



Greetings,

Thank you for your interest in the Leadership Watertown program. The Watertown Area Chamber of Commerce offers this "uniquely Watertown" program as part of an ongoing effort to provide leadership training, project management experience and offer a "behind the scenes" view of Watertown.

The program has been well received since it was first introduced in 1997. I look forward to having you as part of the 2018-2019 class and ultimately help you serve the community in an area that most interests you.

The enclosed materials will serve to give you an overview of the program and the topics which are covered. I am including the following time estimates for your consideration. Since Leadership Watertown only meets 11 times, attendance is a crucial factor. Please review the time commitment with your employer.

August 29, 2018	Program kick-off – 1/2 day
Sept. – April	2 nd Wednesday of the month, 8:30 am to 4:00 pm (Class moves to a different site each month)
May	Class project work day (optional)
June 12, 2019	Wednesday afternoon (3:00 to 6:00 pm)

After reading the material you may have questions and thoughts concerning your participation in the program. If so, I would like to meet with you to discuss Leadership Watertown. Please contact the chamber office to schedule an appointment.

Leadership Watertown is a win-win for the community and the Watertown Area Chamber of Commerce. It would be my pleasure to add your name to the alumni list.

Sincerely,

Susan M. Dascenzo

Susan Dascenzo
Executive Director
Watertown Area Chamber of Commerce



LEADERSHIP WATERTOWN

FREQUENTLY ASKED QUESTIONS

What are the objectives of Leadership Watertown?

1. Identify leaders for Watertown Area Chamber of Commerce positions as well as other civic organizations.
2. Educate participants regarding the opportunities and needs of Watertown.
3. Counsel participants on project management and leadership skills with a focus on volunteering in community leadership positions.
4. Create a rapport between classmates, community leaders and the business community.
5. Strengthen/enhance the quality of local leadership.

Who is eligible to participate in Leadership Watertown and how are they selected?

Any person employed by a Chamber member organization and possessing an interest in the objectives of Leadership Watertown is eligible to participate.

What is the program format of Leadership Watertown?

Leadership Watertown is divided into two segments: Class Time and Team Project

Class Time occurs each month. The Leadership board prepares classes that are a combination of speakers, tours and demonstrations that will familiarize you with many facets of the community. (See Question 2 on application for dates and class subjects.) Class time consists of lectures, tours, project work. The September class is an obstacle course. Every effort will be made to offer accommodations, but there is a physical component to the class which students will be asked to participate in.

The Team Project component of Leadership Watertown divides the class into teams that work on a community service project. The class will work on a project determined by the Leadership Board. The teams will have some class time to work on projects, but will find it necessary to communicate outside of class.

What does the program cost?

Tuition is \$750.00 per participant. Tuition covers continental breakfast and lunch on class days. Tuition also covers speaker fees and graduation expenses.

What if I find I'm unable to participate in Leadership Watertown after my tuition is paid?

Tuition may be returned to a participant who notifies the Board of Directors of their inability to participate **before** the first class session. Tuition refunds for any other reason shall be determined on a case-by-case basis by the Leadership Watertown Board of Directors in accordance with the refund policy in place for the program.

What are the time requirements of Leadership Watertown?

Participants will attend 9 sessions from August – April. The September to April sessions are typically held once each month on the second Wednesday from 8:30 am – 4:00 pm. The sessions are sometimes moved to another day to accommodate the topic presented. The orientation session in August is a 1/2 day on the last Wednesday of the month. The May session is held open for project work. The class will determine the best time for the May session later in the year. The culminating event is a graduation program in June.

What does Graduation day consist of?

On graduation day students discuss their project with their peers, employers, Chamber Board Members, and other interested parties. Students are also asked to give a brief summary of what they learned from being a part of Leadership Watertown. A guest speaker is featured. Dinner and refreshments are served. The program begins at 3:00pm and adjourns by 6:00pm.

What is required to graduate from Leadership Watertown?

All participants of the program are required to attend 100% of class sessions as described in the Leadership Watertown application. Participants are also expected to commit to all outside project meetings as determined by their project team. If a student misses any class or project time, the board will determine whether or not he/she fulfills the requirement for graduation.

What if I am unsure if I can commit to attending all Leadership Watertown sessions?

Your attendance and participation is critical to your success as a Leadership Watertown student. Your participation also affects the success of other students as well as the program itself. If you have doubt whether or not you are able to fully commit to the program, we ask that you consider participating at a time when your schedule allows.

What happens after graduation?

Attendance/Participation is meant to develop your personal leadership and project management skills for the benefit of your employer as well as for personal endeavors. In addition, it is our hope that after graduation participants are well aware of volunteer opportunities in the city. An option to serve on the Leadership Board is open to those wishing to continue their association with Leadership Watertown.



LEADERSHIP WATERTOWN Application

Name _____
Last First Middle

Home Address _____

City/State/Zip _____

Cell Number _____ Home Number _____

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Company _____ Phone _____

Address _____

City/State/Zip _____ Email: _____

Title _____

Briefly describe your current job responsibilities: _____

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Please list two references that are knowledgeable about your leadership performance and potential:

1. Name _____

Title _____

Company _____

Address _____

City/State/Zip _____

Phone _____

2. Name _____

Title _____

Company _____

Address _____

City/State/Zip _____

Phone _____

Please answer the following questions:

1. Why do you want to participate in Leadership Watertown?

2. Are you able to attend all Leadership sessions as listed below? Yes No

Note: Leadership Watertown is uniquely structured to help participants gain an understanding of the functions of the city of Watertown, while teaching leadership skills to use for the betterment of the community. It is crucial to your personal success and the success of the program that you are able to commit to ALL mandatory class and project sessions.

August 29, 2018
Orientation

November 8, 2018
Volunteer Connections

March 13, 2019
Healthcare & Wellness Day

September 12, 2018
Team Building Day

December 12, 2018
Taking Care of Business

April 10, 2019
City Government Day

October 10, 2018
Foundation for the Future

January 10, 2019
Partners in Crime

May 2019 (Date TBD)
Project Planning

February 13, 2019
Wheels on the Bus

June 12, 2019
Graduation

3. If accepted, how will you use the Leadership Watertown experience to give back to the community?

4. Briefly describe any volunteer activities:

5. What do you consider your best skill(s)?

(Examples: planning, organizing, communicating) How do these skills contribute to your leadership capability?

6. Briefly describe any leadership training you've been exposed to.

(Examples: TQM., military training, etc.)

Please confirm your commitment to Leadership Watertown by signing below:

Signature: _____ Date: _____

SEND COMPLETED APPLICATION BY July 15 TO:
Leadership Watertown, c/o Watertown Area Chamber of Commerce
519 E Main Street, Watertown, WI 53094-3873

*****DO NOT ENCLOSE FEES WITH APPLICATION*****