



*Coro prepares individuals to be engaged, responsible citizens and effective civic leaders by providing rigorous hands-on leadership skill training.*

## **Women In Leadership**

Coro's Women In Leadership (WIL) program is a five-month part-time training program aimed at providing an opportunity for women to refine their personal and professional leadership competencies as well as learn about the community. Participants must have at least three years of management or entrepreneurial leadership experience in business, public affairs, or volunteer work.

### **WIL TRAINING PHILOSOPHY**

- We seek participants who are interested in community involvement
- We select participants committed to actively contributing to a learning environment
- We emphasize inquiry, General Semantics and experiential learning
- We expose participants to social institutions and community sectors
- We use the community as the classroom
- We provide opportunities for participants to develop assess leadership competencies and develop strategies for improvement
- We value diversity and strive to help others see the strength in this
- We realize that experiential learning requires full participation and attendance

### **FOCUS OF LEARNING AND DEVELOPMENT**

- Inquiry and interviewing
- Experiencing a broader view of the St. Louis community
- Cultural awareness
- Exploration of what it means to be a leader
- Organization analysis
- Heightened awareness of women in leadership positions in the St. Louis community

*Note: Coro has a well established inventory of tools that have proven to be highly effective over time. A number of these tools are basic to every Coro program. Additionally, program leaders will draw from this extensive list of tools to tailor program components to meet the needs of specific programs and participants.*

### **UPON COMPLETION OF THE PROGRAM, PARTICIPANTS WILL HAVE ....**

- Improved leadership effectiveness to apply to their career fields and community
- Acquired a more developed skill set of leadership competencies
- Increased appreciation for promoting diversity of perspectives in personal and professional affiliations
- Enhanced ability to network within the community and access resources to produce results
- Joined a strong network of Coro program graduates in leadership roles throughout the region

#### **For more information contact:**

Abigail Heinz, Community Relations Manager  
Coro Leadership Center – St. Louis  
1325 N. Highway Drive  
Fenton, Missouri 63099  
636.827.9804 (direct)  
636.827-9807 (fax)  
[abigail@coro-stl.org](mailto:abigail@coro-stl.org)  
[www.coro-stl.org](http://www.coro-stl.org)



**Women In Leadership - Class 54  
Spring 2010**

Class 54 of the Women In Leadership program will begin in January 2010 and run through early May 2010. For further information, please check the Coro website [www.coro-stl.org](http://www.coro-stl.org).

<b>Nominations Due</b>	Tuesday, November 10, 2009	
<b>Application Deadline</b>	Tuesday, December 1, 2009	
<b>Selection Day</b>	Thursday, December 10, 2009	6:00 pm – 9:00 pm
<b>Session One:</b>	Friday, January 15, 2010 Saturday, January 16, 2010	6:00 pm – 9:00 pm 9:30 am – 5:00 pm
<b>Field Day One:</b>	Thursday, February 4, 2010	8:30 am – 5:00 pm
<b>Session Two:</b>	Saturday, February 13, 2010	9:30 am – 5:00 pm
<b>Field Day Two:</b>	Thursday, February 25, 2010	8:30 am – 5:00 pm
<b>Session Three:</b>	Saturday, March 13, 2010	9:30 am – 5:00 pm
<b>Field Day Three:</b>	Thursday, March 18, 2010	8:30 am – 5:00 pm
<b>Session Four:</b>	Saturday, April 10, 2010	9:30 am – 5:00 pm
<b>Field Day Four:</b>	Thursday, April 22, 2010	8:30 am – 5:00 pm
<b>Session 5:</b>	Saturday, May 1, 2010	9:30 am – 5:00 pm

# Women In Leadership Program



## APPLICATION AND SELECTION PROCESS

We have found that having individual deadlines for each application both supports the candidate and allows the Coro staff sufficient time to carefully consider each application. ***This process for Class 54 ends December 1.*** To be clear, if someone contacts us in September and is interested in being a candidate, we will work with them to complete the application in 2-3 weeks. We accept applications on a rolling basis!

To be considered complete, an application must include the following materials:

- Application Form A including essays
- Three letters of recommendation to be completed on Forms B, C and D included in this application packet
- A non-refundable \$40 application fee

Please do not submit any additional letters of recommendation or supplemental materials. Type or print in black ink. So that we may fully understand your involvement, please use full names of organizations and avoid using initials or acronyms.

Please send your completed application form and \$40 non-refundable application fee to:

Coro Leadership Center – St. Louis  
Attn: Kari Brownholland  
1325 N. Highway Drive  
Fenton, MO 63099  
Questions: 636.827.9805

or

[kari@coro-stl.org](mailto:kari@coro-stl.org)

The application fee may also be paid online at <http://coro-stl.org/donatenow>

Following application submission, a Selection Committee comprised of Women In Leadership alumnae and community leaders will review all written applications. On the recommendation of the Selection Committee, some applicants will be invited to participate in Selection Day on Thursday, December 10, 2009. You will be notified in late November whether you have been invited to this half-day interview process. Following Selection Day, 20-24 women will be chosen to participate in Class 54 and will be notified in mid-December of their acceptance.

Coro does not discriminate on the basis of race, color, sex, national or ethnic origin, sexual orientation or physical disability in the administration of education policies, scholarships, awards or tuition payments.

## TUITION & SCHOLARSHIP OPPORTUNITIES

The cost for the Coro Women In Leadership program is \$2500. A very limited number of partial scholarships based on financial need may be available. Applicants have the opportunity to apply for a scholarship upon completion of Selection Day. Many employers will pay all or part of the tuition as part of their continuing education program.

# Women In Leadership Application Form A



## CONTACT INFORMATION

Name \_\_\_\_\_  
*Last* *First* *Middle*

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Email \_\_\_\_\_

Employer or Volunteer Agency \_\_\_\_\_

Title \_\_\_\_\_

Number of Direct Reports \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_

Work Email \_\_\_\_\_

Which mailing address do you prefer? (*circle one*) Home Work

Which email address do you prefer? (*circle one*) Home Work

Which phone number do you prefer? (*circle one*) Home Work

In which sector do you work?

\_\_\_\_\_ Business \_\_\_\_\_ Government \_\_\_\_\_ Non-Profit \_\_\_\_\_ Labor

\_\_\_\_\_ Politics \_\_\_\_\_ Volunteer

## EDUCATION

Please list undergraduate and graduate degrees as well as any continuing education or professional training. If you have a current resume, you may instead attach it to the application.

School/Program	Dates (start – end)	Major	Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



## PROFESSIONAL AFFILIATIONS

List any current professional affiliations.

**Organization**

**Position/Involvement**

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## COMMUNITY INVOLVEMENT

List the community organizations in which you are currently involved.

**Organization**

**Position/Involvement**

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## OUTREACH & RECRUITMENT

To assist Coro in improving its public information and recruitment program, please state where and how you learned about the Women In Leadership Program. Please be as specific as possible.

Colleague/Friend \_\_\_\_\_

Information Session \_\_\_\_\_

Presentation \_\_\_\_\_

Coro Website \_\_\_\_\_

Publication \_\_\_\_\_

Coro Alumna \_\_\_\_\_

Other \_\_\_\_\_

## ESSAY QUESTIONS

Please use a separate piece of paper to complete the following questions. Include your name in the upper right hand corner of each page. **Each essay should be between 150 and 300 words.**

1. What are your reasons for applying to participate in the Coro Women In Leadership program?
2. How would others in the program benefit from your involvement? How do you hope to benefit from the other participants?
3. State your personal & professional goals. How will participation in Women In Leadership help you work toward the attainment of these goals?
4. What do you believe is the most pressing issue facing the St. Louis metropolitan area today? What leadership approach would you take to address this issue?

## LETTERS OF RECOMMENDATION

Three letters of recommendation must be submitted. Please distribute Forms B, C and D to your references. They should submit these letters directly to the Coro office. It is your responsibility to ensure these letters are submitted by the application deadline. Please provide us with the names and contact information for the individuals who will serve as your references.

### FORM B (Supervisor's Recommendation)

Name \_\_\_\_\_ Title/Organization \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

### FORM C (Community Leader's Recommendation)

Name \_\_\_\_\_ Title/Organization \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

### FORM D (Open Recommendation)

Name \_\_\_\_\_ Title/Organization \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

## DECLARATION ON APPLYING

In submitting this application, you affirm that you have reviewed the entire application and that to the best of your knowledge, the information you have given is true and accurate.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Women In Leadership

## RECOMMENDATION FORM B

Name of Applicant: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

**Instructions to the Applicant:** This form should be completed by your direct supervisor. If you are self-employed, please have this form completed by a business associate. If you are a community volunteer, this form may be submitted by a comparable program associate.

**Instructions to the Reference:** Coro's Women In Leadership program is a five-month part-time training program aimed at providing an opportunity for women to refine their personal and professional leadership competencies as well as learn about the community. Participants must have at least three years of management or entrepreneurial leadership experience in business, public affairs, or volunteer work. Successful applicants will have demonstrated a willingness and ability to assume leadership positions and an interest in community and public affairs.

Your comments, along with the applicant's completed application, will be read by a committee of community and civic leaders throughout the selection process. For more information about Coro and the Women In Leadership program, please visit <http://www.coro-stl.org>. If you have any questions, please call Kari Brownholland at 636.827.9805. Thank you for your assistance.

Please rate and comment on the applicant's behavioral characteristics in the following areas:  
(1 = Below Average; 2 = Average; 3 = Good; 4 = Excellent; 5 = Outstanding)

Skill/Ability	Rating	Comments
Creativity		
Building Relationships		
Results Driven		
Effective Listening		
Problem Solving		

Please answer the following questions on your professional letterhead (if applicable) and include your daytime phone number.

1. How long have you known the applicant and in what capacity?
2. Please comment on the applicant's leadership potential and provide an example.
3. What evidence have you seen of the applicant's interest/involvement in public or community affairs?
4. How might the applicant benefit from Women In Leadership?
5. What will the applicant contribute to the Women In Leadership program?
6. Any additional comments you feel may be useful in assessing the applicant.

**Please return this form and your letter of recommendation before Tuesday, December 1, 2009 to:**

Coro Leadership Center – St. Louis

Attn: Kari Brownholland, Program Manager

1325 N. Highway Drive

Fenton, MO 63099

or

[kari@coro-stl.org](mailto:kari@coro-stl.org)

Fax: 636.827.9807

# Women In Leadership

## RECOMMENDATION FORM C

Name of Applicant: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

**Instructions to the Applicant:** This form should be completed by someone who knows of your work and interests.

**Instructions to the Reference:** Coro's Women In Leadership program is a five-month part-time training program aimed at providing an opportunity for women to refine their personal and professional leadership competencies as well as learn about the community. Participants must have at least three years of management or entrepreneurial leadership experience in business, public affairs, or volunteer work. Successful applicants will have demonstrated a willingness and ability to assume leadership positions and an interest in community and public affairs.

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Please rate and comment on the applicant's behavioral characteristics in the following areas:  
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Fax: 636.827.9807

# Women In Leadership

## RECOMMENDATION FORM D

Name of Applicant: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

**Instructions to the Applicant:** This form should be completed by someone who can speak to your qualifications for the program.

**Instructions to the Reference:** Coro's Women In Leadership program is a five-month part-time training program aimed at providing an opportunity for women to refine their personal and professional leadership competencies as well as learn about the community. Participants must have at least three years of management or entrepreneurial leadership experience in business, public affairs, or volunteer work. Successful applicants will have demonstrated a willingness and ability to assume leadership positions and an interest in community and public affairs.

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