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An Equal Opportunity Employer

MEMORANDUM

TO: Applicants of the *Community Leadership Program*
FROM: Christie Blackwell, *TTEC/Workforce Coordinator*
SUBJECT: *Leadership Tioga County Community Leadership Program*

Thank you for your interest in the *Leadership Tioga County Community Leadership Program*. We need the support and commitment from employers, employees and residents of Tioga County for the Program to continue to be successful. We are offering an opportunity to reward talented individuals with a Program to assist you in building a strong foundation of leadership skills. The total cost of the Program is \$750.00. If your employer is unable to sponsor you or you are a member of a non-profit organization please contact the *Tioga County Development Corporation* and we will try to arrange a scholarship opportunity to cover your tuition. Enclosed please find one Application, three Reference Forms and *Community Leadership Program Overview*.

The *Community Leadership Program* consists of nine (9) monthly Sessions including one overnight (Thursday and Friday) Retreat. During the nine months, the participants will accomplish the following:

- Develop an Awareness of Community Needs
- Enhance Personal Skills, Leadership Ability, Self-Confidence & Self_Esteem
- Practice Decision-Making & Problem-Solving Skills
- Develop Your Own Special Gifts, Talents & Leadership Potential
- Become Acquainted with & Interact with Community Leaders
- Build Positive Relationships with Other Adults from Other Communities, as well as within your Own Communities

This is a personal commitment requiring you to attend all Sessions in order to graduate from the Program.



Program Manager
Erin L. Butters
Workforce Coordinator
Christie L. Blackwell



LEDA
Agent for Tioga County



Participants will expand, develop and implement new and existing resources through involvement in individual community/business projects and field trips. Session 1 **The Opening Retreat** will be held in early October with Session 9 **The Closing Retreat** culminating the year in May 2008.

Please return all completed Applications and References to the *Tioga County Development Corporation* by **June 1**. Each selected applicant will be notified by July 1. Once again we thank you for your interest in the **Leadership Tioga County Community Leadership Program**.. If you have any questions please contact Christie Blackwell at tcdb6@ptd.net.

Please send Applications and References to:

Leadership Tioga County
Tioga County Development Corporation
114 Main Street
Wellsboro, Pennsylvania 16901

Leadership Tioga County **Community Leadership Program**

Application

Submit by **June 1** to:

Leadership Tioga County
Tioga County Development Corporation
114 Main Street
Wellsboro, PA 16901

Participants will be selected by:

- * Current or Potential Leadership Roles
- * Motivation & Commitment to Serve Tioga County in Volunteer, Elected or Other Roles
- * A Cross Section of Geographic Areas, Ages, Income Levels, Professions and Ethnic Groups

Name: _____ Title: _____

Home Telephone :(_____) _____ Work Telephone: (_____) _____

eMailAddress: _____

Fax Telephone Number (_____) _____

Home Address: _____

Employer: _____

Business Address: _____

Length of time living in Tioga County _____

Length of time working in Tioga County _____

APPLICATION INFORMATION

Please submit the following three (3) documents:

I. Résumé.

I. Letter of Intent addressing the following:

Employment

- Please describe your current occupation, including responsibilities, leadership roles and length of employment. Please list all previous employers within the last five (5) years, including responsibilities, leadership roles and length of employment.

Education

- Please list your educational background, including degrees awarded, fields of study, professional institutes, training programs, etc. Include special honors and awards.

Community Involvement

- Please describe the public and private activities including volunteer work in which you have participated during the past five (5) years. Describe the nature of your involvement, responsibilities, offices held and awards or special recognition.
- Your most significant accomplishment in volunteer service to date.
- Your potential role in the community in five (5) years.
- If you have not been involved in any civic, business or professional activities, please explain your special circumstances and how they might be overcome.

Interests

- List your personal hobbies and interests.

III. **Personal Essay** (write a brief essay to address the following:)

- Two (2) issues, opportunities or challenges facing Tioga County in the next decade.
- How your participation in the *Leadership Tioga County Community Leadership Program* will address these two (2) issues.

REFERENCES

Please list three (3) references (including your current employer, if applicable) who are familiar with you and your potential contributions to your community. Each reference should complete an enclosed Reference Form and should be returned with your Application Packet by **July 14, 2006**. Please inform references they may be contacted in the near future.

Name	Telephone Number	Relationship to You
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

PERSONAL COMMITMENT

Leadership Tioga County Community Leadership Program is intense. The Program consists of nine (9) monthly Sessions including one (1) overnight Retreat. Each Session will be held for one full day on the first Friday of every month beginning in October and culminating in May with Graduation. Participants are expected to fully participate in the following:

- Mandatory attendance at the overnight Session 1 **The Opening Retreat** in October. Session begins Thursday afternoon and ends Friday afternoon.
- Mandatory attendance at Session 9 **Team Project Presentations & Graduation**
- In the event of a personal or business emergency, you may be excused. Your absence **MAY NOT** exceed eight (8) hours regardless of reason. If you exceed eight (8) hours, you will be expected to attend the Session you missed the following year in order to fulfill the Program's completion requirement and receive your Certificate of Graduation. Failure to complete this obligation will result in your removal from the *CLP* Roster.
- If you are absent for two (2) Sessions, you will be immediately dismissed from the Program
- Complete All in-class assignments
- Complete All outside assignments
- Complete Community Team Project
- Responsible for transportation to Sessions

If you are unable to make this commitment and do not have your employer's support, it is not in your best interest to apply at this time.

I understand the purpose of **Leadership Tioga County Community Leadership Program** and if selected, will devote the time and energy necessary to complete the program. I agree to abide by all provisions and commitment of the Program.

Applicant's Signature

Date

The support and commitment from our business/organization and to our employee is essential for the applicant to the **Leadership Tioga County Community Leadership Program**.

Employer's/Organization Signature

Date

Leadership Tioga County ***Community Leadership Program***

Reference Form

You have been asked to complete a reference form for a candidate from the ***Leadership Tioga County Community Leadership Program***, a program designed for adults interested in enhancing personal leadership skills and community service.

Leadership Tioga County Community Leadership Program offers selected men and women an opportunity to acquire the personal skills and gain the knowledge necessary for the exercise of effective leadership. The nine (9) month course of study which begins in the Fall has been designed to cover the major components of community life: Team Building; Technology, Information Literacy & Communication; Business & Economics; The Political Process; Continuous Learning & Workforce Development; Healthy Communities; and Quality of Life. Experienced community leaders and professionals participate in each seminar.

Participants for the Program will be selected on the basis of completed application and reference forms. Preference will be given to candidates who, in addition to their potential for leadership, would contribute to the overall diversity and strength of the class.

Please complete this form and return to candidate to be submitted with Application before **June 1**.

Please type or print all information

I recommend _____ for participation in the ***Leadership Tioga County Community Leadership Program***.

Your Name	Position/Title
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Company/Business Name

Address	City/State/Zip Code
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()	
Telephone Number	eMail Address

Please evaluate the applicant in the categories below. Rate these skills on a scale from 1 - 10 with 10 meaning the applicant is outstanding with this skill and 1 meaning the applicant is very poor at this skill.

SKILLS	Very Poor							Outstanding		
	1	2	3	4	5	6	7	8	9	10
Communication										
Working Cooperatively										
Publicity & Media Relations										
Communications Technology										
Analysis of Complex Situations/Issues										
Leadership										
Conflict Resolution										
Meeting Management										
Group Decision-making										
Team Development & Management										
Public Policy										
Problem Solving										

How long and in what capacity have you known the applicant?

Why do you believe this applicant should participate in the **Leadership Tioga County Community Leadership Program?**

Signature

Date



The purpose of *Leadership Tioga County* is to recruit, train, encourage & develop caring individuals to participate in community leadership activities & responsibilities throughout Tioga County

Community Leadership Program

The *Tioga County Development Corporation (TCDC)* through our *Leadership Tioga County* Program has established a *Community Leadership Program*. This Program is designed for adults who show leadership potential, an interest in their community and want to expand their leadership skills. The goal is to acquaint adults with community needs and resources, encouraging their interest and participation as they develop and enhance leadership skills. Participants will have several opportunities to interact with one another and with other community leaders in Tioga County.

It is important for adults to develop and enhance essential personal skills to improve their communities and accept responsibility for changes within their communities. The *Leadership Tioga County Community Leadership Program* will provide an opportunity for adults to enhance their personal skills and leadership abilities. They will also have the opportunity to voice their concerns and learn to take on leadership roles in their community. Through a series of sessions, team building activities and application opportunities, participants will learn and practice leadership and communication skills while confronting issues affecting the quality of life in Tioga County.

The primary goal of the Program is to prepare adults for constructive leadership and responsible participation in their communities. During this nine (9) month program participants will accomplish the following:

- Develop an Awareness of Community Needs
- Enhance Personal Skills, Leadership Ability, Self_confidence and Self_esteem
- Practice Decision_making and Problem_solving Skills
- Develop Their Own Special Gifts, Talents, and Leadership Potential
- Become Acquainted with and Interact with Community Leaders
- Build Positive Relationships with Other Adults from Other Communities, as well as within Their Own Communities

As leaders of Tioga County, it is important for adults to understand the needs and concerns of our community. One concern is the lack of strong leadership and numbers of quality leaders in local government and community organizations. By gaining decision making and problem solving skills and an understanding of our community, the *Leadership Tioga County*

Community Leadership Program will provide adults with the necessary tools to become effective leaders. As this Program continues from year to year, our County will be ensured a core group of alumni with a commitment to be positive, productive and contributing members of their communities giving direction and service to our County.

Participants of the *Leadership Tioga County Community Leadership Program* will include adults from businesses, organizations and individuals from Tioga County. These adults will be selected through an extensive competitive selection process comprising the *Tioga County Development Corporation* Board of Directors, *TCDC* Staff and the *Community Leadership Program* Sub Committee Members. The adults selected to participate will be asked to attend a nine (9) month program starting in the Fall and ending in the Spring of the following year. The Program will run one day each month for the duration of the nine (9) months, in addition to outside individual and team assignments. The following subjects will be covered:

- Orientation & Team Building Opening Retreat
- Information Literacy, Communication & Networking
- Program Management
 - Business & Economics
 - Law & The Political Process
 - Education & Workforce Development
 - Healthy Communities (Health & Human Services)
 - Quality of Life
 - Graduation Celebration & Closing Retreat

Leadership Tioga County is a countywide initiative of the *Tioga County Development Corporation* with support and cooperation from several local county organizations, including the *Tioga County Partnership for Community Health*, *North Central AHEC*, *Laurel Health System*, *Tioga County Department of Human Services*, *Wellsboro Area School District*, *Northern Tioga School District*, *Southern Tioga School District*, *Wellsboro Area School District*, *Mansfield University* and *Pennsylvania College of Technology/North Campus*.

Tioga County Development Corporation

Leadership Tioga County

Tioga County, Pennsylvania

Community Leadership Program

2007 - 2008 Schedule

March 2007

Dates are subject to change

SESSION 1

**Thursday & Friday
October 4 & 5, 2007**

OPENING RETREAT

ORIENTATION & TEAM BUILDING

SESSION 2

**Friday
November 2, 2007**

HEALTHY COMMUNITIES

SESSION 3

**Friday
December 7, 2007**

ORGANIZING FOR ACTION

SESSION 4

**Friday
January 4, 2008**

BUSINESS & ECONOMICS

SESSION 5

**Friday
February 1, 2008**

CONTINUOUS LEARNING & WORKFORCE DEVELOPMENT

SESSION 6

**Monday or Tuesday
TBA**

THE POLITICAL PROCESS

SESSION 7

**Friday
April 4, 2008**

TECHNOLOGY, INFORMATION LITERACY & COMMUNICATION

SESSION 8

**Friday
May 2, 2008**

QUALITY OF LIFE

SESSION 9

**Friday
May 16, 2008**

CLOSING RETREAT GRADUATION

Tioga County Development Corporation