



LEADERSHIP INSTITUTE

**NOMINATION DEADLINE:
FRIDAY, MARCH 22, 2024**

ABC Virginia would like to invite you to nominate one or more employees for the 2024 Leadership Institute. Our program is designed to enhance the potential of our industry's rising leaders by helping them to develop a greater self-awareness of their unique leadership style. Current industry leaders will facilitate discussions that encourage active participation.

Our curriculum will require reading assignments, will provide a personality assessment with a professionally facilitated workshop, social outings and a community service project

RECOMMENDED AUDIENCE

Young Professionals between the ages of 25 & 35 with 3+ years of experience in the AEC field.

TOPICS & DATES

Program Kickoff & the ABCs of ABC (Instructor: Patrick Dean, ABC-VA | April 4)
The Purpose Driven Life (Instructor: Spencer Teel, TEEL Construction | April 25)
Behavior Profile Workshop & EQ (Instructor: Brooke Johnson, Hensel Phelps | May 16)
What Makes a Leader? (Instructor: Patrick Dean, ABC-VA | May 30)
Situational Leadership (Instructor: Brian Fish, Hensel Phelps | June 27)
Identifying Ideal Team Players (Instructor: Steve Skinner, WCS Construction | July 18)
Stephen Covey's Speed of Trust (Instructor: Mike Bellaman, ABC National | August 15)
Effective Communication (Instructor: Ashley Campbell, HITT Contracting | September 12)
Corporate Culture and Ethics (Instructor: Steve Daves, R.W. Murray | October 10)
Career Development (Instructor: Mark Bailey, TMG Construction | October 24)
End of Year Celebration (October 31, 11:30AM – 1:00PM)

LOCATION

ABC-VA Dulles Training Facility
42680 Trade West Drive Dulles, VA 2016

COST

\$600 per participant



ABC Virginia Leadership Institute

Nomination Form

Criteria:

- Nominee must have worked in the Architecture, Engineering, & Construction Industry for a minimum of three years.
- Nominee must be employed by a member in good standing of the ABC Virginia Chapter.
- Nominee must be able to complete and sign this application and obtain the employer's full support for completing this program.

NOMINEE

Name			
Company		Title	
Address			
Email			
Phone			
Explain briefly how your participation in this program will benefit your company and your professional development within your company and/or the industry. <i>(type response in the box below)</i>			
Resume Attached?			

NOMINATED BY

Name	
Title	
Email	
Phone	
What career potential do you see for this person within your company in the next 5 years? <i>(type response in the box below)</i>	

Supervisor's Signature

Signature confirms that you agree to check in on your nominee's progress and engagement in the program, and that you support his or her attendance at and participation in every session.

Students are required to attend a minimum 9 of 10 sessions to graduate.

CLASS SIZE IS LIMITED. ABC Virginia reserves the right to limit the number of participants per member firm per class cycle.

Please return this form plus the nominee's resume to Erin Stamer (erin@abcva.org) no later than Friday, March 22, 2024.

The following Memorandum of Understanding example will be signed by students on the first day of the program.



abcva.org



LEADERSHIP INSTITUTE MEMORANDUM OF UNDERSTANDING [MOU]

I. The Parties

This Memorandum of Understanding is made and entered into by and between:

Associated Builders & Contractors - Virginia Chapter - 42680 Trade W Dr, Sterling, VA 20166 (herein after referred to as “ABC”)

And: [Name, Title, Position with Company] (herein after referred to as “Young Professional”)

II. Background

[Company Name] has nominated the Young Professional to ABC’s 2024 Leadership Institute (herein after referred to as “The Program”). The Program is designed to enhance the potential of the commercial contracting industry’s rising leaders by helping them to develop a greater self-awareness of their unique leadership style. Current industry leaders will facilitate discussions that encourage active participation. The Program’s curriculum will require reading assignments, will provide a personality assessment with a professionally facilitated workshop, social outings and a community service project.

III. Purpose

The purpose of this MOU is to outline the understanding between ABC and the Young Professional concerning the Young Professional’s active participation in The Program. [Company Name] has made an investment in the Young Professional, and by meeting the responsibilities in section “IV”, the Young Professional will have graduated from The Program and earned a Certificate of Completion.

IV. Responsibilities

a. ABC agrees to:

- Provide engaging industry leaders to facilitate session discussions
- Provide course materials
- Provide a classroom environment to encourage learning and growth

b. The Young Professional agrees to:

- Read the course materials in advance of each session
- Attend at least 9 out of 10 sessions to graduate
- Actively participate in The Program’s session discussions
- Present on an influential role model/leader in your life during one of the sessions
- Attend the community service initiative
- Lead or help organize one of The Program’s extracurricular initiatives:
 - Networking
 - Influential Role Model/ Leader presentation
 - Community service

V. No Binding Agreement

This MOU is not intended to create a legally binding agreement between the parties and shall not be construed as such. It is a statement of mutual understanding and cooperation between the parties and does not create any legal rights or obligations, except as expressly stated herein.

VI. Execution

This MOU may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute the same instrument. This MOU may be executed electronically or by facsimile, which shall be considered valid and binding.

By signing below, the parties acknowledge that they have read and understood this MOU and agree to be bound by its terms and conditions. This Memorandum of Understanding is hereby accepted and agreed upon by the parties as of the date first written below.

ABC Signature: _____ Name: _____

Title: _____ Date: _____

Yong Professional Signature: _____ Name: _____

Title: _____ Company: _____

Date: _____