



SAMPLE APPLICATION

ABC of Metro Washington's Leadership Development Program (LDP) 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 in the association
- ◆ demonstrate their desire and ability to serve as a leader of our industry

Throughout the 17-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, 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 as well as 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
 - ◆ Contractor Relations/Communications – between general contractors, specialty contractors and suppliers
 - ◆ Research Presentations
 - ◆ Site Tours of Prominent Area Projects and Plants
 - ◆ Banking/Finance/Bonding/Insurance



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- Students will also meet with prominent industry leaders. The Mentor Group to date include the following leaders. More will be added as they are confirmed.
 - ◆ Tom Bizzarri, Preconstruction, Pillar Construction, Inc.
 - ◆ Justin Fanning, Vice President, Estimating & Business Development, Goldin & Stafford, LLC
 - ◆ Christopher L. Grant, Attorney at Law
 - ◆ Robert (Buddy) Henley, President, Henley Construction Co., Inc.
 - ◆ Mike Hurley, Estimating Executive, Chief Estimator, Clark Construction Group, LLC
 - ◆ Jeff Lavore, CPA, Lanigan, Ryan, Malcolm & Doyle, P.C.
 - ◆ Kenny Mallick, President, Mallick Mechanical
 - ◆ Megan Vallach, Director of Business Development, Donohoe Construction
 - ◆ Kelly McGuire, Mid Atlantic Regional Sales Manager, Columbia Green Technologies
 - ◆ Esteban Tijman, Managing Manager, Total Shading Solutions
 - ◆ Dan Coffey, VP of Business Development, Therrien Waddell, Inc.



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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.**

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 this program, one stand-out 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. 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.

Additionally, one student will be recognized for an outstanding presentation made at the end of the program, the winners are selected by the LDP students and the Mentors.



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ATTENDANCE POLICY

Students are expected to be on time and attend all meetings of the program. Full attendance at all regular sessions of the class is considered required coursework for completion of the program, this includes 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 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 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 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 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.



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WHO IS ELIGIBLE?

- Applicant must be employed by 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 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 four (4) 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. It is possible not all applicants will be accepted

For more information, please contact ABC Staff at info@abcmetrowashington.org or 301-595-9711.

Online Application and Information:

<https://www.abcmetrowashington.org/Career-Workforce-Development/Management-Education/Leadership-Development-Program>



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Applicant name: _____

Company: _____

Current Job Title: _____

Mailing Address:

Phone: Office _____

Direct _____

Cell _____

E-Mail: _____

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.) Explaining 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.) Explaining how your participation in this program will benefit your company and support the mission ABC of Metro Washington after graduation.

Please sign your letter with your name, title, and date 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 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)
- 3.) Explaining how your employee’s participation in this program will benefit your company and ABC of Metro Washington.

As the applicant’s employer please sign your letter with your name, title, and date 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.