



Leadership Excellence ID Transfer / Letter of Agreement

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

- John Maxwell's best-selling book: "The 21 Irrefutable Laws of Leadership"
- Situational Leadership
- Leading Change
- Emotional Intelligence
- Other customized topics may be incorporated

In order to receive a Leadership Excellence 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 John Maxwell's "21 Irrefutable Laws of Leadership", 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: _____ Leadership Excellence Series _____.

Series Dates: _____.

Participant Name: _____.

Department Name: _____.

Department Number: _____.

Special Conditions: _____

Director, Participating Department *Date*

Training Manager, OD & Training-HR *Date*