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Mission

Leadership Pasadena helps emerging and accomplished leaders reach their full leadership potential, providing the inspiration, understanding, skills and relationships for effective civic engagement.

Leadership Pasadena is widely known for the effectiveness of its leadership training programs, for its growing Graduate Network, and for its graduates' significant, positive impact on the community.

Thank you for your interest in the Leadership Pasadena Class of 2014.

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

Before you submit your application, please consider the following:

1. **Time Commitment**— The Class of 2014 program schedule is attached to this application. Please review it to assure that you can attend a minimum of 80% of the program sessions, which is a requirement for graduation eligibility. Completing the class project will also entail additional time outside the classroom, as determined by particular project team. **All participants must attend the team building retreat, October 3-5, 2013**, as it is one of the signature building blocks of the Leadership Pasadena experience.
2. **Financial Commitment**—Class tuition is \$4,500 and includes all materials, meals, retreat accommodations, and professional facilitation and coaching. Partial scholarships and payment plans may be available based on financial need. Employers are encouraged to sponsor their staff through their professional development budget. Employer-focused materials are also enclosed and available on our website.
3. **Community Investment**— Leadership Pasadena graduates are expected to reinforce their leadership skills, relationships, and understanding of the community by helping facilitate the program for the next class year as a member of a session or event planning team. Because effective civic engagement is the mission of Leadership Pasadena, we will also assist alumni in pursuing service opportunities with government or community organizations in their area of interest.

Early decision applications are due **April 15**. Thereafter, applications will be considered and accepted on a rolling basis until the class is filled. Because of the interactive, experiential nature of the program, space is limited.

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

Andrea Caruso Townsend
Board of Directors Chair
LP Class of 2009



LEADERSHIP PASADENA CLASS OF 2014 – FREQUENTLY ASKED QUESTIONS

1. **Who should apply?**

Applicants should live, work or volunteer in Pasadena or surrounding communities in the San Gabriel Valley, demonstrate some leadership experience or responsibility through professional, volunteer or personal endeavors and be in a position to benefit from further leadership and team management skills development. 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, including experience with and understanding of diverse cultural perspectives and communication styles; 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. Alumni are eligible to attend future program sessions as a guest to update their knowledge, relationships and understanding of the greater Pasadena community.

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. Special attention is given to providing the class with a diversity of perspectives and voices from across the greater Pasadena community.

4. **What is the procedure for applying?**

Early decision applications are due April 15, after which applications will be considered and accepted on a rolling basis until the class is filled. 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 some leadership experience through professional, volunteer or personal endeavors and be in a position to enhance their effectiveness and work and/or in the community through 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.

6. What is the time commitment?

The program begins with an orientation and a one-day session in late September, and includes an out-of-town retreat in October. Thereafter, program sessions meet monthly, usually the first weekend of each month, November through April, from 8:30 am to 4 p.m. on Friday and 9:00 a.m. to 3:00 p.m. on Saturday. Attendance at the retreat, as well as at 80% of class meetings, is required to be eligible for graduation. 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, including a diagnostic analysis of your leadership and communication style, and the opportunity for one-on-one professional coaching and feedback, all program materials, retreat transportation, accommodations, meals, and professionally facilitated Ropes challenge course experience, catered meals for all sessions, a graduation ceremony and membership in the Alumni Network. A nonrefundable deposit of \$150.00 will be due upon notification of admission to the program, to be returned with a signed tuition agreement, in order to reserve your space in the class. Full tuition is due by August 15, unless another arrangement is approved in writing in the tuition agreement.

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

A limited number of partial scholarships are available based on demonstrated financial need. If you are requesting a partial scholarship, please indicate on your application and a scholarship assistance request form will be provided, requesting additional information in support of your request.

Applicants are encouraged to seek sponsorship from the employers or community organizations with which they are affiliated. Requests for partial scholarships 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 1.

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 team 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 All Saints Church, Armory Center for the Arts, Arts Center College of Design, Caltech, City of Pasadena, Flintridge Center, Huntington Hospital, JPL, Los Angeles Economic Development Corporation, Parsons, Pasadena City College, Pasadena Museum of History, Pasadena Unified School District, Polytechnic School, San Gabriel Valley Economic Partnership and the Tournament of Roses Association. 	<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 ✓ Opportunities to develop relationships with community leaders
<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 ✓ Personal leadership weekend 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 to action
<p>Build your relationship network:</p>	<ul style="list-style-type: none"> ✓ Classmates represent government, business, professions, and nonprofit sectors ✓ Extensive database of over 250 alumni ✓ 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 2014 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 2013 through April 2014, typically one weekend each month, November through April, usually incorporating a Friday and Saturday. The Program Schedule is attached.

- Consistent attendance is an important requirement. Class members are required to be present for a minimum of 80% of class time. Attendance at the October team building retreat is mandatory. Additional out-of-class time will be required to complete Class Projects.

STEP 2: FINANCIAL COMMITMENT

The tuition for the Class of 2014 is \$4,500 per individual.

Partial scholarships and payment plans may be available, according to financial need and the resources available to Leadership Pasadena. Financial arrangements will be discussed separately, after an individual is accepted into the program. If you are requesting a partial scholarship or a payment plan, please state where indicated below and a tuition assistance application will be provided.

STEP 3: COMMUNITY INVESTMENT AND ALUMNI ACTIVITIES AND BENEFITS

All Leadership Pasadena class participants become members of the Alumni Network upon completion of the eight-month program. 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. Leadership Pasadena will facilitate connecting graduates with government or community organizations in their field of interest.
- Leadership Pasadena is presented by alumni and community volunteers, with the support of professional facilitators. Program alumni are expected to reinforce the skills, relationships and understanding of the community gained through the program to help facilitate the Leadership Pasadena program for the following class, as a member of a program session or event planning team, or through other opportunities.
- Alumni are eligible to attend and observe future class sessions, providing a great way to stay current on issues affecting the community, and to further build your network. Alumni are also invited to the annual Holiday Party and Graduation celebration, as well as to networking mixers and educational programs.

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 that 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 (1) leadership skills you are seeking to develop and (2) benefits to your organization (employer, business, or volunteer organization) as a result of your participation in the program. Please be specific. If you are seeking sponsorship from your business or organization, please identify the goals, objectives, and benefits discussed with your employer/organization.
 - (c) The community of constituents you plan to 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 or your organization are requesting financial assistance in the form of a partial scholarship or payment plan, please indicate here and an application will be provided. All information will be kept confidential. Financial assistance is limited and based upon documentation of financial need.

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 2014:
Early decision deadline: April 15, 2013
Thereafter, applications considered on a rolling basis until the class is filled**

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 2014 Program Application” in the subject line.

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



Class of 2014 Schedule Meeting Dates / Program Elements

September 12, 2013

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

Reception for Class of 2014 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 13, 2013

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 3, 4, 5, 2013

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 17, 2013

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

Class Project Discussion and Community Leadership

This session sets the stage for working in the community as part of your class projects. You will have an opportunity to discuss the dos and don'ts of community leadership, learn about potential community partners, and clarify your project topic.

November 1, 2, 2013

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 6, 7 2013

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 10, 11, 2014

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.

February 7, 8, 2014

Fri., 8:30 a.m. - 4:00 p.m.
Sat., 8:30 a.m. - 4:00 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 (extra time for the day required)

March 7, 8, 2014

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 4, 5, 2014

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 17, 2014

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 24, 2014

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

Preparation of Class Project Presentations/ Life After LP

This session provides a final opportunity to practice your presentation skills and receive feedback before graduation. As a soon-to-be alum, you will have an opportunity to hear about new roles and leadership opportunities within LP to give back and serve the organization and your community.

May 2, 2014

Friday 5:30-8:30 p.m.

Graduation

Presentation of projects to the community and celebration