



# TLC Winter 2023 Program Application

## **Registration for Class Begins February 1, 2023!**

*Applications are open to any interested business and community professional who has the desire, enthusiasm, and commitment to develop their leadership skills and knowledge for the benefit of others and the future of Kaua'i.*

### Purpose of Leadership Kaua'i

Leadership Kaua'i aspires to strengthen and expand the ranks of effective leaders on Kauai.

The intent of this Adult Leadership Program is to improve and broaden community leadership resources through deeper understanding, education, collaboration and personal development. Through the 10-week program, participants will examine an assessment of leadership behaviors, develop professional skills, expand awareness, gain knowledge, and inspire new perspectives, all while establishing relationships with diverse colleagues and peers. We look forward to helping committed and qualified leaders reach their goals.

### Business / Employment Information

NAME:	_____
EMPLOYER/AFFILIATION:	_____
JOB TITLE:	_____
WORK EMAIL:	_____
WORK PHONE:	_____
WORK MAILING ADDRESS:	_____
SUPERVISOR NAME:	_____
SUPERVISOR EMAIL:	_____
SUPERVISOR PHONE:	_____

### Personal Information

HOME ADDRESS:	_____
MAILING ADDRESS:	_____
HOME PHONE:	_____
CELL PHONE:	_____
EMAIL ADDRESS:	_____
T-SHIRT SIZE:	_____



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## Tell Us About Yourself

*Please provide responses to the following and feel free to attach additional sheets of paper.*

### **General**

*How long have you lived  
on Kaua'i?*

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*Do you expect to be living  
on Kaua'i for the next five  
years?*

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*Have you participated in  
any other leadership  
programs?*

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### **Professional**

*Describe the organization  
you work for and  
summarize your  
responsibilities.*

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*List information about  
your employment  
background (companies,  
titles, dates).*

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*What are your long-term  
professional objectives?*

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## Leadership

*What do you expect to gain from participating in this program?*

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*How do you expect to use your TLC experience?*

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## Community Involvement

*List community, civic, professional or volunteer organizations of which you are a former or current member.*

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*What do you consider your most important accomplishment in one of the above organizations?*

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*What kinds of volunteer activities would you like to become involved with in the future?*

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## Education

*List information about your educational background, e.g. school, degree, major, program, dates.*

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*What were your principal activities, leadership positions, and honors or awards while in school? Indicate those of greatest importance to you.*

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## REFERENCES

List the names of three business and/or personal references that can be contacted by the selection committee (name, affiliation, phone numbers, e-mail address). 2 Letters of Recommendation are also required.

	REFERENCE #1	REFERENCE #2	REFERENCE #3
Name Title, Affiliation Phone Number E-mail			

## How did you hear about TLC Winter 2023 Program?

- EMPLOYER     
  COLLEAGUE     
  FRIEND     
  RADIO     
  OTHER:

## Class Schedule

February 1, 2023

February 15, 2023

March 1, 2023

March 22, 2023

March 29, 2023

*Each class will be held on Kaua'i and will include experienced presenters, panel discussions, videos and skill practice sessions. We will recognize and respect the values of all cultures, encourage openness and honor confidences.*

## Tuition

\$1500.00 for all 5 classes

Post Covid Relief Price - \$750.00 for 5 classes

Individual Modules – \$300.00

Post Covid Relief Price - \$150.00

State of Hawaii ETF Program for qualified, receive a 50% training subsidy.

Upon selection to TLC Program, you will be sent an invoice for your non-refundable tuition.

**Leadership Kaua'i's TLC Program: \$750 Covid Relief tuition due on February 1, 2023. Includes online Leadership Practices Inventory (LPI) assessment and materials.**

**If you are interested in applying for a scholarship or a payment plan, please complete a *Tuition Assistance Scholarship Application* (following pages).**

### Check the boxes below that apply:

- Employer will be paying tuition fees.  
 Applicant will be paying tuition fees.  
 Employer and Applicant will be paying tuition fees.  
 Tuition Assistance Requested.



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## Selection Criteria

The Executive Director, Program Director and a committee of community leaders will review the applications and interview candidates. The committee will strive to make each class reflective of our diverse community. The most important factor in the Leadership Kaua'i selection process is the identification of those individuals most apt to use their leadership for the long-term benefit of the community. The program selects individuals with a desire for a deeper understanding of Kaua'i and with a sincere commitment to serve in the community. The typical applicant will be a resident of Kaua'i and have demonstrated both an interest in community issues and have a record of participation/achievement in voluntary community activities.

## Participant Time Commitment

To accomplish the program's objectives, full participation of each individual is necessary. Participation includes **attendance of 5 classes**. The integrity of the program requires that participants be on time and present from start to finish (8 am to 2 pm) of each program day to both learn the leadership skills and to develop personal relationships.

This is the minimum certificate of completion requirement.

**Note on Attendance:** Sometimes it is difficult to attend a program for various reasons, including work and family responsibilities. Despite these challenges, each individual attendance is important for the entire class to function as a whole entity, as well as the integrity of the participant's leadership journey.



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## Acceptance of Terms and Approval

### Applicant

I understand the purpose of Leadership Kaua'i and that completion of this application does not guarantee my acceptance into the program. If selected to participate, I will devote the time required as stated above. In addition, I have the full support of my employer regarding the time required to participate.

### Employer

I have reviewed this application and understand the time and financial commitment the program requires. We agree to support Leadership Kaua'i and these commitments if our candidate is selected.

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↑ APPLICANT NAME (PRINT)

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↑ SUPERVISOR'S NAME (PRINT)

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↑ APPLICANT SIGNATURE

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↑ SUPERVISOR'S SIGNATURE

To provide a measure of accountability, any participant who misses 2 classes for any reason will have his/her class record and reasons for absences reviewed by Leadership Kaua'i for possible expulsion from the program. Each case will be reviewed on an individual basis, and a final determination will be made by Leadership Kaua'i. As a service to the employers who are devoting resources to allow employees to participate in the program, Leadership Kaua'i will offer a class-by-class attendance report for each participant the employer desires. If you, as an employer, would like to take advantage of this report, please indicate below:

I would like to receive a class-by-class attendance report of this program applicant if (s)he is selected for Leadership Kaua'i's Adult Leadership Development Program. Please forward report to me via email \_\_\_\_\_ or fax \_\_\_\_\_.

## Submitting Applications

**Application due on January 12, 2023.** If you e-mail your application, an **original copy of the commitment form must be mailed** or delivered to our office. Upon receipt of your application, you will be sent an e-mail confirmation with information about the interview process.

- **E-mail:** [exdir@leadershipkauai.org](mailto:exdir@leadershipkauai.org)
- **Physical Address** for walk-in delivery should be taken to 4485 Pahe'e Street, Suite 103, in Lihu'e. We are located in the Veterans Administration Center next to the Gather Credit Union.
- 2 Letters of Recommendation are also required. Letters should be specific towards your participation in Leadership Kaua'i, written within the last 6 months, and may be sent separate from your application.

**Mailing Address:**  
**Leadership Kaua'i**  
**ATTN: Selection Committee**  
PO Box 1567  
Lihu'e, HI 96766



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## Tuition Assistance Scholarship Application (Optional)

Upon acceptance to TLC Winter 2023, the non-refundable tuition fee is \$1500.00 includes Leadership Practices Inventory (LPI) assessments. A very limited number of scholarships are awarded in amounts up to \$750.00. Please complete both items below.

### 1. Amount of Assistance Requested

APPLICANT CONTRIBUTION:	\$...
EMPLOYER CONTRIBUTION:	\$...
PERSONAL CONTRIBUTION:	\$...
SCHOLARSHIP REQUESTED:	\$...
TOTAL:	\$1500.00

### 2. Please explain in 100 words or less why you are requesting a scholarship...

### Payment Plan (Optional)

In limited cases, payment plans are available. A similar payment schedule is available for scholarship recipients upon request.

I am interested in a payment plan.



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## Acknowledgement

I confirm that all information offered above is complete and accurate. I understand that there are a very limited number of scholarships available and that completion of this application does not guarantee a scholarship will be awarded.

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↑ APPLICANT NAME (PRINT)

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↑ SUPERVISOR'S NAME (PRINT)

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↑ APPLICANT SIGNATURE

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↑ SUPERVISOR'S SIGNATURE