

## 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 (partial state subsidy).

**Registration Includes:** Lunch, materials, job aid, planners, resources, online tools, certificate of full program completion, and highly interactive facilitation (9:00-4:30).

- 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 / Driving Change  
**Session 5:** Maximizing Team Performance / Fostering Innovation

<u>Area and Location</u>	<u>Session 1</u> Lead Others Supervisory Law	<u>Session 2</u> Communicate Deal with Conflict	<u>Session 3</u> Coach Set Goals / Results	<u>Session 4</u> Engage Talent Drive Change	<u>Session 5</u> Maximize Teams Foster Innovation
Los Angeles County	<b>El Segundo</b>	March 5	March 19	April 2	April 16
	<b>Burbank</b>	June 4	June 18	July 2	July 16
	<b>El Segundo</b>	September 14	September 28	October 12	October 26
Inland Empire	<b>Ontario</b>	March 13	March 27	April 10	April 24
	<b>Riverside</b>	June 12	June 26	July 10	July 24
	<b>Ontario</b>	September 11	September 25	October 9	October 23
Orange County	<b>Irvine</b>	March 2	March 16	March 30	April 13
	<b>Buena Park</b>	June 1	June 15	June 29	July 13
	<b>Irvine</b>	September 7	September 21	October 5	October 19
Northern California	<b>Oakland</b>	March 1	March 15	March 29	April 12
	<b>Sacramento</b>	June 13	June 27	July 11	July 25
	<b>Oakland</b>	September 5	September 19	October 3	October 17
San Diego County	<b>Carlsbad</b>	March 1	March 15	March 29	April 12
	<b>Carlsbad</b>	May 31	June 14	June 28	July 12
	<b>Del Mar</b>	September 6	September 20	October 4	October 18

[www.ReadyNowLeaders.com](http://www.ReadyNowLeaders.com)  
[training@employersgroup.com](mailto:training@employersgroup.com)

## Employers Group Member

**\$0** Eligible for and Using EG State Funding\*

## Non-Member

**\$295** Eligible for and Using EG State Funding\*

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

For State Subsidy, Trainees must attend all 5 sessions. A \$200 missed session fee is imposed for any missed sessions. **Registration value is \$1,000.**

[www.employersgroup.com](http://www.employersgroup.com)  
[www.ReadyNowLeaders.com](http://www.ReadyNowLeaders.com)  
 800.748.8484  
[training@employersgroup.com](mailto:training@employersgroup.com)

## State-Funded Registration Steps. Complete:

- (1) Leadership Academy 2018 Registration
- (2) State-Funded Public Event Registration
- (3) State-Funded Trainee Data Form

**Return to [jhull@employersgroup.com](mailto:jhull@employersgroup.com)**



# Leadership Academy 2018 Registration

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](http://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 12/31/18)

- 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 (listed amount is per attendee)	Employers Group Member		Non-Member	
	Register 1	Register 3 or More	Register 1	Register 3 or More
<b>Full Program</b> (for profit)	\$1395	\$1046	\$1675	\$1256
<b>Full Program</b> (not for profit)	\$1000	\$750	\$1250	\$938
<b>State-Funded</b> (full program only)*	\$0	\$0	\$295	\$221
<b>Individual Sessions(s)</b>	\$375	\$281	\$450	\$338

\* For state-funded registrations go to [www.ReadyNowLeaders.com](http://www.ReadyNowLeaders.com) or request the forms from [training@employersgroup.com](mailto:training@employersgroup.com)

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

<b>Print Company Name and EG Member ID # (if applicable)</b>	<b>Contact Phone Number</b>
<b>Print Contact Person &amp; Title</b>	<b>Authorized Company Signature</b>

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

**State-Funded  
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).

<b>List the location to the right:</b> Costa Mesa, El Segundo, San Diego, etc. <b>And the Dates to the below right</b>	
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> Driving Change	
5. Maximizing Team Performance <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 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 at least \$16.96 for L.A., \$17.22 for Orange, \$16.72 for San Diego, \$16.46 for Sacramento, \$17.63 for Bay Area, and \$16.16 for all other CA counties and be below a VP level. The maximum wage is \$75. Employer-paid health benefits may be included to meet the hourly wage requirement. Small employers w/ fewer than 100 emps): You may train VPs and above and there is no upper wage limit.

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

Anticipated State Payment					Non-Member: Add Premium Charge				
# 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 transfers 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 for each participant.

	Agreed to by:	Agreed to by:
Signature		
	<i>This form may not be used after 12/31/2018.</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, including **data collection form** (completed by company or trainee) to [jhull@employersgroup.com](mailto:jhull@employersgroup.com)



## STATE-FUNDED TRAINEE DATA COLLECTION FORM (REQUIRED)

**Welcome to the Leadership Academy!** The Employers Group in partnership with your employer is providing you with leadership development 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 and competencies that will help you and your employees become more productive and keep California more competitive.

**Employers Group** is an expert in making human resources an organization's competitive advantage. As a non-profit membership organization that was created over 120 years ago, we have designed a Leadership Academy that is directly connected to the challenges leaders face on the job every day. Each session includes tools, resources, which allow for immediate on the job application. Employers Group has been providing state-funded training assistance to California employers for over 20 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. Per state requirements, absences, tardiness, and early departures are reported to employers.
- **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 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](mailto:jhull@employersgroup.com).

**Please Type (or Print Clearly). Each Box Must Be Completed.**

Employer						
Work Address			City, State ZIP			
Last Name:		First Name:		Middle Initial:		
Participant Email Address (to receive registration confirmation)			Program Location:	Program Start Date:		
Job Title:				Date of Hire:		
Social Security Number				Hourly Wage (or equivalent):		
Ethnicity (check): <input type="checkbox"/> Asian (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)