

**APPLICATION** *(Reviewed by committee of four, information kept confidential)*

**PLEASE PRINT AND EMAIL COMPLETED APPLICATION TO [michelleolson@boone-county.org](mailto:michelleolson@boone-county.org) by 5:00 pm on January 11<sup>th</sup>, 2020. Applicants will be notified by email no later than January 13<sup>th</sup>, 2020.**

**PERSONAL**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_

**ACTIVITY INFORMATION**

**A.** If any, list activities that you're currently involved in:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

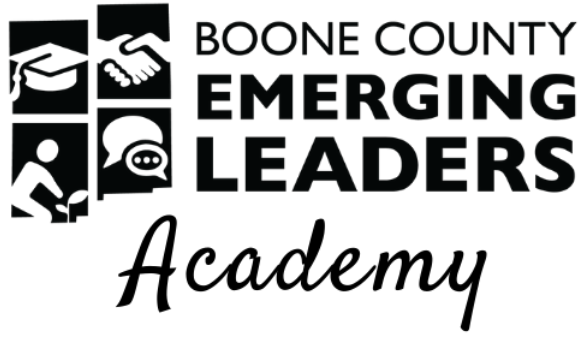
**B.** If any, list your role(s) held in civic, business, social, athletic, religious, or community organizations.

1. Organization: \_\_\_\_\_

Position: \_\_\_\_\_

Describe Responsibility:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Circle one: Elected    Appointed

2. Organization: \_\_\_\_\_

Position: \_\_\_\_\_

Describe Responsibility:

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Circle one: Elected    Appointed

3. Organization: \_\_\_\_\_

Position: \_\_\_\_\_

Describe Responsibility:

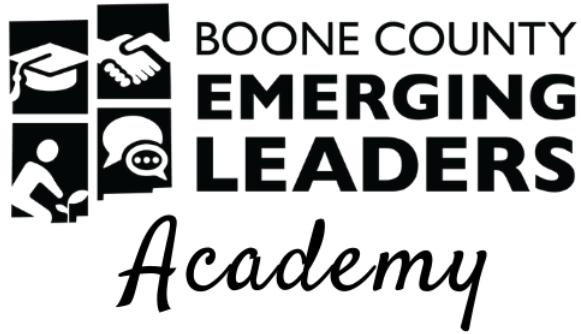
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Circle one: Elected    Appointed

C. What type of community or volunteer activities would you like to become involved with in the future?



D. What has prevented you from pursuing involvement in the organization or activities that you're interested in? Circle all that apply:

- Time commitment
- I need more information before making the commitment.
- I do not know how to get involved.
- I do not feel qualified. (circle all that apply)
  - I am new to the community and unsure if I have the knowledge necessary to get involved in the effort I'm interested in.
  - I am not sure I am qualified because I have never been in a leadership role.
  - I am not sure I am qualified because I lack experience.
  - I am not sure I am the right fit for the leadership role and/or organization.
  - Other:

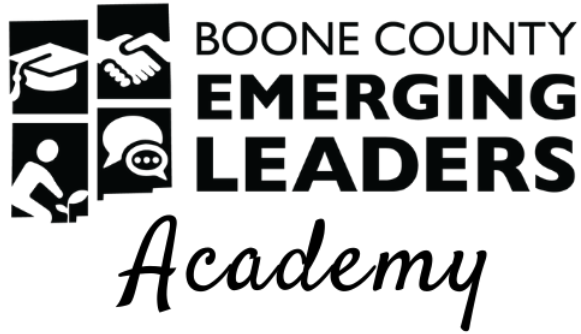
**TUITION**

Tuition is \$300.00 to participate in the academy which covers all program expenses. Mileage/travel costs are not covered by the program. Payment is due upon acceptance. **Participants who complete the program and attend all the sessions will receive a reimbursement of \$150.00 at the conclusion of the academy.** (If you are in need of financial assistance or a payment plan, please include a letter explaining the reason(s) for your request and the financial amount or payment plan request. Financial assistance is dependent on sponsor dollars available and is not guaranteed.)

**PERSONAL REFERENCES**

Please list two persons who are knowledgeable about your leadership performance and potential.

Name:  Relationship to Applicant:  Phone:  Email:	Name:  Relationship to Applicant:  Phone:  Email:
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EMPLOYER/SUPERVISOR APPROVAL *(If applicable)*

This applicant has my full support to participate in the BC Emerging Leaders Academy. I am aware of the time commitment involved in his/her effective participation. **(This must be signed by the applicant's employer or immediate supervisor if participant needs to take time off of work to participate.)**

Name:

Signature:

Date:

**COMMITMENT**

The orientation kickoff retreat is Friday, January 29, 2020, beginning at 11:00 am. There will be four sessions following the retreat, dates and times outlined below. The academy will conclude with a graduation ceremony on Thursday, June 24<sup>th</sup>, at 4:00 pm. The full schedule of the academy is outlined below with date and time commitments. All locations TBD.


- Retreat: Friday, January 29<sup>th</sup>- 11:00 am- 5:00 pm, location TBD
- Session 1: Thursday, February 25 | 12:30 pm-5:00 pm, location TBD
- Session 2: Thursday, March 18 | 12:30 pm- 5:00 pm, location TBD
- Session 3: Thursday, April 29 | 12:30 pm- 5:00 pm, location TBD
- Session 4: Thursday, May 27<sup>th</sup> | 12:30 pm- 5:00 pm, location TBD
- Graduation: Thursday, June 24<sup>th</sup> | 4:00 pm- 7:00 pm, location TBD

**I understand the goals and commitment of the Boone County Emerging Leaders Academy and the attendance requirement. If selected, I will fulfill all obligations outlined in this application and will pay my tuition upon acceptance. I acknowledge that I have completed the foregoing application and that all the information contained herein is true and correct.**

Applicant's Signature:

Date:

Questions? Contact Michelle Olson at 402-395-3356 or [michelleolson@boone-county.org](mailto:michelleolson@boone-county.org)

The logo consists of four black squares arranged in a 2x2 grid. The top-left square contains a white graduation cap. The top-right square contains a white hand holding another hand. The bottom-left square contains a white silhouette of a person sitting at a desk. The bottom-right square contains a white speech bubble with three dots inside. To the right of these squares, the text "BOONE COUNTY" is in a small, black, sans-serif font. Below it, "EMERGING LEADERS" is in a large, bold, black, sans-serif font. Below that, "Academy" is written in a large, black, cursive script font.

# BOONE COUNTY EMERGING LEADERS Academy

## MORE PROGRAM DETAILS:

Beginning in January 2021, selected participants will begin the program with a kickoff event, followed by four training sessions throughout four months led by an experienced leadership development professional, ending with a graduation ceremony.

The orientation kickoff retreat is Friday, January 29, 2020, beginning at 11:00 am. There will be four sessions following the retreat, dates and times outlined below. The academy will conclude with a graduation ceremony on Thursday, June 24th, at 4:00 pm. The full schedule of the academy is outlined below with date and time commitments. All locations TBD.

**Prior to Session 1**, participants will take an online assessment, TalentSet, to learn more about their individual leadership strengths and style. They will then have a one-on-one session with a Talent Coach to walk through results and answer questions.

Training sessions will take a deeper dive into these four areas of focus:

**Session 1: Thursday, Feb. 25th- 12:30 pm-5:00 pm-- Exploring your Talents and Developing your Leadership Philosophy** — Participants will consider how their strengths and talents impact their individual approach to leadership.

Objectives:

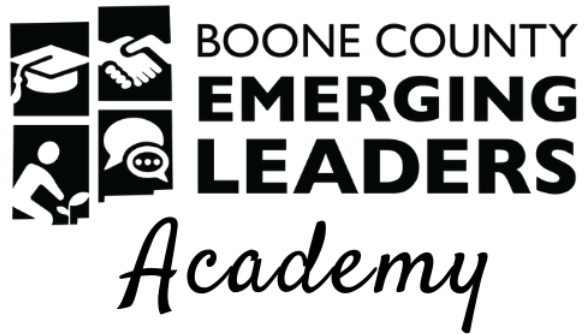
- Understand your individual strengths and the strengths of all participants.
- Identify and understand your natural leadership style and philosophy.
- Learn how to effectively work with a group of individuals that possess different strengths, talents, and leadership styles.
- Understand the impact your personality and behaviors have on others.
- Know how to use identified visions, goals, and values to organize, direct, and motivate.

**Session 2: Thursday, March 18th- 12:30 pm-5:00 pm--Communicating with Impact** — Participants will be led through curriculum focused on how to communicate with confidence and clarity in order to build enduring relationships in a personal and a professional setting.

Objectives:

- Explore your own communication strengths and identify areas of improvement.
- Learn how to provide more effective and clear feedback to colleagues, your employer, or your organization/board/team.
- Maintain resilience while handling uncertainty and solving complex problems.
- Recognize the importance of having an execution mindset so things get done.
- Leave with increased confidence in leading an effective and motivated team, committee, organization, or board.
- Using information learned, present group project idea trying to persuade fellow Academy participants that it is the idea that should be pursued
- Learn a consensus-building exercise that can be applied in different leadership settings.

**Session 3: Thursday, April 29th- 12:30 pm-5:00 pm-- Finding Your Work/Life Balance** — Participants will identify and clarify what work/life balance means to them. Then, through a series of exercises, they



will develop their own work/life balance plan. Once a plan has been created, participants will discuss the challenges and barriers that might impede this plan and discuss strategies that will lead to success.

Objectives:

- Define work-life balance and how it applies to participants
- Develop work-life balance goals and specific actions
- Determine accountability triggers to support achieving work-life balance
- Learn how to utilize productivity tools to support and incorporate work-life balance goals
- Gain strategies in how to acquire the time to get important personal activities integrated into the calendar
- Understand how to maintain work-life balance through effective daily and weekly planning
- Work on finalizing group project.

**Session 4: Thursday, May, 27th- 12:30 pm-5:00 pm-- Service, Governance, and Taking Action —**

Learning Objectives:

Participants will gain valuable insight on how to get involved in their community and leave having identified organizations or local efforts that align with their passions and interests. You will learn about the nonprofit, education, business, and government opportunities and needs, including responsibilities of local county, city, and village boards and how they operate. This session will end with a “Local Organization Match Making” event. During this event, local organizations are invited to share a brief message about their organization and what positions they are seeking to be filled. Participants will then be able to spend time with the organizations they are interested in learning more about at the conclusion of the presentations.