



# LEADERSHIP CIRCLE

## Participant Intake Form

### MISSION

The Leadership Circle program aims to develop the diverse current and emerging leaders of the Chicago business and civic communities by providing participants exclusive access to the intellectual capital of their peers. Each mentorship group is comprised of approximately 10 participants and are led by two co-facilitators. Groups meet at least eight times a year and incorporate a heterogeneous mix of leaders from various industries and experience levels in each of the mentorship groups.

### GROUP MEETINGS

The Club provides a unified first meeting date, time and location for all Leadership Circle groups. An agenda is provided to the group facilitators and participants for their first meeting, during which time the individual groups will plan for the year ahead and begin to build group trust and accountability.

### TYPES OF LEADERSHIP CIRCLE GROUPS

Group meeting agendas and structure are based on the interests of the group, as well as guidance from the groups' co-facilitators. Many groups prefer to use a peer networking approach to their meetings where group members gather and share experiences, challenges and successes in a roundtable format, often becoming a peer "board of advisors" to one another. Other groups may choose to use a more formal mentorship approach where participants gather to discuss and develop skills and competencies by discussing topics during monthly meetings.

### PARTICIPANT EXPECTATIONS

- Provide open, honest, and sincere feedback in group meetings and discussions.
- Respect the confidentiality of the information discussed within the group.
- Commit to respond to all communication from facilitators and fellow participants within 48 hours.
- Commit to attend as many meetings as possible, but no fewer than six during the course of the program.
- Contribute and own your experience. Be vulnerable in seeking feedback.

It is understood that failure to meet these expectations could result in the participant's removal from the Leadership Circle Program



### PARTICIPANT PROFILE

A participant in Leadership Circle typically falls into the following profile:

- Individuals looking to gain insight from peers in a cross-industry/cross function group experience.
- Individuals managing teams, large portions of a business or P&L, individuals who may own their own business or those looking to gain insight and strategic perspective.
- Individuals looking to build their network and develop a "peer board of advisors."
- Individuals who are interested in sharing their unique experiences and talents to support the growth and journey of their peers.

# PARTICIPANT INTAKE FORM



THE EXECUTIVES' CLUB  
OF CHICAGO  
CONNECTING CHICAGO'S BUSINESS LEADERS SINCE 1911

The Leadership Circle Program is an exclusive opportunity for current and future leaders of the Chicago business and civic communities to foster meaningful connections. The program provides a forum for gaining access to the intellectual capital of peers across industry and function. We appreciate your interest and encourage your active participation.

**Please return the completed application form with a copy of your bio and headshot, to The Executives' Club of Chicago via Brett Taylor at [BTaylor@ExecutivesClub.org](mailto:BTaylor@ExecutivesClub.org).**

Mr./Ms. \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Industry \_\_\_\_\_

Address \_\_\_\_\_

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

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail \_\_\_\_\_

**How did you learn about Leadership Circle?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List your objective for joining a Leadership Circle Group.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Do you have any prior experience with a program like Leadership Circle?**  Yes  No

If so please describe \_\_\_\_\_

\_\_\_\_\_

**Would you prefer to be in a group that tends to be more like a peer development group or one that is more formally focused on mentorship?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Mentorship groups convene for 12-month cycles. Are you able to commit to participating in a group for 12 months?**

Yes  No

**Are you able to meet at least six times during the 12 month cycle with your assigned group?**

Yes  No If no, please explain: \_\_\_\_\_

**Please check preferred days and times for monthly group meetings of approximately 90 minutes:**

	Monday	Tuesday	Wednesday	Thursday	Friday
Early AM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mid-morning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lunch	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Afternoon	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Early evening	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**What is your preferred meeting location:**  Chicago Loop  North suburbs  West Suburbs

Other \_\_\_\_\_

**Would the group be able to meet at your business location?** (not a requirement)  Yes  No

**Do you have any objection to actively engaging in facilitating mentorship meetings (scheduling, hosting, etc.)?**

Yes  No If so, please explain \_\_\_\_\_

**On a scale of 1-5, with 5 being most desirable, please rate the importance of peer to peer networking and sharing as a part of the mentoring experience.**

1  2  3  4  5

**On a scale of 1-5, with 5 being most desirable, please rate the importance of learning from senior level experience as a part of the mentoring experience.**

1  2  3  4  5

**On a scale of 1-5, with 5 being most desirable, please rate the importance of socializing as a part of the mentoring experience.**

1  2  3  4  5



**List 3-4 ways that you'd like to see a Leadership Circle Group help you this year:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Tell us more about the areas you seek to further develop:**

Industry perspective?  **Yes**  **No** If so, list industry (industries) \_\_\_\_\_

Function specific?  **Yes**  **No** If so, list function(s) (i.e., HR, Marketing, Finance, IT, etc.) \_\_\_\_\_

Other interests (economic, global, leadership, etc. Please list): \_\_\_\_\_

**Please list any potential conflicts or specific requests The Club should be aware of during the matching process:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Return completed application form along with your bio and headshot to  
Brett Taylor at [BTaylor@ExecutivesClub.org](mailto:BTaylor@ExecutivesClub.org).**

Your application will be processed and you will be contacted with further information.

**Thank you for your interest in Leadership Circle!**