



LEADERSHIP PORTAGE COUNTY

2017-2018 Application Instructions

What is Leadership Portage County?

Leadership Portage County (LPC) challenges participants to broaden their understanding of Portage County and develop their leadership skills through networking, education, and community involvement.

The 10-month curriculum is an intensive, county-oriented leadership development program designed to give potential and emerging leaders the skills, knowledge, and on-going support they need to succeed.

As a participant in LPC, you will grow professionally and personally from the variety of leadership, teambuilding, communication and self-awareness exercises that are part of the curriculum. Coordinated by expert facilitators, these activities will grow and shape you as a leader, enabling you to take on the challenge of effective leadership.

Application Checklist

1. Complete the application below in full.
2. Have your employer or sponsoring organization complete the **Employer Consent & Recommendation Form** (included below).
3. If applicable, complete the **Scholarship Application Form** (included below). *Note: this must be submitted at the time of your application to be considered for scholarship funds.
4. Return all materials and **\$250 tuition deposit** to the Portage County Business Council.
 - Via email: talent@portagecountybiz.com
 - Via fax: 715-344-4473
 - Via mail:
Leadership Portage County
c/o Portage County Business Council
5501 Vern Holmes Drive,
Stevens Point, WI 54482

Applicants must have full support of the organization or corporation they represent. Those who are unable to fulfill the attendance requirement may be asked to withdraw with no refund of tuition.

Applicants will be notified of their acceptance and, if applicable, any scholarship funds awarded.

The program is limited to 28 participants each year. Applicants will be notified of their acceptance to the program. A waiting list will be established if applications exceed program space.

2017-18 Session Schedule

Leadership Portage County sessions are the third Thursday of each month. The Opening Retreat is the only two-day session. Session themes and leadership topics covered will be announced soon. Please save these dates:

- August 17, 2017
- August 18, 2017
- September 21, 2017
- October 19, 2017
- November 16, 2017
- December 14, 2017
- January 18, 2018
- February 15, 2018
- March 15, 2018
- April 19, 2018
- May 17, 2018

Program Components & Goals

Each full-day LPC session combines leadership skill development and character building with exploration of community programs and challenges. Each session is held in a different location providing a diverse, inside look at Portage County. As an LPC graduate you will have had opportunities to:

- Enhance, develop and practice leadership skills;
- Expand business and community networks;
- Identify and explore community challenges;
- Learn about involvement opportunities in the community;
- And promote an appreciation of Portage County's resources, institutions, cultures and concerns.

Program outcomes are achieved through -

- **Leadership Skill Building:** LPC participants identify and practice their leadership skills in a safe environment through interactive sessions. Participants learn about personal leadership styles, active listening, conflict management, public speaking, consensus building, and other skills valuable in any workplace.
- **Community Tours & Speakers:** Get behind the scenes tours of businesses, hear from experts, and learn what makes our quality of life exceptional. Experiences include agri-business/farm tour, courthouse/jail tour (and lunch!), and a photo scavenger hunt through Portage County!
- **Network Development:** Not only are participants given ample opportunity to network with their classmates, but being in LPC connects you to an alumni network of 500 past participants. You will also connect with civic leaders, CEOs and other business and community innovators.
- **Session Themes:** Each of the monthly sessions is packed with information related to a community theme. Themes include; history of Portage County, Agribusiness, Human and Public Services, Legal System, Wellness, Economic Development, and others.

Program Commitment

Participants spend approximately 150 hours on LPC related activities during this program. Attendance is expected at each of the monthly sessions. Outside of the session dates, participants are encouraged to participate in optional interim assignments, tours and community building experiences. Additional activities are developed to provide flexibility and choice so that participants can select the option that best fits their schedule.

The successful LPC graduate will have:

1. Attended a minimum of 9 of the 11 full-day sessions
2. Completed each month at least one of the options provided for monthly interim assignments
3. Attended the course ready to learn and participate, while being free of distractions

Program Tuition

LPC tuition is \$975 per participant. This is an average of \$88.64 per session. Program tuition covers all course expenses including; program materials, meals (breakfast, lunch, snacks) and graduation expenses. The initial deposit of \$250 is due at the time of application. The remaining \$725 will be invoiced, and is due by January 1. Tuition is non-refundable after January 1, 2018.

Scholarships

A limited number of partial scholarships are available. The scholarship application can be found below and must be submitted at the time of application. **Note:** scholarships must be repaid in the event the program is not completed.



LEADERSHIP PORTAGE COUNTY

2017-2018 Application Form

Contact Information

Full Legal Name:		Preferred First Name:	
Preferred Contact Information For LPC	Email Address:		
	Phone Number (Mobile):		
Home Street Address:			
City:	State:	Zip:	

Employment

Current Employer:		Work Phone:	
Employer Street Address:			
City:	State:	Zip:	
Current Position Title or Responsibility:			
How long have you been with this employer?		In this position?	
How long have you lived/worked in Portage County?			

Education

Name and Location of School <small>List high school, college(s), advanced degrees and/or specialized training</small>	Degree/Major/Certification

Leadership Details

Are you applying as a	<input type="checkbox"/> Representative of an employer <input type="checkbox"/> Representative of a club/organization <input type="checkbox"/> Individual
Is this the first time you have submitted an LPC application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you participated in other leadership programs/trainings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe. When, where, how long was the program?	

General Questions

1. Why are you applying for LPC? What are your short- and long-term expectations of the program?
2. Briefly describe your familiarity/experience with Portage County. Were you born and raised here or are you new to the area? What is your favorite aspect of this community?
3. What would you consider to be your most impactful leadership achievement to date?
4. In your opinion, what are the three most important challenges or concerns in Portage County today?
5. Which leadership skill/trait are you most looking to enhance/develop as part of LPC?
Select your top choices from this list, or write in your own.

- | | | |
|--|---|---|
| <input type="checkbox"/> Active Listening | <input type="checkbox"/> Creative Problem Solving | <input type="checkbox"/> Relationship Building |
| <input type="checkbox"/> Assertiveness | <input type="checkbox"/> Decision Making | <input type="checkbox"/> Stress Management |
| <input type="checkbox"/> Change Management | <input type="checkbox"/> Delegation | <input type="checkbox"/> Supervising Employees or Teams |
| <input type="checkbox"/> Coaching | <input type="checkbox"/> Networking | <input type="checkbox"/> Time/Project Management |
| <input type="checkbox"/> Collaboration & Consensus | <input type="checkbox"/> Personality Types | <input type="checkbox"/> Work/Life Balance |
| <input type="checkbox"/> Communicating Effectively | <input type="checkbox"/> Productive Meetings | <input type="checkbox"/> Other |
| <input type="checkbox"/> Conflict Management | <input type="checkbox"/> Public Speaking | |

Please explain or elaborate on your choices:

6. Is there anything else you would like to note about yourself or your leadership experiences?

Agreement

I have read the expectations above. I understand that attendance, participation and a willingness to experience new activities is essential to a successful LPC experience. I plan to attend each of the sessions and will be present and ready to learn and engage with my fellow participants. If for any reason I do not complete the program, I realize that any scholarship funds I have received will have to be repaid.

I understand the above commitments and agree to be bound by them in signing this application. If applicable, I have gained the support of my organization to participate in this program.

Applicant Signature

Date



LEADERSHIP PORTAGE COUNTY

Employer Consent & Recommendation Form

Note: If self-employed or retired completion of this form is not needed.

Dear Employer,

Please note the program and tuition requirements in this packet and discuss these requirements with your employee to minimize schedule conflicts and maximize their opportunities in the program. If you have any questions, please contact Kayla Rombalski at talent@portagecountybiz.com or 715-344-1940.

Thank you for supporting Leadership Portage County!

Contact Details

Applicant's Name:
Employer:
Supervisor's Name:
Supervisor's Phone:
Supervisor's Email:

Recommendation

I recommend (Applicant's Name) _____ as a participant in the 2017-2018 Leadership Portage County program.

1. Why was this employee selected to participate in the LPC program?
2. As an employer, what are your short- and long-term expectations of sending your employee to LPC?

Consent & Signature

I understand the purpose of the Leadership Portage County program and that attendance, participation and a willingness to experience new activities is key to successful completion. If the applicant named above becomes a participant, I will let them devote the time and resources necessary to complete all components of the program. If for any reason the applicant named above does not complete the program, I realize that any scholarship funds they have received will have to be repaid.

Supervisor Signature

Date



LEADERSHIP PORTAGE COUNTY

Scholarship Application Form

Note: All scholarship application details are kept confidential.

Scholarship Information

Partial scholarship assistance may be available for qualified applicants. When granted, scholarships will not cover the entire tuition fee. The maximum scholarship amount to be given is \$400. Applicants should secure additional funding through personal finances, an employer or outside sponsors. This application must be submitted along with a completed LPC Application.

Criteria

- Applicant must currently live or work in Portage County.
- Only one scholarship will be awarded per employer per year.
- Scholarships are limited to funds available for the budget year through donations.
- Scholarship awards may be available for up to \$400.
- Scholarships will be determined based on demonstrated financial need.
- Applicant must repay the scholarship if they drop from the program or do not satisfactorily complete the program (please review program requirements).

Application Questions

1. Applicant's Name:

2. Describe your employer:

Private Business
Public Institution
Non-profit Org

Retired
Self-employed
Unemployed

Other

3. Is your employer covering any portion of your tuition fee?

Yes No

4. Please quote or describe your employer's professional development/training policy.

5. Are you receiving any sponsorship outside of your employer?

Yes No

If yes, please describe, and include sponsorship amount.

6. Are you personally paying any portion of the tuition?

Yes No

If yes, please indicate your gross annual income.

7. Please indicate the level of scholarship requested (\$1 to \$400):

8. Is your participation in the program incumbent upon receiving scholarship funds? Yes No

9. Please provide any additional information you feel is necessary for us to process your scholarship request.

Applicant Signature

Date