supplement this application with *firsthand* experience of your emerging leadership, character and/or community service.

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Leadership Essentials PART IV– Support and Time Commitment

A $25 non-refundable application fee (payable to Loyola University Maryland) is required with each application. If you are accepted and enrolled, you and/or your organization will be obligated for the full tuition fee of $2,850 which covers all program costs. Payment can be made in installments, if needed.

Participants are responsible for the time commitment of Leadership Essentials. Participants attend monthly program sessions, complete a team based community service project and meet with his/her assigned coach. The class schedule will be sent with the acceptance materials. Two events are **mandatory:** Orientation on December 12, 2013 and the Retreat Sessions on January 22 & 23, 2014. Subsequent sessions will be held monthly February through June. Most are half days and will be held in the morning or afternoon. The program will conclude with a partial day session in early June. Leadership Essentials' graduates will be invited to Leadership Howard County's Annual Alumni Dinner held in mid-June. If a participant misses more than **6** hours from the monthly sessions, he/she will not be considered to have successfully completed the program. Failure to comply with this attendance policy may result in forfeiture of all tuition fees paid. *If you are unable to make the necessary time commitment, it is not in your best interest to apply at this time.*

To be completed by the applicant: **I am aware of the time commitment and financial obligation involved in participating in the in 2014 Leadership Essentials Program. I understand and accept the goals of the program. If selected, I will devote the required time and fulfill my obligations by participating fully.**

Name:	**Title:**
***Signature:**	**Date:**

*Electronic signature is acceptable.

Application and $25 application fee are due by 12 pm on October 4, 2013 to:

Leadership Essentials
c/o Elizabeth Rodrigues
Loyola University Maryland
Columbia Graduate Center
8890 McGaw Road
Columbia, MD 21045

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