



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 2023-2024 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 9 times, attendance is a crucial factor. Please review the time commitment with your employer.

Sept. – April	2 <sup>nd</sup> 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, 2024	Graduation, 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,

A handwritten signature in black ink, appearing to read "Bonnie Hertel". The signature is fluid and cursive, with a large initial "B" and "H".

Bonnie Hertel  
Executive Director  
Watertown Area Chamber of Commerce



# LEADERSHIP WATERTOWN

## FREQUENTLY ASKED QUESTIONS

### ***What are the objectives of Leadership Watertown?***

- Identify candidates for the Watertown Area Chamber of Commerce board of directors as well as other chamber committees and civic organizations.
- Educate participants regarding the opportunities and needs of Watertown.
- Counsel participants on project management and leadership skills with a focus on volunteering in community leadership positions.
- Build relationship between classmates and business and community leaders.
- Strengthen/enhance the quality of local leadership.

### **What do Participants of Leadership Watertown gain?**

- A far greater understanding and perspective of the community.
- Knowledge of themselves and how to utilize their strengths.
- Improved leadership skills.
- A new network of professionals.
- A passion to improve our community.
- How to work together with a diverse team for common good.
- Understand the community impact of your decisions.
- Enhanced leadership through strength & weakness finding.
- Understand how to build a good team.

### **What do Employers gain?**

- Engages your leaders in the community, connecting their job and your company to the greater needs of Watertown
- Identifies employees' strengths and how to work well with others.
- Provides professional networking opportunities.
- Helps employees develop greater personal vision.
- Improves employees' vision for "big picture" thinking.
- Enhances self-awareness, improving their abilities to lead others.

### ***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 sessions 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, book discussion based on the leadership text and project work. The September class is an orientation in the morning and a team building obstacle course in the afternoon. 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. The project will require some fundraising on the part of the class. The Leadership Board and

chamber staff are available as resources during the entire project planning and project implementation process.

***What does the program cost?***

Tuition is \$550.00 per participant for chamber members and \$800.00 for non-chamber members. Tuition covers continental breakfast and lunch on class days. Tuition also covers speaker fees, orientation 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 September to May. The September to April sessions are typically held once each month on the second Wednesday from 8:00 am – 4:00 pm. The sessions are sometimes moved to another day to accommodate the topic presented. 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, 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 \_\_\_\_\_

=====

Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Email: \_\_\_\_\_

Title \_\_\_\_\_

Briefly describe your current job responsibilities: \_\_\_\_\_

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

**Note:** 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.

September 13, 2023  
*Orientation/Team Building Day*

January 10, 2024  
*Lights & Sirens*

May 2024 (Date TBD)  
*Project Planning*

October 11, 2023  
*Foundation for the Future*

February 14, 2024  
*Taking Care of Business*

June 12, 2024  
*Graduation*

November 8, 2023  
*Volunteer Connections*

March 13, 2024  
*Healthcare & Wellness Day*

December 13, 2023  
*Wheels on the Bus*

April 10, 2024  
*City Government Day*

Please confirm your commitment to Leadership Watertown by signing below:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SEND COMPLETED APPLICATION BY August 12 TO:**  
Leadership Watertown, c/o Watertown Area Chamber of Commerce  
519 E Main Street, Watertown, WI 53094-3873

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