Information and Application for 2018-2019

About the Program
LEAD is a year-long leadership development program that involves approximately 15 full-time staff members at UWF every year. The goals are to help participants:

- enhance their leadership skills
- build relationships with people across campus
- develop strategies to help them flourish as leaders and team members

Eligibility
The program is currently accepting applications from full-time UWF workforce employees in staff positions at UWF.

The Format

- A team-builder retreat will kick off the experience in August.
- Participants will take part in leadership retreats (usually 9:30 am to 4 pm) one Friday a month, September through April.
- Monthly retreats will consist of:
  - fieldtrips on and off campus
  - roundtable discussions with university leaders
  - leadership workshops on topics such as project management, servant leadership, event planning, conflict management, providing legendary service, public speaking skills, and more
  - strategy-building sessions to apply the skills to your job
  - work on a team project to benefit UWF
- A graduation reception/celebration will be held in April.

How to Apply

☐ Review the dates listed on page 2 with your supervisor.
☐ Fill out the application on page 4.
☐ Have your supervisor sign the form on page 5 and write a letter of recommendation.
☐ Submit these materials (together or separately) to be received by May 1, 2018. You may email materials to Patricia Barlow at pbarlow@uwf.edu or send them to her via campus (Building 10, Room 217, UWF Pensacola campus).

For more information about the program, please feel welcome to contact LEAD director Athena du Pré at adupre@uwf.edu.
2018-2019 Dates

- **Friday, August 17**
  9 am to 1 pm
  Team-Builder Retreat

- **Friday, September 14**
  9:30 am to 4 pm

- **Friday, October 5**
  9:30 am to 4 pm

- **Friday, November 2**
  9:30 am to 1 pm

- **Friday, November 30**
  Project Proposal Presentation (time TBA)

- **Friday, January 18**
  9:30 am to 4 pm

- **Friday, February 8**
  9:30 am to 4 pm

- **Friday, March 1**
  All day trip to Emerald Coast campus

- **Friday, April 5**
  9:30 am to 4 pm

- **Friday, April 26**
  Graduation ceremony (time TBA)
Typical LEAD Agenda

9:30 am – Work on Team Project
11:30 am – Guest presenter
12:30 – Lunch with guest speaker (campus leader)
1:15 pm — Tour of a UWF center of excellence
1:45 pm — Follow-up conversation about guest presentation
2:30 pm – Leadership workshop
4 pm — Adjourn
Application

Thanks for your interest! To be considered for LEAD: The Staff Version, please submit the following in time for delivery by May 1, 2018:

☐ A completed version of this form and answers to the questions at the bottom
☐ A signed supervisor approval form (on the next page)
☐ A letter of recommendation from your supervisor

Application materials may be emailed to Patricia Barlow at pbarlow@uwf.edu or sent to her via campus mail at Building 10, Room 217, UWF Pensacola campus.

For more information about the program, you are welcome to contact LEAD director, Athena du Pré at adupre@uwf.edu.

Your Name: ________________________________
Position at UWF: ________________________________
UWF Division in Which You Work: ________________________________
Academic College in Which You Work (if applicable): ________________________________
Department in Which You Work: ________________________________

Are you a full-time UWF workforce employee in a staff position at UWF? ______

Your Campus Address: ________________________________
Your Office Phone Number: ______ Your Email Address: ________________________________
Number of Years’ Service with UWF: ________________________________

We realize it sometimes takes several attempts to get into LEAD. Have you applied in the past? If so, when? ________________________________

If accepted, do you agree to attend the sessions described on the attached calendar? ________ (Lunch will be provided during full-day sessions.)

In one page or less, please explain why you are interested in the LEAD program and what you most hope to learn as a participant.

Please also attach a brief bio about yourself (100 words or fewer), including your position at the university, what you like most about UWF, and your interests outside of work. If you have a clear jpeg photo of yourself, please include that as well. We will post your bio on the LEAD website and in the LEAD binder if you are chosen.

We plan to announce the new LEAD class in June.
Supervisor’s Approval & Recommendation

As the supervisor of a UWF employee applying for LEAD: The Staff Version, you are in a great position. The program is designed to help people build leadership and teamwork skills and awareness. Throughout the year, participants will meet with university leaders, network with colleagues, learn leadership and teamwork skills, and study strategies and key issues in higher education. (There is no cost to the home department for participation in the program.)

As you know, leadership is not principally about being promoted or changing jobs. It is about being an effective change agent, visionary, motivator, listener, and an innovative problem solver. These qualities are important to everyone at the university.

The program will accept applications from full-time UWF workforce employees in staff positions.

So that we may evaluate the impact that the LEAD experience might have on the candidate you supervise, please submit the following to be received by May 1. (You may email these materials to LEAD administrative assistant Patricia Barlow at pbarlow@uwf.edu, mail them to Patricia at Building 10/Room 217, or give them to the candidate to convey them to Patricia along with other application materials.)

☐ A signed copy of this approval statement.
☐ A letter of recommendation in which you describe why the applicant is a good candidate for the program and specific ways he or she can use the experience to achieve greater personal success and contribute in meaningful ways to the department and the university overall.

For more information about the program, you are welcome to contact LEAD director, Athena du Pré at adupre@uwf.edu.

LEAD participants are expected to attend every session. Please review the schedule provided here and sign below to signify that, if ______________________________ is accepted into LEAD: The Staff Version, you agree to her/him participating in all sessions.

_________________________________  ________________________  ___________
Signature                                      Printed Name          Date