



# Leadership

WEST YELLOWHEAD

## 2010 Application Package

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# INFORMATION

## THE IDEAL PARTICIPANT

Ideal participants will have:

- > A personal desire to take part in the program
- > A basic appreciation and understanding of leadership
- > An openness to the ideas and opinions of others
- > An awareness of issues facing the community
- > A desire for self-transformation and learning
- > An ability to contribute toward program evaluation
- > A commitment to contribute as an alumni member

Ideal participants will possess:

- > Basic leadership abilities
- > Previous leadership experience

## DIVERSITY

This leadership program aims to reflect the diversity of people and viewpoints that make up the West Yellowhead region. Our Selection Committee will make a conscious effort to ensure that the participants selected for the 2010 program represent the six participating communities, and the business, government, and not-for-profit sectors, and achieve a balance between cultural and life experiences.

In our efforts to include a diverse range of people and viewpoints, many well-qualified applicants may not be selected. We urge those applicants who are not selected for the 2010 program to indicate their interest in being considered the following year. These applicants will not have to formally re-apply for the 2011 program.

## SELECTION CRITERIA

- > Interest and motivation
- > Openness to new ways of thinking and learning, and to the ideas and opinions of others.
- > Leadership capacity (proven or potential)
- > Commitment to community
- > Overall class composition and representation of the overall region.
- > A commitment to attending the FULL program of retreats and learning days

## PROGRAM DATES FOR 2010

Opening Retreat	April 8 - 10
Learning Days	April 29 May 27 June 24 July 22 August 19 September 16
Closing Retreat & Graduation	October 21 - 23

## PROGRAM LOCATION

Leadership West Yellowhead is a regional initiative. Residents of Jasper, Hinton, Edson, Grande Cache, Yellowhead County and Woodlands County are encouraged to apply. The Retreats and Learning Days will be held in a variety of locations around the region. As such, some travel will be required of participants. Travel costs are not included in the course fees; participants are encouraged to seek support from their employers to defray these costs, as well as to car-pool whenever possible.

## TIME COMMITMENT

Please be aware that full attendance during the entire program is required. This means that all participants must attend and fully participate in the Opening and Closing Retreats and the Learning Days in order to graduate from the program. It is anticipated that at least 10 days of your time will be required to complete the Leadership West Yellowhead program (see schedule above). It is vital that both you and your employer understand and honour this commitment.

Any additional time required by the program or any revisions to dates will be scheduled as far in advance as possible.

## PROGRAM FEES

The 2010 Program Fee of \$1,750 +GST covers food and lodging for the retreats, all materials, and all costs (excluding travel) for the monthly Learning Days. This fee is due no later than March 26th, 2010. The Program Fee is non-transferable and non-refundable after this date. Upon notification of acceptance to the 2010 program, participants will be required to pay a non-refundable deposit of \$175 + GST. This represents the minimum contribution required to be paid from the participant's personal funds, in order to ensure personal commitment to the program.

# INFORMATION

## TUITION ASSISTANCE:

A lack of funding should not deter anyone from making an application to the program, nor will a request for assistance affect the selection process.

Program Fee assistance is determined based upon demonstrated need. Award amounts are restricted by the number of requests and the amount of funds available on a yearly basis. Assistance can range from approximately \$100 to a maximum of \$1,300. Applicants who feel that they need some assistance with the program costs are asked to complete the Application for Tuition Assistance (available from our website) and submit it along with the program application.

## REFERENCE LETTERS

Each applicant must provide two letters of endorsement completed by individuals who are knowledgeable about their leadership performance and potential.

You may wish to consider a personal or professional mentor, fellow community volunteer or a personal acquaintance. Only one letter can be from your place of work. References may be contacted.

Please ask your reference/supporter to use the following format to write a **one page** letter in support of your application:

1. Briefly describe how long you have known the applicant, and the nature of your relationship.
2. Based on your knowledge of the applicant, provide examples of how he or she has demonstrated leadership qualities in their professional and/or community involvement.
3. Describe why you believe this person is an excellent candidate for Leadership West Yellowhead.
4. Provide details as to how we might contact you should we require additional information.

## WORK, VOLUNTEER, AND LEADERSHIP EXPERIENCE

We would like to know more about you. Please include a résumé or formal document that includes information about your education, work and community-based experience.

## SELECTION AND NOTIFICATION

Applications are accepted throughout the year, and are processed as they are received. We encourage candidates to submit their applications early, as class size is limited. All applicants will be notified personally regarding the status of their application.

## CONFIDENTIALITY

All applications will be kept confidential.

## APPLICATION DEADLINE

Applications must be submitted no later than 4:30pm on February 12th, 2010. Applications should be submitted to:

Leadership West Yellowhead  
c/o Community Futures West Yellowhead  
221 Pembina Avenue  
Hinton, Alberta  
T7V 2B3

Or by fax: 780-865-1227

For information, call 780-817-0886 or email [info@leadershipwestyellowhead.com](mailto:info@leadershipwestyellowhead.com).

## APPLICATION PROCESS | CHECKLIST

- Completed application form (pages 3 and 4 of this package)
- Résumé or formal document including education, work and community-based experience
- Response to questions outlined in application form
- Two letters of endorsement
- Signed Statement of Commitment – from you and from your employer

## QUESTIONS?

Phone: 780-817-0886

E-mail: [info@leadershipwestyellowhead.com](mailto:info@leadershipwestyellowhead.com)

# APPLICATION

## APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Which sector do you feel you best represent?  Private Sector  Public Sector  Non-Profit Sector

If necessary provide a brief explanation: \_\_\_\_\_

## EMPLOYMENT INFORMATION (if applicable)

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred mailing address:  Home  Work

Preferred email address:  Home  Work

## QUESTIONS

On a separate sheet of paper, please write your response to each of the following questions, and include your responses with your application.  
(Maximum 250 words per answer)

1. Why are you applying to Leadership West Yellowhead? What do you hope to gain by participating in the Leadership West Yellowhead program?
2. What will you bring to Leadership West Yellowhead's class of 2010? How will your own qualities, perspectives and life/work experiences contribute to the group's dynamic and learning?
3. What are your leadership goals and plans following graduation from Leadership West Yellowhead?
4. What three issues affecting our region are of particular interest to you?

