



A Commitment to Partnership

You may have noticed we refer to you as our partner. We're intentional about using that word, as we don't see ourselves as the typical vendor or speaker you might bring to your organization. We consider you a partner in our collective effort to fulfill our vision — a just, caring, thriving world where everyone leads with integrity and a healthy disregard for the impossible.

We recognize the success of the program depends on many people working together behind the scenes in order to create the powerful learning experience we know is possible. We are committed to developing lasting relationships with our partners with the hope that the Institute might serve as the cornerstone of your leadership program for years to come.

What LeaderShape Provides

We provide the following for every session:

1. A LeaderShape liaison — a dedicated staff member who works closely with you during the planning process, start to finish.
2. An online database — that helps you avoid re-inventing the wheel for processes like participant applications, sending session-wide emails, pulling demographic reports, and generating personalized items like nametags or commencement programs.
3. Marketing and promotional materials — whether you're trying to win over internal stakeholders or recruiting participants, we've got it covered.
4. All curriculum materials — including but not limited to participant and faculty manuals, handouts, videos, slides, activity supplies, personal inventories — even pens!
5. Two Co-Lead Facilitators — highly skilled folks with extensive experience in educational settings.
6. Training for Cluster Facilitators — prior to your session and then continuing throughout the week.



7. Post-session evaluation — quantitative and qualitative data to help you tell the story of your session's impact.

What Campus/Organizational Partners Provide

We are dedicated to helping campus and organizational partners in every aspect of the planning process. To ensure the process runs smoothly, we ask you to be responsible for:

1. Selecting session dates — one week out of the year that will work best for your campus or organization (six days for the session, plus the day before it all starts for faculty training). *For optimal planning, we recommend that you select a date 9-12 months in advance. However if circumstances make that difficult, we will work with you plan your session on a shorter timeline.*
2. Selecting an appropriate site — reserving the space and paying all costs associated with the use of the facility.
3. Selecting a Program Coordinator — a person who is a currently a full-time professional member of your staff who takes responsibility for the planning and logistics of your session. This person will work closely with LeaderShape to coordinate your session.
4. Recruiting and selecting participants and Cluster Facilitators — 60 people to attend your session, plus 5-6 experienced people to serve as small group facilitators.

Costs and Budgeting

The fee for hosting one session of the Institute is \$16,750. In general, we suggest campuses/organizations budget an average \$35,000-40,000 for housing, food, transportation and the LeaderShape fee. Traditionally, the largest variable cost in an overall session budget is food and lodging.



Site Selection

To ensure a successful session of the Institute, we strongly recommend dates are selected and a site is confirmed nine to twelve months prior to your session.

With regard to site selection, your organization is responsible for:

- selecting and securing a facility (which includes access to a low-ropes teams course) for the Institute,
- paying all costs associated with the use of this facility, and
- providing this site information to LeaderShape.

From time to time partners ask if they can conduct their session in their own facilities. We require the Institute be held off campus, away from participants' regular, daily environment at a site which provides minimal distractions. Unfamiliar surroundings help to create an immersion experience and a powerful learning environment for participants. We believe strongly in the power of an immersion experience and the impact it can have on learning. We can even help you find a site. Some of the space considerations include:

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- a large meeting room (60-75 movable chairs),
- 1 small, private breakout room for each Family Cluster (5-6 rooms for 8-12 people),
- 1 small, private breakout room for the Faculty team,
- participant sleeping rooms that allow for participants to share rooms, and
- individual sleeping rooms for facilitators.