



## **ADULT PROGRAM OPERATING POLICIES**

*"Investing in leaders; strengthening our community"*

## Table of Contents

<b>I. Mission</b>	3
<b>II. Our History</b>	3
<b>III. Program Description</b>	4
<b>IV. Leadership Hendricks County Website &amp; Facebook</b>	5
<b>V. Application for Participation</b>	5
<b>VI. Participant Commitment</b>	5
A. Graduation Conditions	5
B. Attendance	6
C. Professionalism Expected	6
<b>VII. Tuition</b>	7
<b>VIII. Tuition Assistance</b>	7
<b>IX. Program Days and Materials</b>	8
<b>X. Email Communications</b>	8
<b>XI. Program Day Cancellation</b>	8
<b>XII. Program Evaluations</b>	8
<b>XIII. Leadership Hendricks County Alumni</b>	8
<b>XIV. Staff Bios</b>	9
<b>ATTACHMENTS:</b>	
A. Program Day Descriptions	
B. Team Capstone Project	
C. 2021 Program Day Schedule	

## **I. Mission**

The mission of Leadership Hendricks County is to seek, prepare, involve, and sustain leaders from diverse backgrounds to address community and countywide changes. Our vision is to develop quality leaders serving Hendricks County.

We believe:

- leaders define the strength of the community,
- leaders give back to our community,
- in lifelong learning and development of leaders, and
- in empowering leaders to succeed.

## **II. Our History**

Leadership Hendricks County (LHC) is a nonprofit organization created in 1992 to provide a selected group of citizens the background and information they need to take on effective leadership roles in the Hendricks County community. The concept of a broad-based community leadership development program in Hendricks County was brought about by the efforts of the Agriculture Advisory Council of Purdue Extension Hendricks County as they began to develop a training program for the agriculture community. In their research, the need emerged to develop a broader base of community leadership opportunities.

In January 1993, the first class of Leadership Hendricks County was selected to participate in a series of day long seminars and programs developed to enhance their leadership skills and knowledge of Hendricks County's growing needs and opportunities. In April of that year, the organization became incorporated with a 501(C)(3) classification.

As demand for Leadership Hendricks County's programs has grown, the Board of Directors has accommodated. Youth Leadership Hendricks County (YLHC) began its first class in August 1998 and included 28 sophomores representing all six of the county's school corporations. Youth Encouraging Philanthropy allowed Youth Leadership Hendricks County participants to take what they learned back to their high schools and communities from 2007 to 2012. LHC Aware was established in 2014 to offer continuing education and networking for Leadership Hendricks County alumni.

As of 2020, Leadership Hendricks County has trained over 600 adults and 700 youth leaders. Leadership Hendricks County continues to educate groups of local leaders to be more acutely attuned to the county's problems, needs, opportunities, and resources. Program graduates bring sharper leadership skills, energies focused on solving specific problems, and a network of associates with the talents and abilities to create a blueprint for the community and Hendricks County's future.

### III. Program Description

#### Program Goals:

- Increase awareness of Hendricks County
- Develop as leaders through understanding of self, others, and community
- Engage within the community and the Leadership Hendricks County organization

#### Leadership Hendricks County is comprised of the following elements:

- **Opening Retreat in January**  
The tone for the entire class year is set during a two day, overnight session in which participants get to know each other, discuss goals for the year and learn how to build a team that can work together effectively. We use a variety of informative (and often entertaining) instruments to help them better understand their own strengths and challenges, as well as how to work with people whose strengths and challenges are different. They discuss issues facing Hendricks County and ways to address issues they feel are most important.
- **Monthly Program Days in February through October**  
These full-day programs provide access to speakers who address specified topics relevant to the local community. Every effort is made to ensure that presenters represent diverse backgrounds and experiences. Monthly program days expose participants to opportunities and challenges within our community and provide leadership development to enable participants to respond to community needs. For the full, detailed description of each program day, please see "Program Day Descriptions" attached.
- **Closing Retreat in November**  
This program day represents the end of the program, but it's just the beginning of the participants' involvement in Leadership Hendricks County and our community. During a session to identify their strengths, they reflect on the year and how they plan to use their new knowledge. We work with our newest members of Leadership Hendricks County to set goals and identify their role in community involvement.
- **Leadership Topics Covered**  
Real Colors Temperament Assessment, visioning & project assessment, effective communication, group norms, cultural inclusion, effective meetings, public-private partnerships, strong customer service, building strong teams, mediation & compromise, generational dynamics, messaging for a cause, community conversations, community involvement & philanthropy, volunteer & board responsibilities, StrengthsFinder, priorities and goal setting.
- **Team Capstone Project**  
In addition to monthly program days and leadership development modules, Leadership Hendricks County includes a Team Capstone Project as a graduation

requirement. The Team Capstone Project is designed to give participants a hands-on community enhancement experience, deepen their knowledge of Hendricks County's challenges, and improve their skills as team members. It includes a work product and presentation. For further information on this project, see "Team Capstone Project" attached.

#### **IV. Leadership Hendricks County Website & Facebook**

The Leadership Hendricks County website address is [www.LeadershipHendricksCounty.org](http://www.LeadershipHendricksCounty.org). The website is a resource for all Leadership Hendricks County constituents: participants, prospective participants, business sponsors, board members, alumni, and the general public.

Also, be sure to 'like' Leadership Hendricks County on Facebook for up-to-date statuses, pictures, updates from program days, and information on various items, such as upcoming events.

#### **V. Application for Participation**

Persons interested in participating in Leadership Hendricks County apply online for consideration in the program. Applications are available through the Leadership Hendricks County's website ([www.LeadershipHendricksCounty.org](http://www.LeadershipHendricksCounty.org)) by October 1. Additional information may be obtained by contacting Leadership Hendricks County at [admin@LeadershipHendricksCounty.org](mailto:admin@LeadershipHendricksCounty.org). Applications are due by December 1 (see also VII. Tuition). To promote participant diversification, the Selection Committee of Leadership Hendricks County Board of Directors reviews all applications and selects participants. Letters of acceptance into Leadership Hendricks County are communicated no later than December 15.

#### **VI. Participant Commitment**

##### **A. Graduation Conditions & Expectations:**

The following conditions must be met for a participant to graduate with a Certificate of Completion from Leadership Hendricks County:

- Attend and actively participate in the entire opening retreat in January.
- Attend and actively participate in the monthly program days.
- Attend and actively participate in the entire closing retreat in November.
- Actively participate in the Team Capstone Project.

The following are strongly encouraged:

- Attend two county meetings of your choice.
- Actively participate in Economic Development simulation.
- Complete program day evaluations in a timely manner.

- Question and challenge things you do not understand with an attitude of seeking to understand.

B. Attendance:

**Attendance at the opening and closing retreat is mandatory, as is attendance at seven of the nine monthly program days.** Participants are expected to be prompt in their arrival and to remain throughout the entire program day. Missing any time during the program days will count as ½ day off (e.g. being late or leaving early by more than 30 minutes).

If a personal emergency arises that affects participation, participants should notify LHC staff as soon as possible. At the discretion of Leadership Hendricks County Board of Directors, missed program days could result in a participant being dropped from the program. No portion of the tuition will be refunded if a participant is dropped due to attendance.

Participants who miss more than two monthly program days do not meet graduation conditions and are not be eligible to graduate with their class. However, monthly program days can be made-up the following program year, enabling the participant to earn their Certificate of Completion upon completion of the missed program days.

C. Professionalism Expected:

Leadership Hendricks County is the only leadership training program of its kind in Hendricks County. Our program positions participants to interact with community leaders and decision makers and to receive hands-on professional development. Participants are expected to demonstrate professional courtesies throughout the program year. Specifically:

- Dress in business casual attire for all program days and retreats unless otherwise instructed.
- Give full attention and respect to all presenters and classmates.
- Use cell phones during breaks and meal times only. Handle phone calls, text messages and emails during those periods. Silence cell phones all other times.
- Be prepared to be engaged for a full day each month. Most program days are 8:00am until 4:30pm.
- Be resourceful and self-directed with team projects and challenges that may be encountered during the program year.

Participants in Leadership Hendricks County share a responsibility for Leadership Hendricks County's public image and relations, especially at the community level. Participants must, at all times, comply with all applicable laws and regulations. Leadership Hendricks County does not permit any activity that fails to stand the

closest possible public scrutiny. Participants should conduct themselves well above the minimum standards required by law.

Leadership Hendricks County expects its participants to conduct themselves with the highest regard to morals, ethics, and legal behavior. Unprofessional activities are strictly prohibited. Participants engaging in such activities will be removed from the program with no tuition being refunded. If a violation occurs, the participant is required to notify Leadership Hendricks County at the earliest opportunity.

Participants also agree that, should they seek or campaign for public office or otherwise advertise themselves or their businesses, they will not use Leadership Hendricks County's name or logo as an implicit or explicit endorsement without the expressed written consent of the Leadership Hendricks County Board of Directors. This policy does not preclude biographical or resume-type references to having completed the Leadership Hendricks County program.

## **VII. Tuition**

Tuition is due BEFORE the first day of the opening retreat. Tuition for 2021 is \$1,200.

When necessary, a payment plan can be requested by a participant. Payment plan requests are considered and approved by the Leadership Hendricks County Executive Director.

A selected applicant may withdraw their application up to fourteen (14) days prior to the opening retreat and receive a full refund. ***Thereafter, any participant who withdraws from the program, for any reason, will not receive a tuition refund.***

## **VIII. Tuition Assistance**

Tuition is often paid by the participant's employer. Partial tuition assistance is available to participants with a demonstrated need upon acceptance. Tuition assistance requests will remain confidential. Tuition assistance, made possible through the generosity of our alumni and funders, is usually reserved for the nonprofit sector, self-employed individuals, and those working in small businesses. Tuition assistance requests are considered and approved by the Selection Committee of the Leadership Hendricks County Board of Directors.

All Leadership Hendricks County participants are encouraged to support the organization in some capacity after completion of the program. Tuition assistance recipients in particular are encouraged to support the organization as an off-set to the financial assistance received.

***All participants receiving tuition assistance will be required to refund his/her assistance if he/she does not complete the Program.***

## **IX. Program Days and Materials**

For a full list of Program Day topics and dates, please see “Program Days”, attached. Materials for each month’s program, including the agenda and information regarding the meeting site, are emailed to all participants approximately one week in advance.

## **X. Email Communications**

Program communications, with the exception of last-minute program cancellation notices, are sent via email.

The Leadership Hendricks County email distribution list is intended for the sole purpose of communicating Leadership Hendricks County related correspondence. This email distribution list is not to be used by individuals to send solicitations for business purposes, political campaigns, charitable financial support or volunteer services without the expressed approval of Leadership Hendricks County. Such approval may be given on a case by case basis.

## **XI. Program Day Cancellation**

Program days are set for each year by October 1 to allow adequate planning of work and vacation schedules. Scheduled program days are cancelled only in the case of extreme emergency or severe weather conditions. Participants should keep Leadership Hendricks County apprised of changes in contact information. (Notifications will likely be made in the early morning hours of a scheduled program day). Every effort will be made to reschedule the program day. A rescheduled or cancelled program day does not count as an absence per the terms of the attendance policy.

## **XII. Program Evaluations**

The Leadership Hendricks County Program Committee places a high level of importance on participant feedback. Strengths and weaknesses of the program day’s presentations and suggestions for improvement are highly valued and taken into account when planning program days the following year. Participants are asked to provide honest, constructive feedback in a timely manner.

## **XIII. Leadership Hendricks County Alumni**

Upon successful completion of the program, all graduates become members of Leadership Hendricks County and are considered active alumni. Periodic social, educational and/or networking events are hosted by Leadership Hendricks County and alumni participation is strongly encouraged.



It is our hope that members/alumni of LHC will:

- Use skills and contacts from LHC class to participate actively and be involved with local community activities and organizations
- Continue an attitude of lifelong learning
- Attend and participate in LHC activities throughout the year
- Continue to give back to LHC with time, talent and/or treasure annually
- Offer to assist with LHC activities including but not limited to annual reunion, golf outing and LHC Aware programs.
- Stay in touch with classmates and continue to be an active LHC member
- Expand your network to other class years
- Encourage others to apply and be part of the LHC family
- Update LHC office of any changes in your contact information (address, email, phone, job, etc.)

For more information about membership, please see LHC Bylaws.

#### **XIV. Staff Bios**

TBA, Executive Director

Gayle Holtman, Program Administrator

Born and raised on the west side of Indy, Gayle and her husband moved to North Salem in 2008. She is a member of the LHC Class of 2017 and joined the staff in February 2020. A graduate of Wittenberg University, Gayle is a former music teacher and previously worked in the arts, nonprofit, and disability fields. She was awarded the 2008 Special Needs Teacher of the Year by the Art Education Association of Indiana and in 2011 the Indiana Coalition for the Arts recognized her with a Community Arts Leadership Award.



## TEAM CAPSTONE PROJECT

### PURPOSE

In addition to classroom sessions and leadership development modules, Leadership Hendricks County includes a Team Capstone Project as a graduation requirement. The Team Capstone Project is designed to give participants a hands-on community enhancement experience, deepen their knowledge of Hendricks County's challenges and improve their skills as team members.

### PROJECT PHASES

Your team begins its Capstone project at your opening retreat, and you are responsible for completing it by the closing retreat in November.

- During the opening retreat, you:
  - Form your Capstone team
  - Designate a communications person to keep in touch with the team members and LHC Executive Director, and
  - Set a date to gather with your team to begin your project
- Your team should agree upon a community need to address. Capstone is your group's answer to that need.
- Your team receives summaries of past projects. Complete projects can be found at [www.LeadershipHendricksCounty.org](http://www.LeadershipHendricksCounty.org) (under Resources for Leaders and Team Capstone Projects).
- Your team may meet as often as needed during your LHC year, although meetings must be separate from LHC class days.
- **By April 1**, your communications person must contact LHC's Executive Director with the title and topic of your project.
- **April**, At least one member of your team makes a two-minute presentation about your topic and plans to the LHC Board of Directors to receive feedback and suggestions for additional resources.
- **By October 1**, your team must submit a one-paragraph written summary of the project.
- Submit an electronic copy of your final report to the Executive Director before the closing retreat and bring one printed report to the closing retreat.
- At the closing retreat, your team has no more than 10 minutes to present your project. You may choose any presentation method, but every member of the team should be engaged and involved.

## TOPIC SELECTION

Because Leadership Hendricks County is about developing your leadership skills and sharpening your ability to apply them to community needs, we do not assign your group a Capstone topic. Instead, we want your group to pursue a topic that is meaningful and important to you. Over our program's history, topics have been every bit as varied as our participants.

Any topic that addresses important issues facing Hendricks County and its residents is acceptable. We hope your topic focuses on helping or improving the community in some way. Capstone has three goals:

- Deepen your knowledge of Hendricks County and its challenges
- Give you the opportunity to participate in a hands-on effort to address those challenges
- Make you a more effective team member in everything you do

Capstone's value is in the experience of discovery, the knowledge gained on the road to understanding, the development of consensus and the creation of a solution. If your project also manages to make Hendricks County a better place to live, work or play, that's great!

Your investigation should focus on facts, rather than opinions. It should not be a case history of how something was accomplished -- unless that experience involved a unique or innovative solution that guides future county leaders.

Often, topics emerge from the concerns and questions posed by the class at the opening retreat. Those concerns and questions frequently spotlight issues such as:

Homelessness	Economic Development
Transportation	Education
Energy	Health Care
Environment	Government

Your Capstone project should be:

- Interesting to your team
- Intended to discover something
- Supported by the entire team
- Researchable and/or doable

## REPORTS FROM YOUR TEAM

Progress Reports. Throughout the year, your Capstone team's communications person may be asked to give brief reports at class days addressing the progress you are making, significant findings, hurdles that are difficult to overcome and any other pertinent information.

Written Summary. Each team must submit a 2-to-4-sentence summary of their project to the Executive Director by October 1. It is okay if your topic has shifted along the way. Each

summary is added to the Team Report Synopsis for future classes to read. If you believe that your Capstone will be advanced by the current team or could be advanced by a future Capstone Project team, please indicate this in the summary.

- **Summary Example:** “In response to the overwhelming input regarding economic development, not only to attract new business to Hendricks County, but to also develop existing and emerging businesses, the Economic Development team has developed the Hendricks County Business Resource Guide. This guide features many different resources that can assist businesses, including networking, funding, State and County resources, workforce development, higher education, etc. It is the hope of the team that the guide can ever evolve and be offered through various outlets, including the HCEDP and Chamber offices, and possibly be a PDF link on those websites as well. 2013 Capstone Team will continue to update this project in the future, specific needs include additional help updating the information and developing a distribution plan. Contact: Bugs Bunny.”

**Final Report.** Each Capstone team is required to provide one printed original and an electronic copy of a final report to the Executive Director. These reports are placed on the LHC website and in LHC’s permanent files. The cover sheet for the report should include the following items:

- LHC Team Capstone Project
- Title of Capstone
- Names of team members
- Date of report

The report itself should include:

- Summary of Capstone (one paragraph)
- The community need that Capstone addresses
- The team’s Capstone process
- Any results of the effort / Work Product
- Lessons learned from the Capstone project
- Final Presentation
- If giving a Powerpoint presentation for the final presentation, it may serve as your report IF it includes all the details requested. Please print slides 6 to a page and it does not need to be in color.

**Work Product.** If your project includes a work product such as a brochure, etc. Please be sure to give credit to LHC. For example, include a note which reads: This brochure was produced by Capstone Team of Leadership Hendricks County Class of 2014 (members include: Izzy Good, etc.).

**Final Presentation.** At the closing retreat, your team has no more than 10 minutes to present your project. You may choose any presentation method, but every member of the team should be engaged and involved. These presentations should be polished and professional. This presentation is mandatory.



## 2021 Program Day Schedule

*Sessions run 8 am to 4:30 pm and are held in various locations throughout Hendricks County unless otherwise noted.*

<b>Opening Retreat</b> (overnight in Nashville, IN)	Friday-Saturday	January 8-9
<b>Judicial System</b>	Wednesday	February 3
<b>Education</b>	Wednesday	March 3
<b>County Government</b>	Wednesday	April 7
<b>Infrastructure &amp; Resources</b>	Wednesday	May 5
<b>Business &amp; Industry</b>	Wednesday	June 2
<b>Economic Development</b>	Wednesday	July 7
<b>Agriculture</b>	Wednesday	August 4
<b>Community Conversations</b>	Wednesday	September 1
<b>Health &amp; Human Services</b>	Wednesday	October 6
<b>Closing Retreat</b> (extended day until approx. 10 pm)	Friday	November 5