

Planning The LeaderShape® Institute: Assisting Our Partners

LeaderShape's Commitment

LeaderShape recognizes that for successful sessions of The LeaderShape Institute to occur, substantial support and assistance from us is required. The following list describes some of the programs and services that we provide for our partners and clients.

- **We recruit and involve rockstars.** At every session of The LeaderShape Institute, LeaderShape will provide two professionally trained Lead Facilitators (typically 10-15 years facilitation experience each). LeaderShape provides the travel and transportation expenses for both Lead Facilitators to your site location.
- **We share our experience and expertise.** LeaderShape is committed to continuous improvement and deep educational experiences. Within this commitment, campus/organizational partners benefit from an 21-year curriculum that is proven to be effective and has the results to show it.
- **We uphold the highest standard of integrity and ethics.** All core curriculum materials are provided by LeaderShape. These include videos, licenses, simulations, personality profiles, supplies for activities, and cutting edge materials for up to sixty people. Curriculum materials (with written permission) can be used in future programming by the campus/organization.
- **We make it look cool.** Participant and faculty materials such as professionally designed binders for participants and facilitator manuals for Cluster Facilitators are sent in advance to the location of your choice. LeaderShape covers the printing costs for all manuals and curriculum handouts.
- **We help you market.** LeaderShape helps you market The LeaderShape Institute on your campus/in your organization by providing ready-made marketing materials supplied directly to your campus/organization with additional camera-ready originals to distribute electronically so you can print additional pieces. All marketing materials are professionally designed.
- **We send it all to your doorstep.** We ship all materials to your door or to the location of your choice. Campus/organizational partners are notified when materials are being shipped and are provided the routing/tracking confirmation number. When it arrives, you will see that it is comprehensively packed with an attention to and level of detail that will make you wonder how we do it. We even provide return labels for the materials and supplies you ship back to us.
- **We review everything annually.** In addition to a proven curriculum, LeaderShape annually convenes a national curriculum review committee to review all participant and faculty feedback/comments of The LeaderShape Institute. This national committee is comprised of leaders in fields of leadership, higher education, student development, organizational behavior/communication, vision, and ethics/integrity. Last year the review committee had over 100 years of expertise and experience.
- **We provide credibility.** LeaderShape and The LeaderShape Institute are known brand names in the field of higher education. Our programs, our reputation, our commitment to total quality, and our attention to



*A not-for-profit organization
committed to developing young
adults to lead with integrity.*

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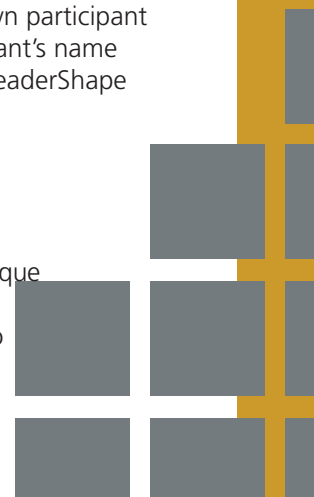
detail are trademarks of LeaderShape. More than likely you heard about LeaderShape is through word of mouth—a colleague or student who participated in one of our programs and had a great experience—and we strive to continue that reputation.

- **We take care of the little things.** LeaderShape takes care of compiling and tallying participant and facilitator evaluations for you. These evaluation results and comments are reformatted in an easy-to-read summary for your session of The LeaderShape Institute. We will send this to whomever you choose, both in written and electronic form, thus enabling you to share your results with those who have assisted you in hosting a successful session of The LeaderShape Institute. We also manage and administer a six month survey (following participation) of LeaderShape graduates, compile the results, and send them to all campus/organizational partners.
- **We have technology that makes your job easier.** All curriculum and key documents are available to you from LeaderShape in print and electronic formats so you can choose and distribute them in whatever way works best for you. We maintain an up-to-date website, make needed forms readily available, compile testimonials, provide the Executive Summary and complete Kellogg report, share our history, provide resource information, and have the Learning Agreement and Breakthrough Blueprint available in downloadable form. Templates are provided for nametags, graduation certificates, and commencement ceremony program booklets. There is even a special section of the LeaderShape website for Program Coordinators (password protected) to assist with networking among campus/organizational-based partners and knowledge management.
- **We help you share the experience.** LeaderShape provides multimedia promotional materials in addition to the traditional print versions. A promotional PowerPoint presentation is predesigned for you and can be customized to fit your needs by using your participant's actual quotes (promotional videos are available upon request and availability). Electronic documents are provided which allow for the campus or organizational-specific customization of pre-made publications and flyers.
- **We provide a staff person dedicated to your success.** LeaderShape has one staff member who's entire job responsibilities are to work with each institution/organization sponsoring a session of The LeaderShape Institute. This individual from the LeaderShape home office, plays many roles in helping, guiding, and advising you toward a successful program. He/she is at your disposal and serves as a safety net for you to call upon at any time, day or night, when you have questions or need help. We are committed to 24/7/365 support.
- **We invite you into the family.** By becoming a campus/organizational partner with LeaderShape, you become a part of the family. This allows you to participate and connect through our network of existing contacts who are experts in the field of leadership. This network also includes contacts at other institutions/organizations who are hosting a session of The LeaderShape Institute. Not only do you avoid having to reinvent the wheel, you can learn directly from those campuses/organizations that have had The LeaderShape Institute on their campus/in their organization from one year to ten years, or more.
- **We train you on how to run the program.** When you become a LeaderShape campus/organizational partner you are invited to participate in our annual Program Coordinator training. This is typically held in the fall. Attendance at this annual program is included with your fee to LeaderShape (includes all materials, meals, lodging, and travel to and from the conference). This is your opportunity to learn everything you've ever wanted to know about successfully running The LeaderShape Institute and to access other campus/organizational partners' materials, ideas,

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and veteran experience. We even provide training/attention for your On-Site Coordinator(s) with a comprehensive and itemized to do list so that even someone who doesn't know anything about The LeaderShape Institute can do exactly what is needed to compliment the experience.

- **We give you the roadmap and the keys.** The annually revised Program Management Manual details all aspects for hosting a successful session of The LeaderShape Institute (including sample documents, suggested wording, specific examples, sample letters, and other useful items). Information on recruiting Guest Leader panelists and Cluster Facilitators as well as sample "staying-in-action" program ideas are also included.
- **We network you with our contacts.** LeaderShape will leverage our contacts with potential corporate fundraising leads for your campus/organizational-based Institute and fundraising needs. We have an extensive network among many corporations and organizations through our already existing fundraising efforts of campus/organizational-based programs, alumni, faculty, and graduates of The LeaderShape Institute. In many cases, we may already have a relationship with an organization or corporation whom you are seeking funding from.
- **We help you get the team assembled and ready** for their participation at The LeaderShape Institute. LeaderShape provides a facilitator welcome email and also provides a facilitator evaluation from the home office. As a small token of appreciation, all past facilitators annually receive, two partial scholarships to help send participants to the national sessions of The LeaderShape Institute.
- **We share information with you.** Need to find a student who participated at your session a few years ago? We have an ongoing commitment to share relevant database information and records of past campus/organizational participants, facilitators, guest leaders, and fundraising information. This joint partnership helps us both stay connected with those who have had a great experience and who are most likely to want to help or assist others in having a similar experience.
- **We support all graduates of The LeaderShape Institute.** We do this in many ways, but here are just a few. Graduates can apply for and receive grants for successful vision implementation (Palmer Award) on an annual basis. The Circuit (electronic newsletter) will keep you and all past alumni informed of what is happening in the network and family of LeaderShape participants. In addition, all past participants automatically become members of the LeaderShape Alumni Association and can attend alumni gatherings held nationwide.
- **We help you manage your time.** Your time is valuable and here at LeaderShape we understand that. That is why we have developed a fully functional web-integrated database system that does everything from provide you with the ability to customize your own participant application to printing nametags at the touch of a button (it auto-sizes the participant's name for you). Your time is better spent doing the things that help your session of The LeaderShape Institute grow and sustain itself – we value you, your time, and your talents.
- **We get everyone on the same page.** LeaderShape facilitates a conference call with the Program Coordinator, On-Site Coordinator, LeaderShape staff member, and two Lead Facilitators three weeks in advance of your session of The LeaderShape Institute. This assures everyone is made aware and understands the unique campus/organizational nuances/differences/culture, the role each is to play/provide, the campus/organizational specific issues, the emergency procedures/protocol, and to guarantee all "i"s are dotted and "t"s are crossed for the upcoming session.



- **We take care of the fine print.** LeaderShape distributes, manages, and collects the legal documents needed to ensure a successful session of The LeaderShape Institute. We provide a contract for your campus/organization to view, review, and to know exactly how we plan to support you and your efforts.
- **We have the follow-up support needed.** From a session listserv, to their own WebBoard thread, to online chat, to your session participants being able to log in and click a person's name and up pops their picture and email address, LeaderShape is there to help network your participants to help them stay in action. We have also pre-designed follow up programs (we call them "Day 7") and activities to keep your participants on track and continually learning the concepts taught at The LeaderShape Institute.
- **We provide you things no other program can.** Does your leadership program allow participants to connect with thousands of others? Graduates of The LeaderShape Institute can now interact with other current and past graduates through our WebBoard and listservs. Imagine being able to key word search for any other past graduate who has a similar vision to yours. Imagine being able to have conversations regarding integrity in the workplace or vision implementation or leadership skills - LeaderShape provides this and more. Every year LeaderShape graduates more than 3,500 students – imagine your students being able to talk and collaborate with other student leaders across the country – someone who is a graduate from ten years ago. LeaderShape networks you and your participants in a way unlike any other.
- **We come to you.** In addition to all of the above-mentioned resources, first year partners and new Program Coordinators will receive two on-site staff visits. The first visit is typically several months in advance of your session of The LeaderShape Institute to meet with you and other important campus/organization stakeholders. The second visit is at the beginning of your session of The LeaderShape Institute to assist with everything from registration, moving boxes, to having another set of eyes, ears, and hands ready to assist. Not only does this provide you the support the first year you conduct a session of The LeaderShape Institute – but it ensures that even if you have staff transition – The LeaderShape Institute will always happen flawlessly.

