



## ASSOCIATED BUILDERS AND CONTRACTORS OF METRO WASHINGTON'S 2016 - 2017 LEADERSHIP DEVELOPMENT PROGRAM

---

The ABC of Metro Washington Leadership Development Program is a structured yet customizable educational series and action plan for individuals looking to:

- ♦ further their leadership skills and professional development
- ♦ learn more about ABC of Metro Washington and increase their involvement
- ♦ demonstrate their desire and ability to serve as a leader of our industry

Throughout the 16-month program, accepted participants (“students”) will take part in both required coursework as well as elective activities, customizable to their interests, to earn credits towards the completion of the program. While open to all chapter members, 80% of the class registration slots are reserved for Contractor members.

### Required Coursework:

- Students are expected to attend **all** regular meetings of the class. These meetings will be attended by the students as well as instructors/guest speakers, and a Mentor Group made up of prominent industry and chapter leaders. These required meetings will be held no more than 12 times over the 16-month period, and will vary in nature, including networking opportunities, project site tours, educational seminars, individual and/or small-group research assignments and presentations, and round-table discussions with industry leaders about topics important to the industry. Session topics may include (but are not limited to):
  - ♦ Leadership Styles and Personality Assessments – what makes a good leader, understanding your leadership style and how people relate
  - ♦ Team Building and Team Leadership - at project or corporate levels; teams within your company as well as with external audiences; understanding roles and determining when a team needs to be built
  - ♦ Major Legislative Issues Effecting the Contracting Industry
  - ♦ Entrepreneurship and Business Leadership
  - ♦ Public Speaking and Communications Skills
  - ♦ Contractor Relations/Communications – between general contractors, specialty contractors, and suppliers
  - ♦ Research Presentations
  - ♦ Site Tours of Prominent Area Projects and Plants
- Students will also meet with prominent industry leaders. The Mentor Group to date includes the following leaders. More will be added as they are confirmed.
  - ♦ Lynn Bennett, Coakley & Williams Construction, Inc.
  - ♦ Bridget Burns, Century Fence Construction, LLC
  - ♦ Chris Grant, Attorney at Law
  - ♦ Robert (Buddy) Henley, Henley Construction Co., Inc.
  - ♦ Melissa Koehler, B. Frank Joy, LLC
  - ♦ John Livingston, Manganaro Midatlantic
  - ♦ Kenny Mallick, Mallick Mechanical
  - ♦ Deborah Murphy, Ernest Maier, Inc.
  - ♦ George Nash, Facchina Construction Co., Inc.
  - ♦ Craig Ruppert, Ruppert Landscape
  - ♦ Scott Vossler, WCS Construction, LLC

**Elective Activities:** Students must also participate in a variety of elective activities **during the course of this program** in order to earn credits towards graduation. Students will be required to submit regular activity reports detailing the elective activities that they have completed and the credits earned (upon verification), as follows:

- Attend ABC of Metro Washington's monthly programs and other special events (including the monthly general dinner meetings/networking events, the chapter's annual Golf Outing in July, the Student Chapter Golf Outing in September, and/or the CTT Graduation Ceremony in May):
- Attend at least five (5) meetings between January 1, 2016 & May 15, 2017 -- **5 credits**  
Attend over five (5) meetings between this timeframe and receive an additional credit for each meeting, **maximum of 12 credits**



## 2016 - 2017 LEADERSHIP DEVELOPMENT PROGRAM (CONTINUED)

---

### Elective Activities (Continued):

- Join one or more of ABC of Metro Washington's committees by February 1, 2016, and actively participate in at least 75% of committee meetings/activities between February 1, 2016 & May 15, 2017 -- **12 credits**
- Attend the ABC.XYZ events between January 1, 2016 – May 15, 2017 – **1 credit per event; maximum of 5 credits**
- Participate in a private one-on-one meeting with and LDP mentor. Participant is responsible for scheduling this meeting – **maximum of 3 meetings, 2 credits each**
- Attend the Chapter's Annual Leadership/Planning Conference in the Fall of 2016 - **10 credits**
- Participate in the chapter's annual Maryland Legislative Reception – **3 credits**
- Attend one or more of the following ABC National meetings:
  - ♦ ABC National Workforce Development Conference (March 1 – 3, 2016, Ft. Lauderdale, FL) -- **8 credits**
  - ♦ ABC National Legislative Conference - attend the breakfast session and participate in at least one of our region's legislative visits (June 2016, Washington, DC) -- **4 credits**
  - ♦ ABC National Workforce Development Conference (March 2017, Ft. Lauderdale, FL) -- **8 credits**
- Assist in the chapter's membership efforts by participating in the annual Prospect Breakfast and in at least 1 day of the annual Telegrowth event (includes generating and contacting your own prospect list) -- **5 credits**
- Successfully recruit one or two new **Contractor** member(s) into the chapter -- **5 credits each;**  
Each additional new member – **1 credit each**
- Take a leadership role in organizing a community service project for your company, or a joint project with other ABC of Metro Washington members and help promote/communicate that project through the chapter's marketing/business development director – **5 credits**
- Personally participate in one or more community service projects organized by another community organization or charitable group (it is student's responsibility to provide proof of participation) -- **1 credit**
- Answer the call to assist with ABC of Metro Washington's special legislative efforts when a special need arises (providing out-of-the-ordinary assistance, coordinated in advance through the chapter's legislative staff, such as volunteering to testify at a hearing, organizing a letter-writing campaign within your workplace on one of our priority issues, etc.) -- **5 credits**
- One-on-one meeting with a local legislator – **2 credits**
- If qualified, volunteer to teach an ABC of Metro Washington educational seminar or safety training, or assist with one of the educational or mentoring programs offered through our community partnerships -- **4 credits**
- Attend one or more of the chapter's educational seminars/safety trainings – **Maximum of 2 seminars, 3 credits per seminar**
- Attend one or more educational seminars or professional development programs offered by an industry group other than ABC of Metro Washington, and/or receive one or more industry-related professional accreditation/certification from outside of ABC of Metro Washington (it is student's responsibility to provide proof of completion) – **1 credit**



## 2016 - 2017 LEADERSHIP DEVELOPMENT PROGRAM (CONTINUED)

---

**Graduation Requirements:** Participants and their companies will be recognized throughout the term of the program and at completion. **Certificates of completion will be awarded to those successfully completing the program's required coursework AND earning elective activity credits as follows:**

**SILVER: 28 - 39 credits      GOLD: 40 - 54 credits      PLATINUM: 55 - 79 credits**

Graduates achieving the Platinum level will also be awarded a tuition scholarship to attend Grinnell Leadership's "**Leadership JumpStart®**" program in Chapel Hill, NC (a \$3,500 value). Scholarship covers tuition for the program but not transportation, food, or housing. Attendance at "Leadership Jumpstart®" will take place after completion of this program and will be scheduled individually by the student and Grinnell Leadership.

At the end of each cycle of this program, one stand-out student will also be selected to receive the **J.P. Blase Cooke Leadership Achievement Award**, named in honor of the chapter's 1984 Chairman of the Board, J.P. Blase Cooke of Harkins Builders, Inc. Winners are selected by the LDP participants and the Advisory Council after considering such things as credits earned, activities completed, and student and mentor votes.

**Tentative Program Schedule:** Most sessions will begin at 8 a.m. (with breakfast at 7:30) and run roughly 3 – 4 hours, though some sessions may require a full day. A rough draft of the schedule is as follows:

- ♦ **October 23, 2015:** Applications Due
- ♦ **Week of November 16, 2015:** LDP Applicant Interviews (at ABC of Metro Washington office)
- ♦ **January 21, 2016, 7:30 – 11:00 a.m.:** LDP Orientation Meeting
- ♦ **February 17, 2016, 7:30 – 11:30 a.m.:** 1<sup>st</sup> Class on Leadership Styles & Personality Assessments with Dr. John Grinnell of Grinnell Leadership
- ♦ **March 17, 2016, 7:30 – 11:30 a.m.:** 2<sup>nd</sup> Class on Team Building & Team Leadership with Darryl Glick of Dale Carnegie Training
- ♦ **April, 2016, 7:30 – 11:30 a.m.** (date TBD): 3<sup>rd</sup> Class – Generations in the Workplace; Generational Leadership
- ♦ **May, 2016** (date TBD): 4<sup>th</sup> Class – Social Outing, to be organized by students
- ♦ **June 16, 2016, 7:30 – 11:30 a.m.:** 5<sup>th</sup> Class – Breakfast w/GC's & Sub Relationships discussion and site tour at Donohoe Construction Camden NoMA project
- ♦ **July & August, 2016:** NO CLASSES
- ♦ **September 22, 2016, 7:30 – 11:30 a.m.:** 6<sup>th</sup> Class – Public Speaking/Presentation Skills with Darryl Glick of Dale Carnegie Training
- ♦ **October, 2016, 7:30 – 11:30 a.m.** (date TBD): 7<sup>th</sup> Class – Federal, state and local legislative issues and how outside forces effect the economy discussion
- ♦ **November 2016** (date TBD): 8<sup>th</sup> Class - Join ABC.XYZ Rising Stars for dinner with industry legends
- ♦ **December, 2016:** NO CLASSES
- ♦ **January, 2017, 7:30 – 11:30 a.m.** (date TBD): 9<sup>th</sup> Class – Site tour at Shapiro & Duncan's fabrication facility and discussion on risks and benefits of implementing BIM
- ♦ **February, 2017** (date TBD): 10<sup>th</sup> Class – Session (TBD)
- ♦ **March 16, 2017, 7:30 – 11:30 a.m. :** 11<sup>th</sup> Class – Research project presentations, Part I
- ♦ **April, 20, 2017, 7:30 – 11:30 a.m.:** 12<sup>th</sup> Class – Research project presentations, Part II
- ♦ **May 2017, 7:30 – 11:30 a.m.**(date TBD) 13<sup>th</sup> class – Site tour at Ruppert Landscape and discussion on entrepreneurship and business
- ♦ **May or June, 2017 Dinner Meeting:** LDP Graduation Ceremony

**Attendance Policy:** Students are expected to be on time and attend all meetings of the program. Full attendance at all 12 regular sessions of the class is considered required coursework for completion of the program. The schedule for the program will be set well in advance. If an emergency occurs and personal or professional responsibilities require that a student miss a meeting, they are expected to notify ABC of Metro Washington of their



## 2016 - 2017 LEADERSHIP DEVELOPMENT PROGRAM APPLICATION FORM (CONTINUED)

---

absence and the reason for their absence as soon as possible. They are also expected to submit an "Activity Report Form" addressing the date and reason for their absence as soon as possible.

The LDP Advisory Council will review absences quarterly and notify students on whether an absence is considered excused or unexcused. If the student made appropriate effort to notify ABC staff of the reason for their absence in advance or as soon as possible, then generally reasons such as personal illness, death or illness of a family member, jobsite emergency, or unexpected job requirements that could not possibly be rescheduled would be considered excused absences. If a student does not communicate the reason for their absence, or if the Advisory Council feels their absence could have reasonably been avoided, it will be considered an unexcused absence.

### Consequences of Excused Absences:

1. A student's first *excused* absence will not incur a penalty.
2. Each subsequent *excused* absence will subtract 1 credit from the student's earned Elective Activity Credits.
3. Three (3) or more *excused* absences will make the student ineligible for earning the Leadership JumpStart® Tuition Scholarship, and/or The J.P. Blase Cooke Leadership Achievement Award.

### Consequences of Unexcused Absences:

1. Each *unexcused* absence will subtract 1 credit from the student's earned Elective Activity Credits.
2. An *unexcused* absence will also make the student ineligible for earning the Leadership JumpStart® Tuition Scholarship, and/or The J.P. Blase Cooke Leadership Achievement Award.
3. Two (2) or more *unexcused* absences will make the student ineligible for successful graduation from the program.

To apply, please return completed application form, full payment, and all required letters of support by October 23, 2015 to Kim Collins at ABC of Metro Washington, 6901 Muirkirk Meadows Drive, Suite F, Beltsville, MD 20705. Applications without accompanying letters and/or payment will not be considered. Applications will be reviewed by a panel of ABC of Metro Washington volunteer leaders, and applicants may be called on for an interview with the panel the week of November 30, 2015. Applicants will be notified of acceptance status by December 4, 2015. An orientation session will be held on January 21, 2016 and the first session of the program will be held February 17, 2016. Tuition checks will be returned for applicants not accepted.

**Who is eligible?** Applicant must be a member in good standing of ABC of Metro Washington, and must not have previously held an ABC leadership position. Applicant must be able to complete and sign this application, and obtain employer's full support, showing a commitment to giving the personal and financial resources necessary for completing this program. Attach additional sheets if needed. ABC of Metro Washington reserves the right to limit the number of participants per member firm per class cycle. For more information, please contact Kim Collins at ABC of Metro Washington at 301-595-9711 or [kcollins@abcmetrowashington.org](mailto:kcollins@abcmetrowashington.org). CLASS SIZE IS LIMITED.

**Required Fees:**

- 2016 – 2017 Leadership Development Program Tuition: **\$1,599.00**

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

Current Job Title: \_\_\_\_\_

Company: \_\_\_\_\_

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

Phone: Office/Main \_\_\_\_\_

Office/Direct \_\_\_\_\_

Cell \_\_\_\_\_

E-Mail: \_\_\_\_\_

Number of Years in this Position with this Firm: \_\_\_\_\_

Other Positions Previously Held with this Firm: \_\_\_\_\_

Total Number of Years with this Firm: \_\_\_\_\_

Total Number of Years in the Contracting Industry: \_\_\_\_\_

Other Firms Previously Worked For: \_\_\_\_\_

Briefly describe your current responsibilities and job duties at your company (attach additional sheets if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicants:** Please provide a letter of application 1.) Explaining your personal reasons for wanting to participate in this program, 2.) Stating your commitment to giving the resources needed (in time, energy, and money) to complete this program and to attend “Leadership JumpStart®” if awarded, and 3.) Explaining how your participation in this program will benefit your company and ABC of Metro Washington. Please also sign below to confirm your understanding that participation in this program will

require your personal and professional commitment to ABC and a great contribution of your time, money, energy, talents, and ideas.

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

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

Applicant's Employer (not necessary if applicant is principal of firm): Please provide a letter of support 1.) Indicating why your employee should be accepted into this program, 2.) Stating your commitment to providing your employee with the time and financial resources necessary to complete the program (and to attend "Leadership JumpStart®" if awarded), and 3.) Explaining how your employee's participation in this program will benefit your company and ABC of Metro Washington. Please also sign below to confirm your understanding that participation in this program will require your firm's support, in both time and money, for this individual's involvement in ABC of Metro Washington activities.

Direct Supervisor's Printed Name and Title:

\_\_\_\_\_

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

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

Company President's/Principal's Printed Name:

\_\_\_\_\_

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

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