



Thank you for your interest in the Leadership Pasadena Class of 2012.

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Leadership Pasadena offers an unequalled opportunity for community leadership training through an in-depth encounter with Pasadena leaders and organizations, leadership skills development, and a laboratory experience to test and hone those skills through a community project. The Leadership Pasadena experience and its alumni network will provide you with powerful personal and professional resources. We hope you will consider joining us!

Attached you will find the class schedule, application, benefits matrix, and frequently asked questions. Before you submit your application, please consider the following:

1. **Time Commitment**—Class meets one Friday and Saturday per month (all day). Minimum attendance requirement of 80% is necessary for graduation eligibility. Additional time is required for class projects. In addition, attendance at the following class sessions is required:
 - October 13–15, 2011—Team-building retreat
 - January 6–7, 2012—Personal leadership session
2. **Financial Commitment**—Class tuition is \$4500 and includes all materials, meals, retreat accommodations, and professional facilitation. Partial scholarships and payment plans may be available. Employers are invited to sponsor their staff through their professional development budget. Please contact us if you would like us to provide a packet of materials directed to employers.
3. **Community Investment**—As described in the application, in the year following graduation, each graduate is expected to engage in some form of volunteer community service, and to participate in alumni activities in support of Leadership Pasadena.

Applications should be submitted by August 15. The class maximum is 25 participants. The Selection Committee will make a preliminary determination based on review of the applications. A personal interview will be scheduled for finalists.

For further information, please visit www.leadershippasadena.org, email us at info@leadershippasadena.org, with "Recruitment" in the Subject line, call the Leadership Pasadena office at 626-577-2296.

Gordon K. Squires
Board of Directors Chair

Andrea Caruso Townsend
Recruitment Team Co-Chair

75 South Grand Avenue, Pasadena, CA 91105
626-577-2296 www.leadershippasadena.org



LEADERSHIP PASADENA CLASS OF 2012 – FREQUENTLY ASKED QUESTIONS

1. Who should apply?

Applicants should live, work or volunteer in Pasadena, Altadena, or the San Gabriel Valley and have some level of managerial responsibility or experience. Both accomplished and emerging leaders are encouraged to apply. Individuals new to Pasadena will obtain an in-depth understanding of the community that would normally take years to acquire. Even long-time residents will deepen and broaden their knowledge and will benefit from access to community leaders. Retirees seeking the opportunity to re-engage in the community are also welcome. Candidates should be committed to personal and professional growth, and seek a deeper understanding of the community with a desire for significant community engagement. They should also be willing and able to dedicate the time and energy required to participate in the program.

2. What are the benefits of participating?

Personal and professional transformation through a deeper understanding of your leadership and communication style, strengths, passions and values; leadership and team building tools and techniques to make you a more effective leader and manager; a deeper appreciation of community resources, governance, assets, and challenges, providing a foundation and inspiration for effective community involvement; access to community leaders and relationships with a diverse network of alumni; opportunities and support for increased community engagement; and continuing personal and professional development through alumni programs.

3. What can participants expect from each of the sessions?

Each session is coordinated by Leadership Pasadena alumni and professionally facilitated, focusing on particular aspect of life in the greater Pasadena community and hosted on-site at a key community organization relevant to the session focus. Sessions include presentations by and candid dialogue and interaction with community leaders, experts and stakeholders, on issues, assets, opportunities and challenges facing the community and the impact on quality of life. Experiential exercises and reflection reinforce insights and learning.

4. What is the procedure for applying?

Applicants should complete and submit an application by August 15. The class maximum is 25 participants. The Selection Committee will make a preliminary determination based on review of the applications. All information will be kept strictly confidential. A personal interview will be scheduled for finalists.

5. What are the selection criteria?

Applicants should demonstrate leadership experience through professional, volunteer or personal endeavors and be in a position to benefit from further leadership and team management skills development. Applicants should be committed to personal growth and development, including openness to challenge, change, experiential learning and teamwork. Applicants will be selected to represent a diverse cross-section of the greater Pasadena community and should be dedicated to greater community engagement and involvement, including Leadership Pasadena alumni activities.

6. What is the time commitment?

The program begins with an orientation and a one day session in late September, and includes a weekend, out of town retreat. The sessions meet one weekend per month, usually the first Friday and Saturday, from November through April, from 8 am to 4 p.m. Attendance at the retreat and the personal leadership sessions in January are required, as well as at 80% of class meetings. Pre-work in advance of sessions does not usually take more than two hours per month. Additional work outside of the scheduled sessions is required to complete the team projects.

7. What is the cost and what does it cover?

Tuition is \$4,500 and covers professional facilitation, all materials, retreat accommodations, all meals, graduation ceremony and membership in the Alumni Network.

8. What is the process for applying for financial assistance or payment arrangements, and does it impact acceptance to the program?

Any request for financial assistance is submitted with the initial application. Requests for financial assistance or payment plans are coordinated and finalized with individual applicants after the interview and acceptance process. They will not affect acceptance into the program and will be held confidential within Leadership Pasadena. Applicants are encouraged to seek sponsorship from the employers or community organizations with which they are affiliated. Partial scholarship funds from Leadership Pasadena may be available, and payment plans may also be arranged. Requests for request financial assistance or payment plans will be evaluated based on demonstrated need, number of requests in a given year, and availability of scholarship funds. Decisions regarding financial assistance will be made by August 31.

9. Who do I contact for additional questions?

Questions can also be directed to the LP office at 626-577-2296 or info@leadershippasadena.org, with "recruiting" in the subject line, and a member of the recruitment committee will respond.

LEADERSHIP PASADENA VALUE MATRIX

BENEFITS	EXPERIENCE	RESULTS
<p>Enhance community awareness:</p>	<ul style="list-style-type: none"> ✓ Interactive, in-depth, on-site encounters with government, nonprofit and business leaders and stakeholders focusing on government, education, history, business, quality of life, science and arts ✓ Presenters and hosts have included Parsons Corp., Flintridge Center, Pasadena Unified School District, Caltech/JPL, All Saints Church, Pasadena Museum of History, Huntington Hospital, Armory Center for the Arts, Union Bank, Tournament of Roses Association, Pasadena Chamber of Commerce, and City of Pasadena. 	<ul style="list-style-type: none"> ✓ Depth and breadth of understanding of the community, its challenges and resources, usually only available through years of experience and involvement ✓ Access to key decision-makers and organizations
<p>Experience personal growth:</p>	<ul style="list-style-type: none"> ✓ Two-day team building retreat develops trust, forms lasting bonds, and encourages participants to stretch and risk, trying different roles and approaches, challenging perceived limitations ✓ Offers facilitated opportunities for personal reflection, with exercises in goal-setting, visioning and effective time management 	<ul style="list-style-type: none"> ✓ Deeper personal knowledge and understanding ✓ More effective communication and productivity ✓ Inspiration and personal resources to identify and pursue new opportunities and dreams
<p>Become a more effective leader:</p>	<ul style="list-style-type: none"> ✓ Team project experience applies and internalizes team management techniques ✓ Time and resource constraints test project management tools ✓ Laboratory for collaborating with community organizations and managing diverse teams ✓ Opportunities to mentor and be mentored 	<ul style="list-style-type: none"> ✓ Understanding of communication styles and their impact on team and leadership effectiveness ✓ Transferable project and time management skills ✓ Greater confidence in leading and motivating diverse teams and community partners
<p>Build your relationship network:</p>	<ul style="list-style-type: none"> ✓ Classmates represent government, business, professions, and nonprofit sectors ✓ Alumni database ✓ Alumni networking and continuing education programs 	<ul style="list-style-type: none"> ✓ Friendships with shared values across diverse communities ✓ Business development ✓ Opportunities to join nonprofit boards or city commissions ✓ Support for community and business projects



“We Build Community, One Leader at a Time”

CLASS OF 2012
Candidate Application

Please review the following steps in order to complete the application process.

STEP 1: TIME COMMITMENT

The Leadership Pasadena program takes place over eight months, September 2011 through April 2012, typically one weekend each month, November through April, usually incorporating a Friday and Saturday. The Program Schedule is attached.

- Your consistent attendance is an important requirement. Class members are required to be present a minimum of 80% of class time. Attendance at certain sessions is mandatory.
- Additional out-of-class time will be required to complete Class Projects.

STEP 2: FINANCIAL COMMITMENT

The tuition for the Class of 2012 is \$4500 per individual.

Some scholarship monies may be available, according to need. Financial arrangements will be discussed separately, after an individual is accepted into the program.

STEP 3: COMMUNITY INVESTMENT

All Leadership Pasadena class participants become members of the Graduate Network upon completion of the training course. Being a part of this growing and active group of individuals in the community has many benefits.

- All Graduates are expected to contribute their talents and energies in some form of volunteer community service for the year following class participation, which can include activities in support of Leadership Pasadena.
- Leadership Pasadena is presented by alumni and community volunteers, with the support of professional facilitators. Program alumni are encouraged to participate as alumni in supporting Leadership Pasadena through activities such as coordinating a program session, assisting with the retreat, alumni or community programs, or other opportunities.

STEP 4: PROGRAM APPLICATION

Please Provide Us with the Following Information:

Name: _____

Organization/Business: _____

Job Title: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

References: _____

STEP 5: BACKGROUND INFORMATION

Please Attach the Following Information:

1. Current résumé or curriculum vitae, which includes employment history, volunteer history and education.
2. A 200-word essay that describes an issue or issues confronting the greater Pasadena area that most concerns you, your thoughts on how the issue should be addressed and the role you intend to play (if any) in the solution.

3. A 200-word essay that describes:
 - (a) What you will bring to the Leadership Pasadena program.
 - (b) What you hope to gain from the program in terms of leadership skills you are seeking to develop and benefits to your organization as a result of your participation in the program.
 - (c) The community of constituents you will serve, in addition to your involvement in Leadership Pasadena as a member of the Graduate Network, when the class is completed.

4. If you need tuition assistance, please indicate and briefly explain.

In submitting this Application, I understand all of the requirements and responsibilities of the Leadership Pasadena program, as outlined. I have also shared these with appropriate supervisors and associates.

Print Name _____

Signature _____ Date _____

Deadline for the Class of 2012: August 15, 2011

Application documents are also available online at www.leadershippasadena.org/app.php

Please mail all application information to:

APPLICATION
Leadership Pasadena
75 S. Grand Ave.
Pasadena, CA 91105

Or you may email it to info@leadershippasadena.org, with “Class of 2012 Program Application” in the subject line.

For Additional Information, Please Contact:
Phone: 626-577-2296 (Attention: Recruitment Chair)
Email: info@leadershippasadena.org
Web: www.leadershippasadena.org



Class of 2012 Schedule Meeting Dates / Program Elements

September 15, 2011

Thurs., 6:00 p.m. - 9:00 p.m.

Reception for Class of 2012 Participants

Class participants will have the opportunity to connect with each other, the LP Board, alumni, and selected community leaders. This is your first leadership opportunity to practice your networking skills.

September 16, 2011

Fri., 8:30 a.m. - 4:00 p.m.

Introduction to Leadership Pasadena

An orientation session that provides you with a program overview; it will clarify program expectations and provide an overview of the leadership principles presented through the program. You will begin personal goal-setting for the program and be introduced to the LP communication software.

October 13, 14, 15

Depart Thurs., 8:00 a.m.
Return Sat., 5:45 p.m.

Team Building Retreat

This experiential retreat will provide a review of the communication-style assessment provided by the program and demonstrate how communication styles impact effective team leadership; includes interactive exercises focusing on team dynamics and building the class into an effective cohort for learning. Retreat also provides a second opportunity to review your motivation and goals for personal growth within the program.

Attendance is mandatory

October 20, 2011

Thurs., 6:00 p.m. - 9:30 p.m.

Class Project Discussion

Class projects are the main focus of this session. You will have an opportunity to learn about potential community project-partners, identify your project topic and using communication skills learned at the retreat, select your teams and discuss preliminary project goals.

November 4, 5

Fri., 8:30 a.m. - 4:00 p.m.
Sat., 9:00 a.m. - 3:00 p.m.

History and Project Boot Camp

You will explore an aspect or particular time frame of Pasadena's history and leadership. You will participate in discussions which explore how past events impact the city's present leaders and citizens. In Project Boot Camp, you will hear about past projects—successes and challenges. You will be introduced to project management techniques and be given time to work within your project teams to identify your team's purpose, roles and responsibilities and preliminary timelines.

December 9, 10

Fri., 8:30 a.m. - 4:00 p.m.
Sat., 9:00 a.m. - 3:00 p.m.

Education

This session will introduce you to public and private education systems in Pasadena, and give you an opportunity to interact with administrators, teachers, and students. You will also be exposed to several of the organizations that support and partner with PUSD to enrich student learning.

First Project Review on Saturday

January 6, 7, 2012

Fri., 8:30 a.m. - 4:00 p.m.
Sat., 9:00 a.m. - 3:00 p.m.

Personal Leadership

January is that time of year when we typically set or reset our personal visions and goals. We provide this session at the New Year to give you the luxury of having two days of exercises and support to reflect upon and renew your goals for personal and professional growth.

Attendance is mandatory

February 3, 4

Fri., 8:30 a.m. - 4:00 p.m.
Sat., 9:00 a.m. - 3:00 p.m.

Government

You will meet and interact with key government decision-makers and learn how they utilize their leadership skills and strategies to keep Pasadena moving forward. You will be exposed to government fundamentals and quality of life resources within our City.

Second Project Review on Saturday

March 2, 3

Fri., 8:30 a.m. - 4:00 p.m.
Sat., 9:00 a.m. - 3:00 p.m.

Science and Arts in Pasadena

With one of the preeminent science institutions, Caltech, in our community and the new science centers and educators at PCC, you will have an opportunity to engage with leaders of our science community and understand their connections to the local economy, educational systems and other industries in Pasadena. In the Arts session, you meet local artists and arts organizations and explore the impact of artists and arts in Pasadena.

April 13, 14

Fri., 8:30 a.m. - 4:00 p.m.
Sat., 9:00 a.m. - 3:00 p.m.

Business and Economics

This session provides you with an economic snapshot of the City in the context of the larger economy, as a backdrop to discussions with local business leaders about current economic health and challenges facing the City and the region.

Third Project Review on Saturday

April 19, 2012

Thurs., 6:00 p.m. - 9:30 p.m.

Lessons Learned

This session is your opportunity to self-assess and discuss what you have achieved in terms of your leadership and personal growth goals during this program. How will you apply your new skills?

April 26, 2012

Thurs., 6:00 p.m. - 9:30 p.m.

Preparation of Class Project Presentations

This session provides a final opportunity to practice your presentation skills and receive feedback on your projects before graduation.

May 3, 2012

Thurs., Time TBD

Graduation

Luncheon OR Dinner and presentation of projects to the community.