



LEADERSHIP PORTAGE COUNTY

Class of 2020 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 network development, education, and community engagement.

The 10-month curriculum is an intensive leadership development program designed to give all leaders the skills, knowledge, and on-going support they need to succeed. LPC is not only for new or young professionals, but instead for leaders of all ages and titles. Participants in LPC will grow professionally and personally from the variety of leadership, team-building, communication and self-awareness exercises that are part of the curriculum.

Session Schedule

Leadership Portage County sessions are typically held the third Thursday of each month (*exceptions are noted below). Sessions are for the full day, beginning at 7:45 AM and concluding at 4:30 PM. Attendance and participation are expected at each session. Please review and save these dates before applying.

Class of 2020 Sessions

- *Thursday, **August 15** AND Friday, **August 16**:
Opening Retreat (this is the only two day session)
- Thursday, **September 19**
- Thursday, **October 17**
- Thursday, **November 21**
- Thursday, **December 19**
- Thursday, **January 16**
- Thursday, **February 20**
- *Thursday, **March 12** (moved due to Spring Break)
- Thursday, **April 16**
- Thursday, **May 21**
- 5:00-7:00 PM on **May 28**: Graduation Program

Program Components & Goals

Each full-day LPC session combines leadership skill development and character building with exploration of community programs and challenges. Sessions are held in varying locations 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 and jail tour (and lunch!), and a photo scavenger hunt throughout 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 sessions, participants are asked to participate in interim assignments, tours and community building experiences. Options are offered to provide flexibility and choice so that participants can select the option that best fits their schedule.

- **Absences:** Failure to attend at least nine (9) sessions will result in dismissal from the program without refund of tuition. Supervisors will be notified of participant attendance.
- **Session Make-up Activity:** In the event of a class absence, participants will be required to meet with a fellow LPC participant to determine what was missed from the session day, and follow up with at least one of the agenda presenters to gain one-to-one support based on the missed session.

Program Tuition

LPC tuition is \$1100 per participant. This is an average of \$100 per day. Program tuition covers all course expenses including; program materials, meals (breakfast, lunch, snacks) and graduation expenses. Participants will be notified of program acceptance upon submitting an application. Tuition in full is due by Monday, September 30, 2019. Payment plans can be accommodated for those organizations/individuals wishing to split payments into two calendar years or make alternate arrangements.

Scholarships

A limited number of partial scholarships (up to \$550 per applicant) are available. The scholarship application can be found below and must be submitted at the time of application.

Application Process

1. Confirm availability for session dates and review all program information
2. Complete the application below in full. Or [complete the application online](#).
3. Have your supervisor or sponsoring organization complete the **Employer Consent & Recommendation Form** below. **If self-employed or retired this form is not needed.*
4. If requesting, complete the **Scholarship Application Form** below.
5. Return all application materials to Kayla Rombalski at talent@portagecountybiz.com, or complete these forms online at www.portagecountybiz.com/lpc
6. Send tuition payment of \$1100 to the Portage County Business Council, 5501 Vern Holmes Drive, Stevens Point, WI 54482. **Checks can be made payable to PCBC Foundation.*

Applicants must have full support of the organization or corporation they represent. Those who are unable to fulfill the attendance requirement will 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 25 participants each year. A waiting list will be established if applications exceed program space.

If you have questions or require additional information, please contact Kayla Rombalski, Director of Talent Development, at 715-344-1940 or talent@portagecountybiz.com. Thank you for your interest in LPC!

LEADERSHIP PORTAGE COUNTY

Class of 2020 Application



Contact Information

Full Legal Name:		
Preferred First Name/Nickname:		
Preferred Email Address for LPC Communication:		
Mobile Phone Number:		
Home Street Address:		
City:	State:	Zip:
Do you use LinkedIn? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you use Facebook? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employment

Employer:	Work Phone:	
Current Position Title or Responsibility:		
Supervisor Name:	Email:	
Employer Street Address:		
City:	State:	Zip:
How long have you been with this employer?	In this position?	
How long have you worked in Portage County (not just this position)?		

LPC Participation

Who is sponsoring your involvement in LPC (i.e.: who pays tuition)?	<input type="checkbox"/> An employer <input type="checkbox"/> A club/organization <input type="checkbox"/> Self
Will you need to utilize vacation days or paid time off (PTO) to participate?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Education & Training

Briefly describe your educational attainment. Include college, business or trade schools, and/or specialized training.

Have you participated in other community leadership programs or trainings? Yes No

If yes, please briefly describe:

General Questions

1. Why are you applying to Leadership Portage County and what do you hope to gain as a result of your participation in the program? Are there specific aspects of LPC you are most looking forward to?
2. Briefly describe your familiarity/experience with Portage County. Did you grow up here or are you new to the area? What is your favorite aspect of this community?
3. Tell us about your volunteer experience or community involvement. Please list organization and activity/role. Could include civic, religious, political, educational, social, athletic or other activities.
4. In your opinion, what are the three most important challenges or concerns in this community today?
5. Is there anything else you would like to note about yourself or your leadership experiences?
6. How did you learn about LPC? I.e.: from a past participant (please give name), from social media, from PCBC, etc.

Agreement

I have reviewed the program expectations and commitment and understand that attendance, participation and a willingness to experience new activities is essential to a successful LPC experience. I have reviewed the session schedule and plan to attend each of the sessions. My employer supports my participation in this program (if applicable) and I will attend sessions ready to learn and engage with my fellow participants.

I understand the above commitments and agree to be bound by them in signing this application.

Applicant Signature

Date



LEADERSHIP PORTAGE COUNTY

Employer Consent & Recommendation Form

Dear Supervisor,

Your employee has chosen to participate in Leadership Portage County! We are excited for their involvement. Please review the program and tuition requirements, as well as expectations and commitments in the attached LPC application and discuss them with your employee to minimize schedule conflicts and maximize their opportunities in the program.

If you have any questions, please contact Kayla at talent@portagecountybiz.com or 715-344-1940. Thank you for supporting Leadership Portage County!

Contact Details

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

Recommendation

1. Why do you think your employee will be a good candidate for participation in LPC?

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 are key to successful completion. I agree to support the above named employee by letting them devote the time and resources necessary to complete all components of the program. I realize that if the employee misses more than two sessions of this program, they may be asked to withdraw without reimbursement of tuition dollars.

Supervisor Signature

Date



LEADERSHIP PORTAGE COUNTY

Scholarship Application Form

**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 is \$550. Applicants must 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 \$550.
- Scholarships will be determined based on demonstrated financial need.

Application Questions

1. Applicant's Name:

2. Describe your employer:

Private Business

Retired

Other

Public Institution

Self-employed

Non-profit Org

Unemployed

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 \$550):

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