

# LEADERSHIP SOUTHWEST, INC.



## 2017-2018 Program Year

To the Potential Applicant:

Thank you for your interest in LEADERSHIP SOUTHWEST, Inc. for the **2017-2018** program year. LSW's mission is to promote and enhance education in civic and community affairs, and encourage volunteerism in Southwest Dallas County. Please complete this application as accurately and completely as possible.

### SELECTION CRITERIA

*Class members are chosen by the Leadership Southwest, Inc. Selection Committee, and invited by the full Board of Directors to participate. We are looking for applicants who are both knowledgeable of Southwest Dallas and aspire to become leaders in the Southern Dallas community.*

Candidates:

- Must be willing to fulfill the program attendance requirements.
- Must have full support of their employers or sponsoring organization.
- Should have a demonstrated concern for their community.
- Should have a record of achievement and/or desire to achieve in community/civic activities.
- Should possess high standards of excellence, ethics and integrity.
- Will be given special consideration if they are an individual member or their employer company is a member in good standing of one of the four sponsoring chambers of commerce (Cedar Hill, DeSoto, Duncanville, Lancaster).

### INSTRUCTIONS

Please read carefully. Failure to follow instructions will prevent your application from being considered. **An application fee of \$25.00 is required to be sent with the application.** Failure to include the application fee will result in the application not being given consideration.

- Limit answers to the available space for each question; additional pages will not be considered. Fill out each question as applicable.
- Do not send resumes or brochures; additional correspondence will not be considered.
- Include two (2) completed Recommendation Forms (included with this application) from persons other than employer. The Recommendation Forms can be submitted by business associates, community service or civic involvement colleagues, or LSW alumni.
- Recommendation Forms can be sent separately through regular mail or electronically to [admin@leadershipsw.org](mailto:admin@leadershipsw.org).
- Typed applications are preferred. If you print, please insure that the information is legible.

For further information, contact Amanda Skinner, IOM, Executive Director, at 214.535.8818 or [admin@leadershipsw.org](mailto:admin@leadershipsw.org)

Your completed application, \$25 fee and two (2) Recommendation Forms must be received or postmarked by July 21, 2017 to:

Leadership Southwest, Inc.  
PO Box 2421  
Cedar Hill, TX 75106  
Attention: Selection Committee

Applications will not be accepted after that postmark date.

If accepted as a participant for the Class of 2018, you will be notified by mail. Tuition is due upon your acceptance into the program.

**Tuition must be paid by August 11 in order to participate – no exceptions.**

We look forward to receiving your application for participation.

The Board of Directors  
Leadership Southwest, Inc.

Revised: May 2017

Leadership Southwest Inc.

[www.leadershipsw.org](http://www.leadershipsw.org) | [admin@leadershipsw.org](mailto:admin@leadershipsw.org) | 214.535.8818

Mission Statement: To promote and enhance leadership through education in civic and community affairs, and encourage volunteerism in the Southern Dallas County.

**LEADERSHIP SOUTHWEST**  
**2017 | 18 REQUIREMENTS**  
(Please read ALL information carefully.)



**SESSIONS: Every 3<sup>rd</sup> Wednesday from August 2017 through May 2018**

(Dates, are subject to change for reasons as holidays, availability of session locations and/or speakers)

Leadership Southwest encourages an exchange of ideas during monthly class sessions. The views and opinions expressed during the class sessions by our guest speakers, class participants, graduates, and board members are their own and do not necessarily reflect the views of Leadership Southwest, Inc.

The make-up of each LEADERSHIP SOUTHWEST class is carefully considered to ensure membership is broad-based, representing a variety of backgrounds. The number of applications is increasing; therefore, some highly qualified applicants may not be placed the first year they apply. If that becomes the case for you, we ask you not to be discouraged and to apply for the next class.

**ATTENDANCE REQUIREMENTS**

- Class sessions are a full day – from 8:00 a.m. – 5:00 p.m. **Each participant is expected to attend every class session in its entirety.**
- Unusual circumstances may require an excused absence. An unexcused absence could result in dismissal from the program. Please notify the LSW Executive Director regarding any absence.
- Late arrivals and leaving early from a class session are tracked and are accumulated toward absences. Participants who miss more than two class sessions will be dismissed from the program.
- Please check e-mail the day before each class session for an inclement weather notice. If in doubt, contact the Executive Director at 214.535.8818 or [admin@leadershipsw.org](mailto:admin@leadershipsw.org).

**FINANCIAL OBLIGATION**

- Tuition is **\$795.00** for chamber members; **\$895.00** for non-chamber members and must be paid upon acceptance into the class. Payment is **due in full** and **by August 11, 2017**. **No exceptions** – non-payment in full constitutes non-participation. Once classes have begun, there is no refund, full or partial.
- Tuition checks are made payable to Leadership Southwest, Inc. Mail to: PO Box 2421, Cedar Hill, TX 75106.

**DEADLINE:** Completed application along with the \$25 Non-Refundable Application Fee and Recommendation Forms must be received or postmarked by **July 21, 2017**.

**AGREEMENT**

I have read, understand and agree to abide by these requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**LEADERSHIP SOUTHWEST, INC**

A Program Sponsored by the

Cedar Hill, DeSoto, Duncanville, and Lancaster Chambers of Commerce

Leadership Southwest Inc.

[www.leadershipsw.org](http://www.leadershipsw.org) | [admin@leadershipsw.org](mailto:admin@leadershipsw.org) | 214.535.8818

Mission Statement: To promote and enhance leadership through education in civic and community affairs, and encourage volunteerism in the Southern Dallas County.

## 2017-2018 Program Year

*We wholeheartedly encourage you to consider applying to be a part of the Leadership Southwest experience.*

Please include **a \$25 Non-Refundable fee** with your application along with **two (2) completed Recommendation Forms**.

Mail to: Leadership Southwest, Inc., PO Box 2421, Cedar Hill, TX 75106

**DEADLINE FOR APPLICATION – July 21, 2017**

**admin@leadershipsw.org**

\_\_\_\_\_ Male  Female   
First Name \_\_\_\_\_ Last \_\_\_\_\_

\_\_\_\_\_ Day Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address \_\_\_\_\_ City of Residence \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address: \_\_\_\_\_ (the preferred LSW method of communication and contact)

In case of an emergency, last minute changes, or cancellations due to weather, or for necessity during a class session, we ask that you supply the following phone numbers as well; these numbers will not be for public use.

Evening Phone #: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
(if applicable) Employer Company Name \_\_\_\_\_ Mailing Address \_\_\_\_\_

Job Title \_\_\_\_\_ Describe your primary responsibility \_\_\_\_\_

Are you an individual member of one or more of the sponsoring Chambers? Yes  No  Is your company/organization a member of one or more of the sponsoring Chambers? Yes  No  Please indicate which Chamber(s):

Cedar Hill  DeSoto  Duncanville  Lancaster

**COMMUNITY/CIVIC INVOLVEMENT** Please list areas in which you are involved or would like to be:

Organization(s) \_\_\_\_\_ Approximate Dates \_\_\_\_\_ Offices/Positions Held \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Honors / Awards (business, professional, educational, civic, other) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What do you consider as your most significant contribution to the community (communities)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Where would you like to focus your future community, civic or volunteer involvement? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In what way would you like Leadership Southwest to assist you in attaining your personal, professional or community agenda? \_\_\_\_\_

\_\_\_\_\_  
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Are you a graduate of another Leadership program?  Yes (community \_\_\_\_\_) Year (\_\_\_\_\_)

**EDUCATIONAL BACKGROUND/CERTIFICATIONS**

Name of School / Organization	Degrees/Certificates	Major/area of specialty
_____	_____	_____
_____	_____	_____

**PROFESSIONAL/BUSINESS AFFILIATIONS**

Organization	Approximate Date	Please list professional/business organizations:	Offices/Positions Held
_____	_____	_____	_____
_____	_____	_____	_____

What do you consider your greatest personal or career achievement? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL NEEDS** (ex: Are you a vegetarian? Are you allergic to any type of food? Do you suffer from motion sickness if on a bus? Difficulty walking?) Please explain \_\_\_\_\_  
\_\_\_\_\_

**Who is paying your tuition cost? (Check one)**

- APPLICANT**                       **EMPLOYER\***                       **ORGANIZATION / SPONSOR**

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Name	Mailing Address	City/Zip
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**AGREEMENT** (Please read the following and check the boxes if you understand and agree with the statements):

- The information I have provided in my application is true.
- It is my understanding that LEADERSHIP SOUTHWEST is a learning and personal leadership development experience. I understand it is ***imperative*** that I attend each monthly class session. If I miss two sessions, I understand I am subject to possible dismissal from the program.
- If I am accepted into the Class of 2018, I understand that payment is due upon acceptance and must be received prior to August 11, 2017 in order to participate and that once the sessions begin, the tuition cost is non-refundable.
- Yes    No   My employer is aware of the time commitment away from the office one day a month and supports my participation.\*
- I do not anticipate any date conflicts with the nine monthly sessions (the 3<sup>rd</sup> Wednesday of each month between August & May).
- I know I have a conflict with the 3<sup>rd</sup> Wednesday of the month of: \_\_\_\_\_.

**PLEASE SIGN AND RETURN THIS COMPLETED APPLICATION AT YOUR EARLIEST OPPORTUNITY. EARLY APPLICATIONS RECEIVE FIRST CONSIDERATION. APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY July 21, 2017. NO APPLICATIONS WILL BE ACCEPTED AFTER THAT POSTMARK DATE.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
\*Employer's Signature (required if you checked yes to the above statement)

\_\_\_\_\_  
Date

# LEADERSHIP SOUTHWEST, INC.

A program of the Cedar Hill, DeSoto, Duncanville, and Lancaster Chambers of Commerce

## Recommendation Form 2017-2018 (Confidential)

To be completed by recommendation writer, and can be submitted one of 2 ways: (1) electronically at [admin@leadershipsw.org](mailto:admin@leadershipsw.org); sealed and mailed directly to: Leadership Southwest; PO Box 2421, Cedar Hill, TX 75106

Recommendation Forms must be received (or postmarked) by **July 21, 2017**.

Please submit this form only- no other recommendation letters will be accepted.

By signing this form, I agree to waive my right to view this reference information.

\_\_\_\_\_  
Signature of Class of 2018 Applicant

\_\_\_\_\_  
Date

The applicant named below is applying to participate in Leadership Southwest and is required to submit a recommendation from persons other than their employer. This form will contribute to the applicant's overall profile and serve as an additional component in the application process. PLEASE PRINT

Name of Applicant \_\_\_\_\_ Length of Acquaintance \_\_\_\_\_

Type of Relationship (check appropriate response)

Business Colleague                       Numerous Business Contacts                       Principally by Reputation  
 Occasional Business Contact                       Occasional Social Contacts                       Close Personal Relationship

Does this candidate for the Leadership Southwest Class of 2018 live and/or work in Cedar Hill, DeSoto, Duncanville, or Lancaster.  
Yes  No

Do you know of the applicant's record of achievement and/or desire to achieve in community or civic activities?  Yes  No

Please explain: \_\_\_\_\_

Do you believe the applicant possesses high standards of excellence, ethics, and integrity?  Yes  No

Other comments about the applicant: \_\_\_\_\_

I hereby recommend the above named applicant for participation in the Leadership Southwest program, the Class of 2018.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name (please print) \_\_\_\_\_ Title \_\_\_\_\_ Company \_\_\_\_\_

Email Address: \_\_\_\_\_ Day Phone: \_\_\_\_\_

On behalf of the Selection Committee of the LSW Board of Directors, thank you for your recommendation.

Leadership Southwest Inc.

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Mission Statement: To promote and enhance leadership through education in civic and community affairs, and encourage volunteerism in the Southern Dallas County.

**Leadership Southwest, Inc.**  
**UNT Dallas Leadership Series 2017-2018**  
**Module Summary**  
**By**  
**Dr. Larry D. Terry II**

This year, Leadership Southwest will incorporate a nine-part series of leadership development building upon the merits of the model used for the 2017-2018 class. Each two-hour session will provide concepts, theories, and frameworks for the month's selected leadership topic during the first half of the module, then will place LSW participants in a "practical" leadership/organizational setting in order to facilitate the application of the identified skills (videos, case studies, group/one on one simulations). This year's Leadership Series will differ, however, from the previous model in that it will "require" LSW participants to prepare for each session prior to attending by reading a series of selected articles, notes, or other publications in order to provide a context prior to the delivery of the module.

In addition to the activities conducted during the monthly module delivery, in order to demonstrate the development of their leadership skills, this year LSW participants (in groups of three to five) will be required to engage with a local partner organization in order to assess their internal/external leadership and organizational capabilities. Organizations will be selected by LSW leadership, and upon the conclusion of the nine month project, the assessment provided by each group can serve as a source of "free consulting" on the nature of their leadership, community impact, and organizational well-being. Groups will be encouraged to meet with their selected organization regularly to gain an understanding of how module topics relate to the organization (for example, what type of decision making models do leaders use in order to determine what programs to deliver to their community/customers?). Ultimately, LSW groups will have to present their progress on this project in **December 2017**, and their final assessment prior to the closing ceremony in **May 2018**. Both measures will hopefully ensure commitment to the program and its leadership development by requiring a high-quality deliverable that will provide some utility to the organization, its leaders, and ultimately the community.

The following nine (9) modules will be delivered beginning in September 2017 (order to be determined later) and the bullet points represent skills to be developed:

**Ethics in Leadership (Soft)**

- Distinguish between Deontology and Teleology
- Understand how Implicit Attitudes and In Group Favoritism may lead to unethical decisions and behavior
- Use the concepts of *Objective* and *Subjective* Ethical Standards to analyze leadership/organizational scenarios

**Strategic Planning (Hard)**

- Understand the purpose of a mission and vision statement, and be able to develop each based on identified values within and external to an organization (stakeholders)
- Be able to assess conduct and "environmental scan" by identifying an organizations Strengths, Weaknesses, Opportunities, and Threats (SWOT)
- Develop organizational strategies based on mission, vision, and SWOT analysis

**Leading and Managing for Results (Hard)**

- Managing for Specific Results or Outcomes (Performance Feedback Cycle, Accountability for Outcomes)
- Investing in Results (Building Program and Evaluation Capacity)

### **Needs Assessments and Community Engagement (Hard)**

- Identify various methods for community engagement and citizen participation
- Identify 5 types of citizen roles in community engagement
- Develop effective strategies for engagement given community values, citizen roles needed/available, and organization's mission

### **Decision Making and Problem Solving as a Leadership Skill (Hard)**

- Distinguish between problem solving and decision making
- Understand and conduct a search activity/environmental scan
- Understand and apply the principles of the following decision making models:
  1. Rational Model
  2. Organizational Process Model
  3. Politics Model

### **Conflict Resolution and Communication (Soft)**

- Understanding *Collaboration* versus *Competing*, *Compromise*, *Avoiding*, and *Accommodating*
- Crucial Conversations: Silence vs. Violence and avoiding the Fool's Choice
- Identifying values as a means of resolving conflict

### **Balanced Scorecard – An organizational assessment tool (Hard)**

- Understanding the impact of financial measures on organizational success
- Focusing on customers
- Aligning internal organizational processes
- Learning, growth, and human development

### **Servant Leadership (Soft)**

- Service as an alternative to power
- Collaborative Authority and breaking down hierarchy
- Mentoring and worker fulfillment as a method of leading
- Foresight and intuition as “experience in action”

### **Leadership, the use of “incentives”, and Organizational Culture (Soft)**

- Using Objective and Subjective Incentives as a tool in leadership
- Organizational culture as an internal and external variable
- Understanding organizational symbols, artifacts, and rituals in influencing others