



## EMERGING LEADERS ACADEMY SAMPLE PARTICIPANT INVITATION

To ensure participants are off to a good start when selected to participate in Emerging Leaders Academy, we have developed an invitation letter for you to use as a template. Please modify this letter as appropriate. For example, you may wish to:

1. Specify a different process for choosing guides
  2. Specify which event you are encouraging participants to attend as a group (or if you recommend they defer to next year)
  3. Inform them of your firm's "kick-off" meeting/webinar (possibly in conjunction with the first participant webinar)
  4. Add contact information for your firm's ELA advocate (and include this in the last paragraph)
  5. Require them to make changes to their hours allocation and/or let them know how their ELA time should be recorded in your system
  6. Specify how the enrollment fee should be paid
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Participant,

In recognition of your status as an emerging leader within the firm, you have been chosen by firm leadership to participate in Upstream Academy's **Emerging Leaders Academy**. This two-year program is designed to help you become an exceptional leader in the firm by providing you with important tools, training and resources. We hope you consider this nomination both an honor and a challenge.

This two-year program will begin in June. The program's six components offer tools, resources and learning experiences to enhance and further develop your leadership qualities.

1. **Leadership Training Forums** – During each year of the program, ten one-hour webinars led by Upstream faculty will provide a forum for discussing key principles of leadership. Participants are required to listen to the live or recorded webinar. After each forum, you are also required to discuss with your guide what you learned from each presentation and what you will do about it, enforcing the process of learning to do, doing to become.
2. **Leadership Project** – Each year, participants will complete a challenging (10+hours) leadership project that will benefit the firm, and allow individuals or teams of emerging leaders to further develop important skills. Upstream will assist by providing project advice, suggestions and examples. Your guide will work closely with you to ensure accountability and accomplishment of the desired objectives.
3. **Guides** – The process of learning new principles and skills is easier if accompanied by someone who has previously walked the same path. The firm will pair you with a guide, who will work with you throughout this three-year program to help you set and accomplish goals and complete assignments. Upstream Academy will provide training and materials for guides. Plan to meet with your guide monthly to discuss progress.
4. **Leadership Development Goals** – Throughout the year, participants will set and accomplish related goals after each Leadership Training Forum. Upstream provides a list of potential goals after each forum, and participants choose a goal after each session to work on before the next forum. Participants complete all the goals chosen prior to the program year conclusion in May.
5. **Measured Progress** – ELA participants and guides will have access to an online progress tracking tool (OPT system) to track their progress. Upstream will email information on how to log in when we receive your registration form.
6. **Virtual Conferences with an Optional In-person Event** – All ELA participants are invited to attend two virtual conferences each year. Always one of the most high-rated aspects of the program, conferences provide a way for participants to network with peers in a stimulating group environment, share insights and gain insights on both current and future firm issues. If you are ready to travel, you have the option to attend a two-day in-person event in January. Only the first 100 participants will be able to attend this event, so please let the advocate know if you plan to attend.

You have been selected to participate in this program because of your demonstrated leadership abilities and commitment to the firm. ELA is an intense, yet very rewarding, program and you can expect to spend approximately 50-70 hours per year in activities related this program.

If you are ready for this challenge, here's what you need to do to get started:

1. **Review the commitment form.** This program will only be beneficial if you are willing to put in the time and effort necessary to make it worthwhile. If you are willing to make the commitment, please sign this form.
2. **Add the first Leadership Training Forum to your calendar.** If you are unable to attend, please calendar a time soon after to listen to the recording of this webinar. During this first forum, Upstream facilitators will explain the program in detail to ensure that you get off to a good start.
3. **Locate an electronic version of a head and shoulders photo for use in the Participant Directory.** This photo must at a high enough quality to be printable at a *minimum* of 2 inches by 2.75 inches.
4. **Consult with your ELA Advocate** to choose a guide, determine participation at an Upstream Academy event and complete and submit the registration form and photo. You can register online or use the attached form.

Congratulations on your selection for this program. Please don't hesitate to contact me with any questions.