



**Covington County
Program of Leadership 2023**

**Learn to Lead
Lead to Learn**

Hosted by: The Opp Chamber of Commerce

Covington County Program of Leadership 2023

<p align="center">Purpose</p>	<p align="center">Foster individual leadership development while also creating ambassadors for Covington County</p>
<p align="center">Length of Program</p>	<p align="center"> Nine-month program January - May June - July vacation August - November Last Thursday of each month (March will be fourth Thursday due to Spring Break; April will be third Thursday due to a scheduling conflict; November will be third Thursday of the month due to Thanksgiving.) 8:00 A. M. - 5:00 P. M. (ending time may be earlier some months) Graduation in January of 2024 </p>
<p align="center">Topics</p>	<p align="center"> History of Covington County "Local Focus" Leadership Personality Assessments Technology Cultural Arts Professional Ethics Local & County Government State Government & Alabama History Public Safety Health & Human Services Education & Diversity and Inclusion Agriculture & Forestry Economic Development & Industry </p>
<p align="center">Cost Per Participant</p>	<p align="center"> \$500.00 Covered by employer (unless individual participant) </p>



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Covington County Program of Leadership 2023 Meeting Dates

Month	Meeting Dates
January	Thursday, January 26, 2023 Friday, January 27, 2023
February	Thursday, February 23, 2023
March	Thursday, March 23, 2023
April	Thursday, April 20, 2023
May	Thursday, May 25, 2023
June - July	Vacation Work on Community Project
August	Thursday, August 31, 2023
September	Thursday, September 28, 2023
October	Thursday, October 26, 2023
November	Thursday, November 16, 2023
January	Graduation date to be determined



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Overview

Mission Statement: Build Leaders, Create Ambassadors

Goals & Objectives: This leadership program will empower and enable the participant to

attain essential knowledge and develop necessary skills through learning opportunities, field experiences, and networking to become an efficacious ambassador for the advancement of Covington County;

become highly cognizant of his/her personality style, strengths and weaknesses, and develop the ability to successfully interact and communicate with diverse groups of people;

acquire the ability and skills to competently serve in leadership capacities at the workplace, in community organizations, or at the city or county level; and

collaborate with fellow class members to create and implement a service project to improve Covington County.

Criteria for Participation: To qualify for participation in the Covington County Program of Leadership, the candidate must

be a resident of Covington County or have worked/volunteered for a Covington County business or organization for a minimum of six months;

be a minimum of 21 years of age;

possess satisfactory evaluations from the current employer and have the full support of the business/organization to participate in this program;

attend the initial Orientation, Local Focus, Leadership, & Personality Assessment sessions;

attend all program sessions;

arrive in a timely manner to all sessions and remain until the end of the sessions;

actively participate in all aspects of the leadership program (e.g., read the required literary works; complete the personality inventories; demonstrate respect for presenters and classmates, express thoughts and opinions in an appropriate manner; assist with the planning and implementation of the community service project, etc.);

compose posts (a testimonial) on the Covington County Program of Leadership Facebook page; and

complete the required program application and submit the form in a timely manner.



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Covington County Program of Leadership 2023 Guidelines

The Opp and Covington County Area Chamber of Commerce is honored to have you participating in our Covington County Program of Leadership. Our goal is to foster individual leadership development while also creating ambassadors for Covington County. When you have graduated from this program, you should be more cognizant of the inner workings of Covington County. You should be an ambassador for Covington County. You should be prepared to lead when called upon to do so. You should have learned how to lead and then lead to learn!

As a participant in this program, you are expected to adhere to the following guidelines.

1. Attend all monthly meetings. If you are going to be tardy or have a major emergency preventing attending, you are required to inform the chamber's Executive Administrator via a phone call or text.
2. Actively engage in all meetings (e.g., avoid being on your phone during the presentations; avoid engaging in side discussions during the presentations, etc.).
3. Network and "synergize" with your fellow classmates and the presenters.
4. Compose and send thank you notes when prompted to do so.
5. Respond in a timely manner to all communications from the chamber's Executive Administrator or your classmates.
6. Be responsible for your leadership binder and ensure the binder is present at all meetings.
7. Collaborate with your classmates to develop, organize, and implement a leadership service project.
8. Treat all presenters and your fellow classmates with respect.
9. Play an active role in the planning and implementation of the community project.
10. Self reflect on a regular basis to assess your growth toward the goals/reasons you stated you desired to participate in this leadership program and how you are utilizing your strengths (as indicated by the Gallup personality inventory) to successfully interact with others on a professional and personal level.

Failure to adhere to these guidelines can result in termination from the program. The Steering Committee for the Covington County Program of Leadership reserves the right to remove a participant from the program based on information (provided by the chamber's Executive Administrator) regarding failure to adhere to all program guidelines. Additionally, permission to participate in graduation can be denied based on failure to adhere to all established guidelines.

If I can be of any assistance to you, please do not hesitate to contact me (see the contact information listed above). My cellular phone number is 334-618-1029. Please do not provide my cell phone number (or the numbers of your classmates) without expressed permission.

Professionally,
Kelly M. Brandin



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Community Service Project Guidelines

1. After all proposed community projects are presented, the class members will vote to determine which project will be selected (majority rules).
2. The class members will vote to select a facilitator for the community service project (majority rules).
3. The facilitator is responsible for facilitating all meetings regarding the community service project, ensuring accurate records are maintained (e.g., minutes of each meeting, record of attendance, amount of money collected/time volunteered for each class member) and disseminating information regarding all meetings.
4. The facilitator will ensure the chamber's Executive Administrator is kept abreast of all information regarding the community service project (i.e., decisions the class members make, actions taken by the class, money collected by class members, volunteer hours, work hours/days, etc.).
5. While one class member will serve as the facilitator, each class member will play an active role in planning and executing the community service project.
6. If work days are agreed upon, more than one work day should be established, to allow an equal opportunity for all class members to participate.
7. The class members will establish specific guidelines related to the community service project (i.e., how much money, if any, will be raised by each class member; how many volunteer work hours/days, if any, will be required for each class member; what each class member is expected to accomplish in regard to the community service project).
8. The class members will establish a deadline for collecting money (if applicable) for the community service project (majority rules).
9. The class members will establish what specific volunteer activities and how many volunteer hours are required (if applicable) for the community service project (majority rules).
10. The class members will ensure the progression/completion of the community service project is documented through photographs.
11. The class members will establish a date before mid-November for the community service project to come to completion (majority rules).
12. Typically, time for discussing and planning the community project will not be available during the regular monthly leadership training sessions; hence, discussing and planning the project will have to occur outside of those days set aside for the leadership training.



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**Covington County Program of Leadership 2023
Application for Participation in Program**

Section One: Personal Information

Full Name: _____

Male/Female: _____ Race: _____ Age: _____

Home Address: _____

Contact Phone Numbers (Business, Cellular, Home)

E-Mail Address: _____

Section Two: Sponsoring Business/Organization

Name of Sponsoring Business/Organization: _____

Business/Organization Address (Physical and Mailing Address, if Applicable):

Number of Years Employed with/Affiliated with Sponsoring Business/Organization:

Your Position in the Business/Organization: _____

Contact Phone Number(s) for Your Direct Supervisor: _____

Contact E-Mail Address for Your Direct Supervisor: _____



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Section Three: Professional Leadership Roles

Please list all professional leadership roles, if any, you have been assigned or assumed. These can include leadership roles from current or former employment and/or leadership roles you held while in college.

Section Four: Education/Specialized Training

Please list your educational degrees (including college/institution name(s), your degree(s)/certification(s), most recent first, and then any specialized training you have received.

Section Five: Community Involvement

Please list any outside clubs, organizations, churches, etc, with which you are involved, if any, and your role(s).

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Section Six: Statement of Reasons for Desiring to Participate in This Program

Please complete a written short essay to provide your reasons for desiring to participate in this program.

Why do you desire to participate? What skills do you desire to develop?

How do you think you would apply the knowledge and skills you develop?

This section of the application may be composed in a separate document and attached to the application if you desire.



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Section Seven: Strengths and Weaknesses

Please list your strengths and weaknesses as you perceive them (may be bullet points).

Strengths

Weaknesses

Section Eight: County/Community Project Proposal

Please identify one or more community projects you feel would best benefit our county and community and be prepared to present your project proposal) (may be bullet points).



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Section Nine: Personal References

Please list the names, contact information, and relationship to you for the four persons who could provide you with a reference, with two of the four preferably be employment-related.

Name	Contact Phone Number	Contact E-Mail Address	Relationship to You

Section Ten: Commitment to Program

I have accurately and honestly provided all requested information and read all information provided in this document.

Furthermore, I fully understand and agree to the following statements:

1. I will attend the mandatory two-day Orientation, Local Focus, Leadership, and Personality Assessment sessions scheduled in January (Thursday and Friday).
2. I will complete the personality inventories by the established deadline.
3. I will read any required literature or articles related to this leadership program (and complete any other assignments).
4. I will respond in a timely manner to all phone calls, texts, e-mails, or requests sent to me by the chamber's Executive Administrator or fellow participants.
5. I will attend the sessions each month, demonstrate respect for presenters, and stay for the entire required time period.
6. I will arrive for each month's session in a timely manner with any necessary supplies.
7. I will actively participate in each month's presentations, activities, and field experiences.
8. I will play an active role in designing and implementing a county or community service project (refer to page 3).
9. I acknowledge the tuition of \$500.00 must be paid in full prior to participating in this program.

Printed Name: _____

Signature/Date: _____

Signature/Date of Representative from the Sponsoring Business/Organization: _____

****A report regarding your attendance, punctuality, participation in the program and community project, and your professional ethics will be sent to your immediate supervisor at the culmination of this program.**

This completed application is due no later than Friday, December 16, 2022, by 5:00 P. M.