

2024-2025

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ABC of Metro Washington's Leadership Development Program (LDP) is a structured yet customizable educational program for rising leaders looking to develop leadership skills transferable to their life and career. The Program objectives are:

- ◆ Increase their leadership skills and professional development knowledge.
- ◆ Learn more about ABC of Metro Washington and increase their involvement in the association.
- ◆ Demonstrate their desire and ability to serve as a leader in our industry and organization.

Throughout the 17-month program, accepted participants (students) will take part in both required coursework and elective activities, customizable to their interests, to earn credits toward the completion of the program. While open to all chapter members, 85% of the class registration slots are reserved for General Contractor and Subcontractor members.

REQUIRED COURSEWORK

- Students are expected to attend **all** regular meetings of the class. These meetings will be attended by the students, instructors/guest speakers, and members of a Mentor Group made up of prominent industry and chapter leaders. These required meetings will vary in nature and will include 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 and Policy Issues Affecting the Contracting Industry
 - ◆ Generations in the Workplace
 - ◆ Entrepreneurship and Business Leadership
 - ◆ Public Speaking and Communication Skills
 - ◆ Critical Thinking, Emotional Intelligence
 - ◆ Contractor Relations/Communications – between general contractors, specialty contractors, and suppliers
 - ◆ Group Research Activities and Presentation.

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MENTORS AND ADVISORS

Students will meet with prominent industry leaders serving as the Mentor Group. Additionally, a group of advisors will work closely with the students for the duration of the program.

The Mentors will assist the student in the following areas.

- They provide students with valuable feedback and direction to guide them down a productive path. Mentors are also a valuable source of inspiration and motivation.
- Being experienced members of the construction industry, mentors thoroughly understand its dynamics. They are uniquely positioned to provide insights, knowledge, and guidance to the students, which helps them pick up skills quickly.
- Mentors help keep students motivated and encouraged during the length of the program.
- Connections are one of the most effective ways to expand their knowledge and employment potential in any industry, advising the students on developing a network and the advantages of being active with the industry and the association.
- Mentors can guide students on how to avoid making personal and professional mistakes, what skills they should prioritize, and how to fast-track growth in their careers.

The Advisors will assist the program and students in the following areas:

- Overseeing the program from planning to execution, ensuring everything functions according to the goals and guidelines.
- Performing research and analysis to find new opportunities and determine ideal practices or adjustments to the program.
- Gathering and analyzing student feedback, setting objectives, and developing strategies to carry out the purpose of every program, prioritizing optimal services.
- Monitor the program's progress, recommending solutions, should any problems arise.
- Meeting with the students to follow up on progress.

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GRADUATION REQUIREMENTS

Participants and their companies will be recognized throughout 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.

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

At the end of this program, one outstanding student will 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. The LDP participants and the Advisory Council select the winner after considering credits earned, activities completed, and student and mentor votes.

Also, at the end of the program, one student will be recognized for their outstanding presentation. The LDP participants and the mentor group will select the winner.

ATTENDANCE POLICY

Students are expected to be on time and attend all program meetings. Total attendance at all regular class sessions is considered required coursework for program completion, including the class-organized, self-directed team-building outing. 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 reason for 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 whether absences are excused or unexcused. If the student made an appropriate effort to notify ABC staff of the reason for their absence in advance or as soon as possible, generally, reasons such as personal illness, death or illness of a family member, jobsite emergency, or unexpected job requirements that could not be rescheduled would be considered an excused absence. 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 one credit from the student's earned Elective Activity Credits.
3. Three (3) or more *excused* absences will make the student ineligible for the Leadership JumpStart® Tuition Scholarship and/or The J.P. Blase Cooke Leadership Achievement Award.

Consequences of Unexcused Absences

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1. Each *unexcused* absence will subtract one credit from the student's earned Elective Activity Credits.
2. An *unexcused* absence will make the student ineligible for 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

Submit an online application, full payment by credit card online or check by mail, and all required letters of support by October 2, 2023. Please mail checks to ABC of Metro Washington and Kamita Marbury-Draughn 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.**

LDP tuition is \$2,500; the approximate additional cost for required activities is \$1,800. Other fees depend on the electives chosen:

Fees are approximate	
Monthly Networking Events	\$150
Management Education Training	\$112
National Convention	\$1,000

Applications will be reviewed by a panel of ABC of Metro Washington volunteer leaders (LDP Advisors). Applicants may be called for an interview with the board. Applicants will be notified of acceptance status by October 31, 2023. An orientation will be held at the end of January, and the program's first session will be in February. Checks will be returned, or credit card charges will be refunded for those applicants who are not accepted.

WHO IS ELIGIBLE?

- Applicant must be employed by a member in good standing of ABC of Metro Washington and must not have previously held a position on ABC's Board of Directors.
- Applicant must be able to complete and sign this application and obtain the Employer's full support, showing a commitment to giving the personal and financial resources necessary for completing this program.
- Applicant must have at least three (3) years of experience specific to the construction industry (experience is subject to LDP Advisors' discretion).

CLASS SIZE IS LIMITED. ABC of Metro Washington reserves the right to limit the number of participants per member firm per class cycle. Not all applicants may be accepted.

For more information, please contact Kamita Marbury-Draughn at kmarbury@abcmetrowashington.org or 301-595-9711



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Applicant name: _____

Company: _____

Current Job Title: _____

Mailing Address:

Phone: Office: _____
Direct: _____
Cell: _____

Email:

Total number of years with this company: _____

Number of years in this position with this company: _____

Other position previously held with this company:

Total number of years in the construction industry: _____

Other firms previously worked for:

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

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Applicants:

Please provide a letter of application.

- 1.) Explain your personal reasons for wanting to participate in this program.
- 2.) Stating your commitment to giving the resources needed (in time, energy, and funds) to complete this program and to attend “Leadership JumpStart®” if awarded.
- 3.) Explain how participating in this program will benefit your company and support the mission of ABC of Metro Washington after graduation.
- 4.) Included résumé.

Please sign below to confirm your understanding that participation in this program will require your personal and professional commitment to ABC and a significant contribution of your time, money, energy, talents, and ideas.

Applicant’s Signature: _____

Date: _____

Applicant’s Employer (not necessary if the applicant is the principal of the firm):

Please provide a Letter of Support. The letter must be on company letterhead.

- 1.) Indicate why your employee should be accepted into this program
- 2.) State your commitment to providing your employee with the time and financial resources necessary to complete the program (and to attend “Leadership JumpStart®” if awarded)
- 3.) Explain how your employee’s participation in this program will benefit your company and ABC of Metro Washington.

Please 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’s activities.

Direct Supervisor’s Printed Name and Title: _____

Signature: _____

Date: _____

Company President’s/Principal’s Printed Name and Title: _____

Signature: _____

Date: _____



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Required Fees:

2024 - 2025 Leadership Development Program Tuition: **\$2,500**. Approximate additional expense for required events, \$1,800, plus chosen electives. These costs are the applicant's Employer's responsibility.

Check Enclosed Credit Card

(Make check payable to ABC of Metro Washington)

Card # _____ Exp. _____ CVC _____

Name on credit card: _____

Signature: _____

Billing address: _____

Billing phone #: _____

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**2024-2025 Leadership Development Program
Proposed Class Schedule – Dates and Subject May Change**

January	Orientation Session Program guidelines Organizational Skills
February	“Leadership and Influence” Session Dr. John R. Grinnell, Grinnell Leadership Review guidelines for class-organized social outings
March	“Team Building/Team Leadership”
April	Generations in the Workplace + Diversity
May	Local elections and the effects on the economy Marcus Jackson, Director of Government Affairs ABC of Metro Washington Representatives from Montgomery, Prince George's, and DC Class Organized Social Outings, Advisory Council will provide a date
June	Experiential session on GC and Subcontractor relationship and Principles of Win-Win Negotiation.
July – Aug	Personal Brand

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September	Discussion on Entrepreneurship/Business & Tour of Ruppert Landscape Facilities
October	Critical Thinking/ Emotional Intelligence/Cognitive Bias Leadership Retreat
November	Team Challenge Project - Guidelines
December	Team Challenge Project
January	Team Challenge Presentation
February	Safety/Mental Health/Wellness in Leadership
March	Practice Presentation/Public Speaking
April – May	Cohort presentations (10 minutes minimum)
June	LDP Graduation Ceremony Three awards <ul style="list-style-type: none"> • Outstanding Participant • Presentation • Team Project

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Participant Credit Tracking

All credits are established on this form. Any other form is a tool to assist with tracking and doesn't override this form.

	Activity	Credit	# Required to graduate	Ma x Cre dit	Due date at the end of the program year	Examples and suggestions
1.	GENERAL MEETING ATTENDANCE - Attend monthly events, golf outings, XYZ events, Scholarship Golf Tournament Women Building Washington events, and CTT graduation. Five must be Monthly Networking or XYZ event.	1	5	12	April 30	Monthly networking events, golf outings, XYZ events, Scholarship Golf Tournament, CTT graduation Always check in at registration to get your badge. Points are confirmed based on badges having been picked up. The next day the remaining badges are marked as not attending.
2.	Committee Participation - Join a committee and actively participate. Limited to one committee for credits	12	75% attendance and participation	12	March 31	75% of meeting attendance is for meetings and may not include activities; confirm with staff liaisons. Have confirmation in email. Meetings typically include an agenda, attendance, and minutes. Always check the meeting minutes to ensure attendance is accurate.
3.	Leadership Retreat/ Planning Conference	12	1	12	April 30	Take pictures or notes as proof of attendance.
4.	Schedule a Private One-on-One meeting with an LDP Mentor	2	2	10	March 31; no more than three meetings a month	Picture with the person
5	One-on-one meetings with local legislators or aid in chapter testimony	5	Not required to graduation	5	April 30	One-on-One to discuss issues facing you, your company, or your community. This must be a scheduled meeting with the legislator, with talking points.

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6	Assist with ABC of MW's special legislative efforts when a particular need arises.	2	Not required to graduate	2	April 30	Fundraisers, political outreach, and answer a call-to-action alert by Legislative Director.
7	ABC National Conference	10	Not required to graduate	10	April 30	You must be registered for the entire conference. Must provide proof of attending sessions, pictures, notes, etc
8	Bring a prospective GC or Sub to a Coffee & Conversation OR Build ABC Event	1	Not required to graduation	3	April 30	The GC or Sub must be registered as your guest.
9	Recruit one new contractor member into the Chapter before April of the completion year (paid in full)	10	Not required to graduation	20	April 30	New members must be paid in full for credit by April 30. When a company applies, ensure they list you as the sponsor
10	Take a leadership role in organizing a community service project for your company or a joint project with other ABC of Metro Washington members.	5	Not required to graduation	5	April 30	You must be leading. You must provide an email from the organization involved confirming your leadership role. Participation only doesn't qualify.
11	Serve in a leadership role (chair, co-chair, or director) in an industry or business-related organization	3	Not required to graduation	3	April 30	Email confirmation stating your role from the organization.
12	Teach an ABC of Metro Washington Educational seminar or safety class; assist with one of the educational or mentoring programs	4	Not required to graduate	4	April 30	

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	offered through our community partnerships. It must be at least an hour					
13	Attend one or more of the Chapter's educational seminars/ safety training	1	Not required to graduate	5	April 30	Make sure you sign-in, and are marked as attended.
14	Attend leadership-oriented educational seminars offered by other Industry groups. Not required for graduation. Submit for Advisors to approve before attending.	1	Not required to graduate	3	March 31	Proof must show you attended workshops and what event you attended. Proof of attendance may include a certificate of completion, pictures of the panel/speaker, notes from the event, Pictures of you with the panel/speaker, and the registration confirmation.
15	Participate in the ABC MW Outreach program by presenting career paths in the construction industry.	3	Not required to graduate	12	April 30	Presentation, Career Panels, in-classroom discussion. Career Fairs do not count toward points.
16	Promote ABC of Metro Washington membership by presenting/talking/ at the committee table at ABC Open House for at least half of the event	1	Not required to graduate	3	April 30	

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Silver – 33 - 45 Credits

Gold – 46 - 59 Credits

Platinum – 60+ Credits

Completion certificates will be awarded to those completing the program's required coursework AND earning elective activity credits.

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