



## Emerging Leader ID Transfer / Letter of Agreement

Organization Development & Training in Human Resources agrees to provide a series of in-depth classes highlighting key elements of becoming a leader. Class topics will include, but not be limited to:

- The six skills all leaders use to create results.
- What gives you “power with people” (so you won’t need “power over people”)
- Practicing behavioral interviewing techniques and frequently asked interview questions.
- Creating / Revising your cover letter and resume, dressing for success, and what to bring to the interview.

In order to receive an Emerging Leader Certificate of Completion, series participants are required to attend all sessions.

**Series tuition is \$100 per student.** This fee includes a hard back copy of Mark Sanborn's *You Don't Need a Title to be a Leader*, assessments, notebooks, handouts, and materials. Billing for the full amount will occur after the first session. Participating departments may authorize payment through an interdepartmental transfer, initiated by Organization Development & Training-HR.

Class: \_\_\_\_\_ Emerging Leader Series \_\_\_\_\_.

Series Dates: \_\_\_\_\_.

Participant Name: \_\_\_\_\_.

Department Name: \_\_\_\_\_.

Department Number: \_\_\_\_\_.

Special Conditions: \_\_\_\_\_

\_\_\_\_\_  
*Director, Participating Department* *Date*

\_\_\_\_\_  
*Training Manager, OD & Training-HR* *Date*