

K E N N E B E C  
**LEADERSHIP**  
I N S T I T U T E

*Building tomorrow's leaders for the Kennebec Valley*



A Kennebec Valley Chamber of Commerce Program



# PROGRAM OVERVIEW

**Special thanks to the 2020 Kennebec Leadership Institute Program Sponsors:**



The Kennebec Leadership Institute training program and all supporting materials were created in 2018 by Vaillancourt Corporate Training LLC for exclusive use by the Kennebec Valley Chamber of Commerce. Materials were revised in 2020 by Synchrony Point Coaching & Consulting.

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## Why focus on building leaders?

### *The Kennebec Valley needs talented leaders for the future*

We live and work in complex times. Our success as a community depends on the skill, commitment and imagination of our future leaders. The Kennebec Valley needs well-rounded professionals –equipped with practical leadership tools and resources – to set the direction for our future. The impact of those leaders will be even greater if they connect through strong community and professional networks. We have the people we need right here in the Kennebec Valley. It is our mission to find and nurture them through the Kennebec Leadership Institute.



*Class XXXII*

## What is the Kennebec Leadership Institute?

### *KLI is the oldest leadership program in the state of Maine*

The goal of the Kennebec Leadership Institute (KLI) is to assure a continuing flow of able, committed and resourceful leaders to serve our communities. As the oldest leadership program in the state, KLI draws prospective leaders from a wide cross-section of businesses, organizations and the community at large. Its purpose is to inspire these promising individuals to work more effectively within their own spheres of influence while expanding their civic and community participation. The program was designed to:

- Promote the development of critical skills needed by future leaders through interactive workshops, assignments and community interaction
- Build the motivation of participants to assume responsible leadership positions in business, civic and community organizations in the Kennebec Valley
- Build awareness among future leaders of the diversity, strengths, resources and concerns of the Kennebec Valley
- Establish a network of capable, committed leaders ready to take on new challenges and opportunities in the ever-changing business and community life of the Kennebec Valley

KLI seeks to foster a network of leaders who are committed to understanding and improving the Kennebec Valley. Past graduates have successfully run for office, gained promotion in their companies, served on boards of directors throughout the community, started their own business in the community and chaired a myriad of civic and community groups.

## Who should participate?

*Over 450 alumni have already benefited from KLI*

The Kennebec Leadership Institute is open to individuals who live or work in the Kennebec Valley. Anyone with an interest in community betterment is welcome to apply. Applicants do not need to currently be in a leadership position. The only requirement is a sincere commitment from the employee and employer to building skills and knowledge, and to becoming a more active participant in the future of the Kennebec Valley.

*Participants must commit to participating and completing all program requirements during the 14-week program including:*

- **Leadership Skills Building**
  - 2 full-day skill building workshops
  - 5 half-day skill-building workshops
  - Completion of all pre-workshop assignments
  - Completion of all post-workshop assignments and activities
  - Participation in an exclusive LinkedIn group with other KLI participants and alumni
- **Kennebec Valley Community Knowledge Building and Networking**
  - 5 scheduled community topic events  
This will be a mix of panel discussions, guest speakers and site visits to learn about important community issues. Panelists and presenters will be top business and community leaders, focused on such topics as economic development, education, state and local government, community history, civic and cultural organizations and the future of the region.
  - 4 Kennebec Valley Chamber of Commerce events  
Participants will select from monthly events such as: Business After Hours, Chamber Connections, Women’s Network Luncheon and Cynergy.
- **Giving Back to the Community – Service Project**
  - Participation in a class service project. This work will be coordinated by the Kennebec Valley Chamber of Commerce.

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*“Thanks to my employer’s investment in me through KLI, I am able to invest my time and energy into our community.”*

*Sue Grenier, Class XIII*

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## What role does the participant's manager play?

### *A manager's support and coaching is the key to employee growth*

The research is clear: the number one success factor in building an employee's skills is the involvement of the direct supervisor. This is especially true when the employee participates in a formal offsite training program. Skills building does not *end* in the classroom – it begins there. That's why the Kennebec Leadership Institute offers a unique feature that most programs do not: easy-to-use coaching guides for the participant's direct manager to use both before and after an employee attends a workshop.

#### **Why does this guidance matter?**

- For the participant
  - Increased motivation and commitment
  - Better retention and understanding of the skills learned in class
  - Increased likelihood that the participant will use what was learned
- For the manager (and the participant's organization)
  - Valuable insight into the participant's character, skills, work ethic and potential
  - More skilled employees
  - Better coaching and communication skills for the manager
  - Better employee retention – employees who feel invested in are more likely to stay with their organization

#### **What will the participant's manager do?**

Managers will receive a Coaching Guide for each workshop. Here is what the participant's direct manager, supervisor or coach is expected to do to make sure the employee gets the full benefit of the program:

- ✓ Before each leadership skill building workshop, have a quick but targeted conversation with the employee to discuss expectations and possible skills gaps. Managers will receive a step-by-step coaching guide for this conversation. Make sure the employee has completed all pre-workshop activities.
- ✓ After each workshop, debrief the participant on what he or she learned and how he or she intends to put this learning into action. Coach and encourage the employee as she or he practices these new skills!

## A Hybrid KLI Program

KLI seeks to foster a network of leaders who are committed to understanding and improving the Kennebec Valley. The connections made in the program are a crucial to your experience and learning. With Governor Mills’ plan to Restart Maine’s Economy in mind, KLI will be conducted in a hybrid model that still allows for these connections to be made, both with your fellow classmates as well as the community leaders who have volunteered to play a part in the program.

Workshop days will be held in-person, with a desk for each individual. Temperatures will also be taken each workshop day as an extra precaution. Community panels will be held virtually.

## Program Content and Schedule

*What specific skills and knowledge are the focus of the KLI program?*

The Kennebec Leadership Institute runs for 14 weeks (September – December 2020). The program includes: two full-day and five half-day Leadership Skills Building workshops in addition to community topic events and Chamber events.

Week	Dates		Item	Other Activities
1	September 8 <sup>th</sup> 8:30am-4:30pm		Workshop 1 – Program Kick-Off (Full-Day) <b>Emotional Intelligence (EQ) &amp; Self-Awareness; Communication Skills; Networking Skills</b> Location: Kennebec Savings Bank Corp. 330 Civic Center Dr., Augusta, ME 04330	<b>Participate in Kennebec Valley Chamber events. Chamber Connect and Women’s Network Luncheon are offered monthly. Select 2 to Events to Attend.</b>
2	September 15 <sup>th</sup> 8:00am-12:30pm		Community Presentation/Panel <b>Government</b>	
3	September 22 <sup>nd</sup> 12:00-4:30pm		Workshop 2 (Half-Day) <b>Leadership Presence; Community Service Project Planning</b> Location: Kennebec Savings Bank Corp. 330 Civic Center Dr., Augusta, ME 04330	
4	September 29 <sup>th</sup> 8:00am-12:30pm		Community Presentation/Panel <b>Education</b>	
5	October 6 <sup>th</sup> 12:00-4:30pm		Workshop 3 (Half-Day) <b>Presentation Skills</b> Location: Kennebec Savings Bank Corp. 330 Civic Center Dr., Augusta, ME 04330	
6	October 13 <sup>th</sup> 8:00am-12:30pm		Community Presentation/Panel <b>Manufacturing and Distribution</b>	
7	October 20 <sup>th</sup> 12:00-4:30pm		Workshop 4 (Half-Day) <b>Presentation Skills</b> Location: Kennebec Savings Bank Corp. 330 Civic Center Dr., Augusta, ME 04330	

8	October 27 <sup>th</sup> 8:00am-12:30pm		Community Presentation/Panel <b>Arts and Culture</b>
9	November 3 <sup>d</sup> 12:00-4:30pm		Workshop 5 (Half-Day) <b>Building Trust; Providing &amp; Receiving Feedback; Crating a Positive Team Environment</b> Location: Kennebec Savings Bank Corp. 330 Civic Center Dr., Augusta, ME 04330
10	November 10 <sup>th</sup> 8:00am-12:30pm		Community Presentation/Panel <b>Healthcare</b>
11	November 17 <sup>th</sup> 12:00-4:30pm		Workshop 6 (Half-Day) <b>Conflict Management; Ability to Influence</b> Location: Kennebec Savings Bank Corp. 330 Civic Center Dr., Augusta, ME 04330
12	December 1 <sup>st</sup> 8:00am-4:30pm		Workshop 7 – Conclusion (Full-Day) <b>Unconscious Bias; Running an Effective Meeting; Graduation Rehearsal and Bringing It All Together</b> Location: Kennebec Savings Bank Corp. 330 Civic Center Dr., Augusta, ME 04330
13	December 8 <sup>th</sup> TBD		<b>Community Service Project with Your KLI Class (must be completed by 12/8/20)</b>  Snow day placeholder
14	December 15 <sup>th</sup> 5:00-7:00pm		<b>Graduation</b> - Final Presentations at Chamber Connection Location: Augusta Civic Center 76 Community Dr., Augusta, ME 04330

## How do I apply?

*Apply now to join fellow future leaders in KLI Class XXXIII*

### **Tuition**

Tuition for the full 2020 Kennebec Leadership Institute is \$1400. Partial scholarships may be available; call the Chamber of Commerce for details. Meals for full-day workshops are included; please contact the Chamber in advance concerning any dietary needs or restrictions.

### **Application and acceptance into the program**

The application can be found on the Kennebec Valley Chamber of Commerce website at [www.kennebecvalleychamber.com](http://www.kennebecvalleychamber.com).

Please **submit your completed application to the Chamber by July 31, 2020**. *A screening committee will review all applications and select successful applicants, who will be notified by email.*



**For additional information about the Kennebec Leadership Institute, contact:**

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