



Leadership Academy

EMERGE A LEADER



APPLICATION PACKET

The Cumberland County Leadership Academy is a comprehensive, college-level training program that fosters employees as they reach their leadership potential.

Areas of Focus

- Organizational Awareness
- Self-Awareness
- Leadership Awareness



The Leadership Academy is a partnership between Cumberland County Government and the University of North Carolina at Wilmington.



Leadership Academy



Leadership Academy participants will attend classes one Friday a month for a two-year period. Participants who successfully complete the program will be invited to the Graduation Ceremony and receive a non-credit certificate issued by UNC-W (University of North Carolina at Wilmington).

Program Outline:

- Classes begin September 2022
- Eight classes per year, divided evenly over two semesters.
 - Fall Semester: September—December
 - Spring Semester: January—April
- Graduation is scheduled at the end of the second year for participants who successfully complete requirements.

Participation Requirements:

- Participants must complete the program with a cumulative participation rate of at least 80%. Participation rates are based on the following requirements:
 - 1. Pre-assignments** are 35% of the overall participation grade.
 - Must be completed by the deadline set by UNCW.
 - Participants will not receive credit for late submissions.
 - 2. Attendance** is 55% of the overall participation grade.
 - Participants who are 45 minutes late for class (30 minutes for classes 3 hours or less) are counted as absent.
 - If you are unable to attend a class, notify the Training Manager immediately at (910) 321-6622.
 - No credit will be given for a missed class.
 - No make-up classes will be allowed.
 - 3. Post-Class Surveys** are 30% of the overall participation grade.
 - Sent to participants within two business days after the class.
 - Due no later than the deadline set by UNCW.
 - No credit will be given for late submissions.
- Progress reports are sent via email to each participant, their supervisor, department head, or designated representative no later than the last business day of the month following the end of each semester.
 - Fall: Last working day of January
 - Spring: Last working day of May
- If participants are having difficulty with any part of the participation requirements, contact the **Training Manager immediately at (910) 321-6622**



Eligibility Criteria:

- Regular full-time employee with at least one year of continuous service to Cumberland County at the time of application.
- No disciplinary actions within the last 12 months from the date of application.
- Must have a “Meets Expectations” on last completed evaluation.
- Agree to complete all required participation requirements.

Application submission requirements:

- Completed applications are due to the Human Resources Training Manager no later than 11:59 pm on August 12, 2022.
- **All applications must include the following documentation:**
 1. Application
 2. Current Resume
 3. Certifications, professional development memberships, licenses, etc., if feasible.
 4. Letter of Recommendation from current Supervisor

Application Approval Process:

- Application submission must be approved by Department Head.
- Human Resources reviews applications for completeness and accuracy.
- County Management Team reviews applications and selects participants.
- Maximum of 30 participants are eligible per cohort.
- Acceptance and denial letters are sent to applicants.

Academy Orientation:

- Scheduled prior to the first class.
- Required for selected participants.
- Orientation packets are provided to applicants, which include the curriculum, dates, times, and locations of classes.

Application for Leadership Academy Program

Application Date: Click or tap here to enter text. **Employee #:** Click or tap here to enter text.

Name: Click or tap here to enter text.

County Start Date: Click or tap here to enter text.

Current Department: Click or tap here to enter text.

Department Head Name: Click or tap here to enter text.

Current Position Title: Click or tap here to enter text.

Answer the following questions to the best of your ability; please use additional paper, if needed.

1. Explain how you demonstrate the County's Core Values of serving Cumberland County Citizens with P.R.I.D.E.?

2. What are your career goals and how do they align with the mission of Cumberland County Government?

3. What attributes/experiences do you possess that demonstrate your Leadership potential?

4. Why did you apply for the Leadership Academy and why should you be selected?

Acknowledgment and Understanding

By signing this application, I acknowledge and understand the Cumberland County Leadership Academy program requirements. Further, I certify that all the statements made on this application, including any attached documents, are true, complete, and correct to the best of my knowledge. I also understand and acknowledge all eligibility requirements must be met for consideration and acceptance into the Leadership Academy program.

Applicant Signature

Date



Department Head Signature

Date

Comments: