

Leadership Academy

Is the Leadership Academy Right For You?

- 1) Do you understand your leadership strengths & weaknesses?
- 2) Are you familiar with California supervisory laws & practices?
- 3) Are you using the best skills to communicate successfully?
- 4) Do you use collaborative language in your everyday conversations?
- 5) Are your performance discussions engaging and goal-oriented?
- 6) Are you telling rather than getting buy-in?
- 7) Are you holding employees accountable for their actions?
- 8) Is your team performing at the level the organization needs?
- 9) Are good employees leaving and you feel helpless?
- 10) Do you and your team foster a culture of innovation?

This program has been designed for informal, frontline, and mid-level leaders through a proven methodology, which provides the greatest impact and ROI with minimal time off the job. As a public program, individuals receive training just **one full day (2 modules) every other week**. The Leadership Academy can be tailored specifically for your organization and delivered at your facility.

Leadership Academy Coursework

- Session 1:** Leading Others / California Supervisory Law
- Session 2:** Communicating for Leadership Success / Dealing with Conflict
- Session 3:** Coaching for Peak Performance / Setting Goals & Reviewing Results
- Session 4:** Engaging & Retaining Talent / Maximizing Team Performance
- Session 5:** Driving Change & Results / Fostering Innovation & Solutions

Public Event Registration Fees

Employers Group Member

- \$0** Eligible for and Using EG State Funding*
- \$1395 For Profit Employers
- \$1000 Not-for-Profit Organizations**
- \$375 Individual Session(s)

Non-Member

- \$295** Eligible for and Using EG State Funding*
- \$1675 For Profit Employers
- \$1250 Not-for-Profits Organizations**
- \$450 Individual Session(s)

*Register 3 Trainees; Get 1 Free.
Host a Program; Get 1 Free Full Registration.*

Registration Includes: Lunch, materials, job aid, planners & resources, certificate of program completion, and highly-interactive facilitation.

Program Details & Registration

www.ReadyNowLeaders.com
800.748.8484
training@employersgroup.com

To have this program customized and delivered on-site for your organization, contact us.

The five session program is delivered one full day (9:00 AM - 4:30 PM PST) every other week for 9 weeks
2017 program dates and locations are listed below (specific cities subject to change / areas are not)

City	Area	Session 1	Session 2	Session 3	Session 4	Session 5
Burbank	(San Fernando Valley)	July 18	August 1	August 15	August 29	September 12
Del Mar	(San Diego)	February 16	March 2	March 16	March 30	April 13
Del Mar	(San Diego)	June 1	June 15	June 29	July 13	July 27
Del Mar	(San Diego)	September 14	September 28	October 12	October 26	November 9
El Segundo	(Los Angeles)	February 24	March 10	March 24	April 7	April 21
El Segundo	(Los Angeles)	June 9	June 23	July 7	July 21	August 4
El Segundo	(Los Angeles)	September 8	September 22	October 6	October 20	November 3
Irvine	(Orange County)	March 3	March 17	March 31	April 14	April 28
Irvine	(Orange County)	September 1	September 15	September 29	October 13	October 27
La Palma	(Orange County)	June 2	June 16	June 30	July 14	July 28
Oakland	(Northern CA)	May 4	May 18	June 1	June 15	June 29
Oakland	(Northern CA)	September 14	September 28	October 12	October 26	November 9
Ontario	(Inland Empire)	February 28	March 14	March 28	April 11	April 25
Ontario	(Inland Empire)	September 12	September 26	October 10	October 24	November 7
Riverside	(Inland Empire)	June 13	June 27	July 11	July 25	August 8
Thousand Oaks	(Ventura County)	March 7	March 21	April 4	April 18	May 2
Virtual Classroom - NEW	(Online w/ Instructor)	April 24	May 8	May 22	June 5	June 19
Web Courses - NEW	(Online Courses)	anytime	anytime	anytime	anytime	anytime

- Available for Delivery On-Site At Your Facility -
contact training@employersgroup.com for details

Web Courses, Leading Others, Maximizing Team Performance & Fostering Innovation substituted w/ Your Leadership Journey, Advanced Coaching, Making High Quality Decisions. Courses will be assigned within two days of registering. Instructions will be sent electronically. Only one trainee is permitted to access the web course portal. Not state funded eligible.
Virtual Classroom, two 3-hour courses delivered per day (9am-12 and 1pm-4pm). One phone and web connection required per learner. Eligible for state funding.
***State-Subsidized Registration Information:** (1) Apply at www.employersgroup.com/StateEligibility.html, (2) Register anyone (below director-level) who earns \$16.50 to \$65.00 per hour (some exceptions allowed) & who are/will remain employed full-time during/90-days after training, and (3) Request a registration form by emailing training@employersgroup.com, (4) Pay \$200 for any missed day (make-up sessions / transferring to another location are not permitted) / maximum of \$1,000 if individual does not meet wage, training, or employment requirements. Registration available for the full program only and limited to a maximum of 6 trainees from 1 company per location
****Non-Profit Organizations:** The enrolled registrant(s) must have an email address ending in .org, .edu. or .gov (other exceptions considered upon request). Full program only.



Leadership Academy Registration Form

This registration confirms that the company named below will register the following individual(s) to attend Employers Group’s upcoming LEADERSHIP ACADEMY COURSEWORK. By signing this registration form, you agree to the registration and cancellation terms at www.employersgroup.com and to pay the appropriate registration fee per registrant as of the date this registration form is received by Employers Group. **REGISTER THREE, GET ONE FREE.** (valid until 12/31/17)

- If utilizing Employers Group’s state-funded training, we will contact you directly to get you approved and provide an additional form to complete. Should Employers Group be unable to get your company approved, any registration fees processed will be returned.
- To qualify for **non-profit rates**, registrant email addresses, must end with .org, .edu, or .gov (other exceptions may be permitted by calling 213.765.3941).

Fee Type	Employers Group Member	Non-Member
Full Program (for profit)	\$1,395	\$1,675
Full Program (not for profit)	\$1,000	\$1,250
State-Funded (full program only)*	\$0	\$295
Individual Sessions(s)	\$375	\$450

* For state-funded registrations complete a state-funded registration and data collection form (training@employersgroup.com)

Type Registrant Name(s)	Type Email Address(es)	Location	Start Date / Date(s)	Fee \$
			Total:	

Print Company Name and EG Member ID # (if applicable)	Contact Phone Number
Print Contact Person & Title	Authorized Company Signature

Check	Mail to: EG Training, 400 Continental Blvd., #300, El Segundo, CA 90245	
Credit Card	Card Type & #	
	Name on Card	
	Signature	
	Expiration Date	
	Authorization Code	
Invoice me	(EG Members Only)	EG will confirm registration(s) and send an e-invoice. EG cancellation policies apply and amount is due regardless of actual attendance. Payment is due within 15 days of invoice receipt. If delinquent, membership may be suspended until payment is received.

**State-Funded Training
Public Event Registration Form**



_____ (company name) has been notified by Employers Group (EG) that it is approved to utilize Employers Group's state-funded training program. As such, the state will reimburse Employers Group for each individual's participation in its 5 day public Leadership Academy according to its published public program schedule. Based on availability, a maximum of six individuals from one company may attend one Leadership Academy cohort (series of 5 dates).

List the location to the right: Costa Mesa, El Segundo, San Diego, etc. And the Dates to the below right	
1. Leading Others <u>and</u> CA Supervisory Law	
2. Communicating for Leadership Success <u>and</u> Resolving Workplace Conflict	
3. Coaching for Peak Performance <u>and</u> Setting Goals / Reviewing Results	
4. Engaging / Retaining Talent <u>and</u> Maximizing Team Performance	
5. Driving Change <u>and</u> Fostering Innovation	

Lunch is included each day. Parking (if applicable) is not.

Each trainee will need to (EG will verify with employer 90 days after training):

- Be employed (paid) full-time (35+ hours per week) during training and 90-days after training.
- Complete five (5) days of the Leadership Academy in which they are registered (no make-ups or transfers permitted). Missed sessions will be invoiced at \$200 per trainee per missed session.
- Earn an hourly wage of \$16.50 to \$65.00 per hour 90-days after training ends and be below a director level. Employer-paid health benefits may be included to meet the minimum wage requirement.

Below, indicate the number of registrants to be signed up for the program listed above.

Anticipated State Payment					Premium Charge for Non EG Members				
# Trainees to Register	X	Program Fee	=	Anticipated Total State Payment	# Trainees to Register	X	Registration Fee	=	Total Non-Member Premium
	X	\$1,000	=			X	\$295	=	

Terms: The State will pay the program fee to EG if a registrant attends all training & meets the wage and employment criteria; otherwise, \$200 per session will be due from company (maximum of \$1000). After this registration is processed and before the program begins, a registration may be cancelled; however, a \$200 cancellation fee will be imposed. Substitutions are permitted, but may only be processed before the program begins. All invoices must be paid within 30 days. Make-ups and transfer are not available under the terms of this registration. If the company hosts a cohort, an allowance of \$200 per trainee is provided allowing each trainee to miss 1 session without penalty.

EG Membership: Should your company not be a member or your membership lapses during the term of this arrangement, a non-member premium of \$295 will be due.

A **data collection form** for each trainee (completed by company or trainee) must be sent to jhull@employersgroup.com, scanned/mailed or faxed to 213.226.0216.

	Agreed to by:	Agreed to by:
Signature		
	<i>This form may not be used after 12/31/2017.</i>	
Name	Jeffrey Hull	
Title	Senior Director, Talent Development	
Company	Employers Group	
Address	400 Continental Boulevard #300	
City	El Segundo, CA 90245	
Email	jhull@employersgroup.com	
Phone	213.999.3941 cell	

Scan, email and return all forms to jhull@employersgroup.com



Please complete this form if participating the state-funded training program

TRAINEE DATA COLLECTION FORM

Welcome to Training! The Employers Group in partnership with your employer is providing you with training that is supported through a grant to the Employers Group from the California Employment Training Panel.

The **Employment Training Panel** is a state agency dedicated to helping people like you adjust to changes on the job. Computerization, new business strategies, new ways of organizing work, and other kinds of changes on the job mean that we need new skills. The training that you are now beginning has been designed to help you attain skills that will help you become more productive and keep California more competitive.

The **Employers Group** is a non-profit organization that was formed 120 years ago to assist employers with issues related to human resources management. Today, the Employers Group represents over 4,000 companies and their 1.5 million employees. Employers Group is headquartered in the Los Angeles area and has operations throughout the world. Employers Group has been providing state-funded training assistance to its members for over 15 years. If you have any questions regarding this program, you can reach Jeffrey Hull, Project Director at 213.765.3941.

Important:

- **Attend Your Scheduled Training.** If you are late or leave early this will be recorded.
- **Sign In.** Sign a special state-funded attendance roster in ink each time you attend class. We need to track every training hour you receive.
- **Be Engaged.** This training is for your benefit. You will get out of it as much as you put in.
- **Complete the Information Below.** Please complete **ALL** information below and return this portion of the form to your instructor or to the appropriate contact person at your organization. It is kept strictly confidential and is used for statistical purposes only. It may also be returned directly to jhull@employersgroup.com.

Please Print Clearly. Each Box Must Be Completed.

Employer						
Work Address			City, State ZIP			
Last Name:		First Name:		Middle Initial:		
Job Title:			Date of Hire:			
Social Security Number			Hourly Wage (or equivalent):			
Ethnicity (check): <input type="checkbox"/> Asan (5) <input type="checkbox"/> Black (2) <input type="checkbox"/> Filipino (7) <input type="checkbox"/> Hispanic (3) <input type="checkbox"/> Native American (4) <input type="checkbox"/> Pacific Islander (6) <input type="checkbox"/> White (1) <input type="checkbox"/> _____ (8)		Education Level (highest completed): <input type="checkbox"/> Eighth Grade or Less (1) <input type="checkbox"/> Some High School (7) <input type="checkbox"/> High School Graduate (2) <input type="checkbox"/> GED (3) <input type="checkbox"/> Some College (4) <input type="checkbox"/> College Graduate (5) <input type="checkbox"/> Post-College Graduate (6)		Sex (Check): <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE Disabled (optional) <input type="checkbox"/> YES <input type="checkbox"/> NO	Veteran (optional) <input type="checkbox"/> YES <input type="checkbox"/> NO Home Zip Code:	Age Group (check 1): <input type="checkbox"/> Less than 25 (1) <input type="checkbox"/> 25 to 34 (2) <input type="checkbox"/> 35 to 44 (3) <input type="checkbox"/> 45 to 54 (4) <input type="checkbox"/> 55 to 64 (5) <input type="checkbox"/> 65 or older (6)