



ASSOCIATED BUILDERS AND CONTRACTORS OF METRO WASHINGTON'S 2010 - 2011 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 meeting sessions 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 small-group research assignments and presentations, and round-table discussions with industry leaders about topics important to the industry. Session topics may include:
 - ◆ 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; understanding roles and determining when a team needs to be built
 - ◆ Major Legislative Issues Effecting the Contracting Industry
 - ◆ Technology Trends in Contracting
 - ◆ Negotiating Skills
 - ◆ Public Speaking and Communication Skills
 - ◆ Other Hot Topics in Contracting – LEED, BRAC, and/or LSDBE programs
 - ◆ Contractor Relations/Communications – between generals, specialties, and suppliers
 - ◆ Research Presentations
 - ◆ Site Tours of Prominent Area Projects and Plants
- Students will also meet with and be mentored by prominent industry leaders. The Mentor Group includes:
 - ◆ Neil Coakley, Coakley & Williams Construction, Inc.
 - ◆ Bob Consroe, C.J. Coakley Co., Inc.
 - ◆ Steve Donohoe, Donohoe Construction Company
 - ◆ John Livingston, Manganaro Midatlantic, LLC
 - ◆ Dick Lombardo, Harkins Builders, Inc.
 - ◆ Bob MacDaniels, Oncore Construction, LLC
 - ◆ John Magnolia, Joseph J. Magnolia, Inc.
 - ◆ Bill Magruder, Clark Construction Group, LLC
 - ◆ Brian Mattingly, Goldin & Stafford, LLC
 - ◆ Craig Ruppert, Ruppert Landscape Company, Inc.
 - ◆ Sheldon Shapiro, Shapiro & Duncan, Inc.

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 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 12 meetings between January 1, 2010 & March 31, 2011 -- **12 credits**
 - ◆ Attend at least 10 meetings between January 1, 2010 & March 31, 2011 -- **10 credits**



2010 - 2011 LEADERSHIP DEVELOPMENT PROGRAM (CONTINUED)

Elective Activities (Continued):

- Join one or more of ABC of Metro Washington's committees by February 1, 2010, and actively participate in at least 75% of committee meetings/activities between February 1, 2010 & March 31, 2011 -- **12 credits**
- Attend the Chapter's Annual Leadership/Planning Conference in the Fall -- **10 credits**
- Participate in one of the chapter's annual Maryland Legislative Days (in February) -- **8 credits**
- Attend one or more of the following ABC National meetings (if you attend more than one, you will earn the higher credit amount of the two):
 - ♦ ABC National Institute for Leadership & Professional Development: **8 credits**
 - ♦ ABC National Construction Education Conference: **8 credits**
 - ♦ ABC National Convention: **6 credits**
 - ♦ ABC National Legislative Conference (attending both days' breakfast sessions and participating in at least one of our region's legislative visits): **4 credits**
- Volunteer to take a lead/organizer role in one or more of ABC of Metro Washington's community service projects (with substantial contributions to the planning & organization of a portion of the project), OR volunteer to participate in one or more of ABC of Metro Washington's community service projects and organize a group of at least 5 co-workers to participate with you -- **5 credits**
- Assist in the chapter's membership efforts by participating in the annual Prospect Breakfast in May and in at least 1 day of the annual Telegrowth event in June (includes generating and contacting your own prospect list) -- **5 credits**
- 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, attending a special meeting/visit with a legislator, organizing a letter-writing campaign within your workplace on one of our priority issues, etc.) -- **5 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 (can include attendance at the Mid-Atlantic Construction Safety Conference and one of the seminar/break-out sessions there) -- **3 credits**
- 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**
- Participate in one or more community service project outside of ABC of Metro Washington (it is student's responsibility to provide proof of participation) -- **1 credit**

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 requirements and earning elective credits as follows:**

SILVER: 32 - 43 credits GOLD: 44 - 54 credits PLATINUM: 55 – 74 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 Advisory Council, after considering such things as credits earned, activities completed, and student and mentor votes.



2010 - 2011 LEADERSHIP DEVELOPMENT PROGRAM (CONTINUED)

Planned Program Meeting 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 2nd, 2009:** Applications Due
- ♦ **November 17th & November 19th, 2009:** LDP Applicant Interviews (at ABC of Metro Washington office)
- ♦ **January 13th, 2010, 4 – 6 p.m.** (prior to Dinner Meeting): LDP Orientation Meeting / Networking Pre- Reception
- ♦ **February 3rd, 2010, 7:30 – 11:30 a.m.:** 1st Class Session/Meeting on Leadership Styles & Personality Assessments with Dr. John Grinnell of Grinnell Leadership
- ♦ **March 24th, 2010, 7:30 – 11:30 a.m.:** 2nd Class Session/Meeting on Team Building & Team Leadership with Wally Adamchik, CSP CMC, of FireStarter Speaking and Consulting
- ♦ **April, 23rd, 2010, 7:30 – 11:30 a.m.:** 3rd Class Session/Meeting on Hot Legislative Issues Impacting the Contracting Industry with Maurice Baskin Esquire of Venable, LLP, Mike Burlas of Miller & Long Co., Inc., and Bob Zinsmeister of ABC of Metro Washington
- ♦ **May, 2010** (date TBD): 4th Class Session/Meeting – Social Outing, to be organized by students
- ♦ **June, 2010** (date TBD): 5th Class Session/Meeting
- ♦ **July & August, 2010:** Off
- ♦ **September, 2010** (date TBD): 6th Class Session/Meeting
- ♦ **October, 2010** (date TBD): 7th Class Session/Meeting
- ♦ **November, 2010** (date TBD): 8th Class Session/Meeting
- ♦ **December, 2010:** Off
- ♦ **January, 2011** (date TBD): 9th Class Session/Meeting
- ♦ **February, 2011** (date TBD): 10th Class Session/Meeting
- ♦ **March, 2011** (date TBD): 11th Class Session/Meeting
- ♦ **April, 2011** (date TBD): 12th & Final Class Session/Meeting
- ♦ **May or June, 2011 Dinner Meeting:** LDP Graduation Ceremony

Attendance Policy: Students are expected to attend all meetings of the program. 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 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 their 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 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.
4. A student’s first *excused* absence will not incur a penalty.
5. Each subsequent *excused* absence will subtract 1 credit from the student’s earned Elective Activity Credits.
6. 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.



2010 - 2011 LEADERSHIP DEVELOPMENT PROGRAM APPLICATION FORM

To apply, please return completed application form, tuition payment, and all required letters of support by October 2nd, 2009 to Debra Schoonmaker at ABC of Metro Washington, 4061 Powder Mill Road, Suite 120, Calverton, MD 20705. 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 on either November 17th or November 19th, 2009. Applicants will be notified of acceptance status by November 30th. An orientation session will be held on January 13th (prior to that evening's Dinner Meeting), and the first session of the program will be held on February 3rd, 2010. Tuition checks will be returned for applicants not accepted.

Who is eligible? Applicant must be a member 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 Debra Schoonmaker at ABC of Metro Washington at 301-595-9711. CLASS SIZE IS LIMITED

2010 – 2011 Leadership Development Program Tuition Fee: \$1,265.00

Applicant Name: _____

Current Job Title: _____

Company: _____

Mailing Address: _____

Phone: Office/Main _____

Office/Direct _____

Cell _____

Fax: _____

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:

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 you think 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: _____