



## Leadership Lab Participant Expectations

In order to help properly establish expectations and commitment levels needed for success, below is an outline of how to prepare for a truly rewarding Leadership Lab experience.

### Commitment to attend ALL of the scheduled sessions and activities:

Here is a list of the primary sessions and activities that participants can expect this year:

- **Applications & Selection November- January 31st**
- **Orientation Breakfast in February**
- **Two-Day Retreat in March**
- **Monthly Sessions every second Wednesday of the month - April through November**
- **DNA Assessment and Career Strategy**
- **Graduation in November**

(Note: Attending “after hour” gatherings after the Lab sessions is highly recommended, but entirely voluntary.)

- *Please discuss this attendance requirement with your immediate supervisor so they realize you will be offsite and unavailable for meetings or conference calls during this time.*
- *Please book these dates on your calendar now to prevent conflicts.*

### Commitment to be prepared and to participate during each session:

Pre-work and assignments outside of the Lab class is kept to a minimum as we understand all Lab participants are working professionals. However, this is about your personal and professional development so there will be several team assignments throughout the year and it is necessary and expected that all class members fully participate. Your Career Strategy will also require planning and discussion with a performance consultant who will provide professional guidance and input.

You can expect to spend, on average, **3 hours per month outside of session time** on these activities. We guarantee you this is time well spent.

Because the learning environment includes unique perspectives and idea sharing, all participants are expected to participate in the class discussions during the sessions.

## Commitment of professional conduct:

It goes without saying that the Lab environment is professional and respectful as are its participants. Lab members should set a personal example by committing to do the best job possible and to create an environment that nurtures innovation and a willingness to be open to new ideas.

Here is the professionalism that is expected and should be practiced:

- **Arrive on time and stay until the session is adjourned.**
- **Put away all cell phones, tablets, and laptops** as they are strictly prohibited during the session. They are a distraction even if being used discretely or for note taking. You may use any of your devices during lunch and the scheduled breaks. Note paper is also available for use.
- **Actively participate.** Please show respect for other Lab participants, professional presenters, and the Lab Steering Committee by paying attention, participating, challenging ideas, brainstorming, and sharing personal experiences. This requires an environment of mutual respect in discussions and decision making. You are expected to disagree with others without being disagreeable.
- **Promptly return to your table at the end of breaks and lunch.** Help us to stay on track and to be respectful of presenters' time.
- **Respond timely to requests** from the Chamber, Steering Committee, and Lab team mates. Participants shall RSVP to all sessions, including graduation, and notify the Chamber of any changes. If you need to leave any of the sessions early or will not be in attendance, please inform Chris Bugg at [cbugg@northsachamber.com](mailto:cbugg@northsachamber.com) (210)344-4848 in advance or as soon as possible.
- **Complete evaluation forms for each session.** Your feedback is valued and necessary in order to maintain the high quality of sessions provided. We request you to honestly complete all session evaluation forms. This information IS used in planning future sessions.
- **Manage your time and plan ahead.** You will receive the greatest benefit when you promptly complete assignments, review the upcoming session material and allocate sufficient time to your self-development when working your Career Strategy. We encourage you to share with others that you are in Leadership Lab and ask for their support in helping you allocate the time and coverage necessary so your participation is uninterrupted.

## Commitment to be responsible for your own learning and development, including networking:

The Lab provides a rich exposure to people, ideas, strategic thinking, organizations, academia, and business and community resources. However, any immediate or lasting benefits derived by the individual will only be obtained if and when the Lab participant searches out useful experiences with his or her own learning desires.

The Chamber and Steering Committee will present numerous opportunities for you to meet everyone in your Lab class, as well as other Alumni and presenters. You are responsible for developing the relationships – which is what networking is all about. You can oftentimes learn the most from the people you think you have the least in common with. Don't try to network with people only in your industry or job function. Lab is a time to experiment outside of your work environment and your experiences will remain confidential.



## Candidate Application

Please type or print in ink. Use only the space provided. Avoid attaching/submitting additional pages, resumes or other information. This application, along with two reference letters must be e-mailed to [hbarrett@northsachamber.com](mailto:hbarrett@northsachamber.com) or mailed to the North San Antonio Chamber of Commerce at 12930 Country Parkway, San Antonio, TX 78216.

### Section One: Personal Information and Education

Full Name: Last	First	Middle/Maiden	Preferred First Name	DOB	Gender
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Position/Title	Company Name	Business Address	City	Zip
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Telephone/Direct Line	Email Address
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Name of Present Supervisor/Title	Address	Telephone	Email
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Education, Part I: List schools, years attended, degrees obtained and fields of study

Education, Part II: List continuing education/training acquired during the last 12 months

Hobbies/Interests:

## **Section Two: Employment**

### ***Present Employment:***

Describe your present position, length of service, scope of responsibility, and a brief profile of your company.

### ***Previous Employment:***

In reverse chronological order, describe previous employment within the last 5 years, length of service and key areas of responsibility.

## **Section Three: Community Involvement**

List civic or professional organizations in which you are currently or have been recently involved. Indicate committee and leadership positions.

## **Section Four: Personal and/or Business Achievement**

List three of your most important personal or professional accomplishments and why you consider them as such.

### **Section Five:**

Describe your **SMART GOALS**

(**S**pecific, **M**easurable, **A**ttainable, **R**ealistic, **T**imely)

Personal:

Business/Career:

### **Section Six:**

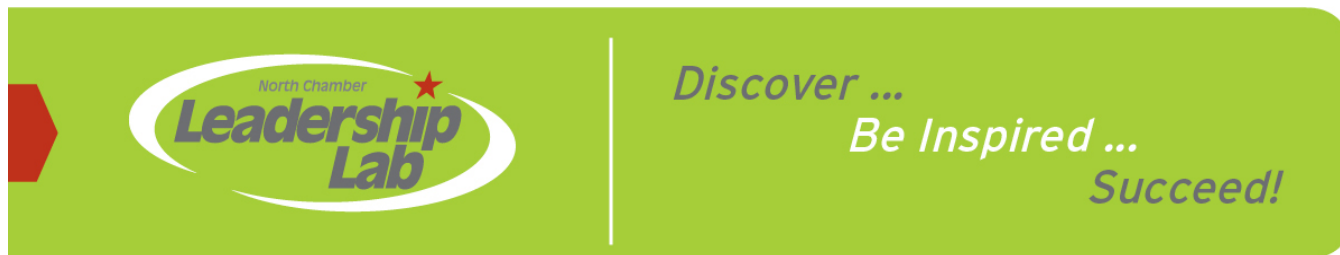
Provide a short personal statement on why you are applying for Leadership Lab and why the Steering Committee should select you.

After meeting with your employer/mentor, provide your top three to five objectives/goals in order of importance:

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Employer/Supervisor's Printed Name

Supervisor's Telephone



## ELIGIBILITY

### An applicant must be:

An independent agent, professional or consultant in business.

A person who has, for a minimum of one (1) year, been in management having responsibility for executing business strategy, financial oversight, people management and other business leadership functions within the company.

## TUITION

If selected for Leadership Lab the tuition is \$2,300.00 for all members and non-members.

## APPLICATION

Applications are available at the North Chamber office, 12930 Country Parkway, San Antonio, TX 78216 and online, [www.northsachamber.com](http://www.northsachamber.com).

## SUBMITTAL

Complete the application and attach the required two (2) letters of recommendation. Appropriate recommendations can include, a peer in your industry but not a co-worker, a customer or client personal recommendation. Send the completed application and letters of recommendation to the Chamber office.

## SELECTION PROCESS

A team composed of Leadership Lab Alumni, will guide the process to select the Lab class. Qualified candidates will be notified of their acceptance and scheduled for their orientation.

## LEADERSHIP LAB SERIES SCHEDULE

Applications & Selections November - January

Orientation	February
Retreat	March
Monthly Sessions	April - November
Graduation Ceremony	November

*Discover ...  
Be Inspired ...  
Succeed!*

## APPLICANT/EMPLOYER AGREEMENT

### Applicant Commitment:

I understand that Leadership Lab is an integrated nine-month learning series. I acknowledge that, if chosen as a participant, the following commitments are required:

**a. Attendance** is mandatory at all monthly sessions, orientation breakfast and opening retreat if I am to get the full benefit of the series, interaction with the group and the sharing of knowledge and experience. I understand that 16 hours of absences will lead to my being dropped from the program without reimbursement.

**b.** I commit to putting my full attention to the Leadership Lab throughout all sessions. **I will set aside the second Wednesday of each month, and I will avoid any interruptions except under urgent circumstances.**

I will not plan any telephone conferences or other work during the session or breaks. I also understand that being on time for each session is essential to the learning process and as a courtesy to presenters and my fellow participants. I am committed to spend, on average, **3 hours per month** on activities related to my professional growth.

**c.** I understand and agree that my participation in the Leadership Lab is a privilege granted by the North Chamber. If at any time, the Steering Committee, in its sole discretion, determines that my continued participation may be detrimental to the program, to my fellow participants, or to the program facilitators, it may be revoked without notice.

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**Applicant's Signature**

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**Date**

### EMPLOYER COMMITMENT

As the Applicant's employer we approve his/her application to Leadership Lab and will endorse and support his/her participation if chosen, and acknowledge the time, effort and commitment required of a Leadership Lab participant. **By signing this document, we acknowledge the conditions for participation in Leadership Lab.**

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**Employer/Supervisor's Signature and Title**

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**Date**