



“Unfolded by the water are the faces of the flowers”, taken from Olelo No` Eau by Mary Kawena Pukui

## **Leadership Kaua`i Annual Leadership Program Application for the Class of 2011**

*We welcome your interest in Leadership Kaua`i. Please review the following application carefully. Complete and return pages 6 through 13 to our office by **July 2, 2010**.*

### **Purpose of Leadership Kaua`i**

Leadership Kaua`i's goal is to improve and broaden community leadership resources through better understanding and education. In achieving our program objectives of personal development and greater community collaboration, Leadership Kaua`i strives to strengthen the social fabric of our Garden Island. What makes an effective leader? Our eleven month program allows community members to step back from their daily demands and conduct a self-assessment of their leadership skills. The program will inspire new perspectives and provide an opportunity to develop skills and expand knowledge, while simultaneously establishing lasting relationships with diverse colleagues from around Kaua`i. In the team project component, students take what is learned in the classroom and apply it as they work collaboratively on an assigned community issue.

Vision: Educating and Inspiring Kaua`i's future leaders.

Mission: To join a cross-section of qualified Kaua`i individuals, develop their leadership skills, and enable them to serve Kaua`i and solve challenges collaboratively.

Objectives:

1. To empower potential and current community leaders.
2. To develop leaders with an awareness of and sensitivity to Kaua`i's culture and people.
3. To educate leaders who will succeed in our unique environment and within our global economy.
4. To motivate leaders to effectively address community needs and improve our quality of life.
5. To establish, replenish, and expand the ranks of Kaua`i's leaders.

## Application Process

Applications are open to any interested community member who has the desire, enthusiasm and commitment to develop their leadership skills and knowledge for the benefit of themselves, others and the community.

- Applications are available on our Web page at, <http://www.leadershipkauai.org/adult-leadership.asp>
- Applications must include the completed application form, two letters of recommendation (recommendation forms are attached) and sponsor/employer form (page 12)
- Applications must be postmarked no later than **July 2, 2010**; may be submitted via e-mail, fax or online.
- Scholarships and payment plans are available. After selection you may contact the Director of Operations to determine eligibility.
- Tuition for the Class of 2010 is \$3,000.
- Personal interviews will be held **July 06– 23, 2010**.
- Applicants will be notified of the selection decision **by July 27, 2010**.

Please submit your completed application to:

Director of Operations  
Leadership Kaua`i  
P.O. Box 1567  
Lihu`e, HI 96766  
Phone: (808) 246-8727  
Fax: (808) 246-8726  
Email: [info@leadershipkauai.org](mailto:info@leadershipkauai.org)  
Website: [www.leadershipkauai.org](http://www.leadershipkauai.org)

## Selection Criteria

The Executive Director, Director of Operations, and a committee of community leaders will review the applications and interview candidates. Following these steps, they will make their selection on an agreed upon number of participants. 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 both demonstrated interest in community issues and a record of participation/achievement in voluntary community activities.

## Factors Considered in the Selection Process

Candidates:

1. Have demonstrated an interest in and a commitment to volunteerism.
2. Have demonstrated an understanding of and interest in the community.
3. Exhibit many qualities associated with leadership.
4. Have the time and energy to participate and commit to the *entire* 11-month training series, orientation and graduation ceremony.
5. Are able to increase volunteer activity during the program year.
6. Have a long-term commitment to help resolve Kaua`i issues.

## Tuition Requirements

Tuition for the program is \$3,000. Tuition is due by **August 13, 2010**. In special cases, a monthly payment plan may be arranged. No refunds of the \$3,000 balance will be made after **September 3, 2010**. We have a limited number of scholarships available; letters of request are due along with the application. Please contact the Director of Operations at (808) 246-8727 for additional information. Tuition may be paid by the applicant, a sponsoring organization or individual, by scholarship assistance, or by a combination of these sources.

## Class Schedule

*Dates and locations subject to change – all sessions are held on Kaua`i.  
Classes are held from 8:00 a.m. to 5:00 p.m. with lunch on own*

Throughout our Annual Leadership Program we will recognize and respect the values of our Hawaiian culture and the Aloha spirit; encourage openness; and have fun while learning. Each session will build upon the previous session in effort to reinforce the implementation of acquired knowledge and skills at the work place, home and in the community. We will incorporate various teaching methods, including highly skilled and experienced presenters, panel discussions, videos, role-playing and skill practice sessions.

Date	Topic
August 13 <sup>th</sup> , 2010	Program Orientation, KCC-OCET Multi-Purpose Building Meyers Briggs Type Indicator (MBTI)
September 17 <sup>th</sup> -18 <sup>th</sup> , 2010 (Overnight Retreat)	Sheraton Kaua`i Resort Retreat Combined Adult & Youth Program Craig Haptonstall – The Leadership Challenge Community indicators report Community project selection

October 15 <sup>th</sup> , 2010	Hale Halawai – Hanalei Kaua`i Team Challenge Inc., Waipa Ropes Course, team building, leadership development
November 12 <sup>th</sup> - 13 <sup>th</sup> , 2010	KCC - OCET Multipurpose Building Bill Cathers - Colorado Aspen Institute The balance of leadership Leadership in the creation of Community Gardens
December 10 <sup>th</sup> , 2010	Waimea Plantation Cottages Sense of Place Economy panel discussion
January 13 <sup>th</sup> - 15 <sup>th</sup> , 2011	KCC - OCET Multipurpose Building Conflict & Resolution island style - Ho`oponopono Identifying our island needs and your leadership role Effective public speaking techniques Energy panel discussion
February 18 <sup>th</sup> , 2011	Kai Ola Canoe Club - Ho`e wa`a Government day - Kaua`i County Council Chambers Kaua`i legislative process & word with the Mayor County Building - Kaua`i's general plan & community planning
March 11 <sup>th</sup> , 2011	Location TBA - Combined Adult and Youth Program Intergenerational communication & bonding History of Halele`a Smart growth, affordable housing and development panel
April 15 <sup>th</sup> , 2011	National Tropical Botanical Garden Chipper Wichman – Conservation and agriculture on Kauai Nadine Nakamura – Group facilitation and how to run an effective meeting Food, agriculture, waste, & water (Sustainability on Kaua`i) panel discussion
May 13 <sup>th</sup> - 14 <sup>th</sup> , 2011	Koke`e – Camp Sloggett Craig Haptonstall – Leadership practices revisited
June 17 <sup>th</sup> , 2011	Kaua`i Community College Graduation

\*Dates are tentative and subject to change.

**Class Project:** There will be class projects selected in which participants will work together on a community issue throughout the program.

## Graduation Requirements

Participation in the Annual Adult Leadership Program requires a substantial commitment in time and energy from each class member. Please carefully consider the following:

- Inability to attend the September retreat will automatically eliminate a participant from continuing with the program.
- Participants who miss more than **two (2) days** will be required to withdraw from the program. The integrity of the program requires that participants be present and on time, on all days, at all sessions in order to both learn the leadership skills and to develop personal relationships.
- Complete all reading and written assignments in a timely manner.
- Participants will be actively involved with their peers in a selected community project.
- Participants will develop and engage in Leadership Practices Inventory 360 Exercise and a Personal Leadership Development Plan.
- Respect the confidential nature of the discussions and comments made during the program.
- Tuition payment made in full by **August 13, 2010**, unless special arrangements have been made with the Director of Operations.

**Note on attendance:** *Sometimes it is difficult to attend a program for various reasons, including work and family responsibilities. Despite these challenges, attendance is an important expectation and part of our leadership development.*

# Leadership Kaua`i Annual Leadership Program

## Application for Class of 2011

Please print legibly, type, or adapt to your computer. Complete and return this Application, Participant Commitment, two Letters of Recommendation, and Sponsor/Employer Form by **July 2, 2010**. Mail to Leadership Kaua`i, P.O. Box 1567, Lihu`e, HI 96766; email to: [info@leadershipkaua`i.org](mailto:info@leadershipkaua`i.org) or fax to (808) 246-8726. If you have any questions or need assistance in completing the application materials, please call us at (808) 246-8727.

Full Name: \_\_\_\_\_

Birthday (month/day): \_\_\_\_\_ First Name Preference: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

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

Title: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Work #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

Number of years you have lived on Kaua`i: \_\_\_\_\_

Permission to share contact information with LK peers?  Yes  No

List two (2) references (excluding family members). A form is attached for your selected references to complete.

Name: _____	Name: _____
Title: _____	Title: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

***Application Questions:***

*(Please attach additional sheets or adapt to your computer as necessary.)*

1. What attracts you to the Leadership Kaua`i Annual Leadership Program, and how would you use the course curriculum to better yourself and the community?
2. What changes, both personally and for the community, would you like to see as a result of your experience in Leadership Kaua`i?
3. Please list your professional and educational background. (You may attach a detailed resume.)
4. Community Involvement: Please list the major civic and professional activities in which you have participated. For each activity, indicate the nature of your participation, and the approximate amount of time devoted to each.
5. Please list and describe any awards or recognition you have received for academic, community and/or professional performance/activities:
6. Describe your highest personal or professional achievement to date.

**PARTICIPANT COMMITMENT**

Please read carefully and sign:

***If I am accepted into the program, I agree to abide by the Tuition, Attendance and Graduation Requirements stated above.***

Date: \_\_\_\_\_

Print Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Print Name of Employer or Sponsor: \_\_\_\_\_

Signature of Employer or Sponsor: \_\_\_\_\_

# **Leadership Kaua`i Annual Leadership Program**

## **Application for Class of 2011**

### **Adult Bio Questionnaire**

We use the following information to create profiles of our participants. The profiles will be used in short bios along with your photo to display our Leadership Kaua`i participants. Please include any information that you would like to share.

Name: \_\_\_\_\_

1. Where do you work and what is your title?
2. Do you hold any degrees (University/College) or certifications?
3. How long have you resided on Kaua`i? What area of the island do you live in?
4. Which community organizations are you active with?
5. What are your hobbies, interests?
6. Is there anything else you would like to share about yourself? For instance, are you married, single or in a partnership? Have children or pets?

# Leadership Kaua`i Annual Leadership Program

## Application for Class of 2011

### Letter of Recommendation Form

*Please print legibly or adapt to your computer.*

Letter of recommendation for: \_\_\_\_\_

Your Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Leadership Kaua`i's goal is to improve and broaden community leadership resources through better understanding and education. In achieving our program objectives of personal development and greater community collaboration, Leadership Kaua`i strives to strengthen the social fabric of our Garden Island. What makes an effective leader? Our nine-month training program allows community members to step back from their daily demands and conduct a self-assessment of their leadership skills. The program will inspire new perspectives and provide an opportunity to develop skills and expand knowledge, while simultaneously establishing lasting relationships with diverse colleagues from around Kaua`i. In the team project component, students take what is learned in the classroom and apply it as they work collaboratively on an assigned community issue.

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5. To establish, replenish, and expand the ranks of Kaua`i's leaders.

***Please tell us how the candidate demonstrates the ability to:***  
*(Attach additional sheets as necessary to fully address these areas.)*

1. Support the Vision, Mission and Objectives of Leadership Kaua'i

2. Be open to learning new skills and perspectives

3. Commit 100% to a project

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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3. Commit 100% to a project

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY SPONSOR/EMPLOYER**

I nominate \_\_\_\_\_ to participate in the Leadership Kaua'i Annual Adult Leadership Program from August 2010 through June 2011. I understand the time commitment involved, and agree to be the nominee's sponsor. I will forward the \$3,000 tuition upon notification of the nominee's acceptance to the program by **August 13, 2010**.

**Sponsor Information:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYER**

Employer, if you are not the sponsor of the candidate, please sign below showing your understanding that the program fee of \$3,000 will be paid by a sponsor and/or the employee, or a scholarship. Also, by signing, you understand attendance will be mandatory for the orientation and retreat, and 100% attendance (unless an emergency) will be required for the monthly sessions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Organization: \_\_\_\_\_