

LEADERSHIP CIRCLE

Facilitator Intake Form



MISSION

Leadership Circle provides executives with an opportunity to build deep relationships with their peers in an intimate and confidential setting. Participants in the program share successes, challenges and build an important set of peer advisors that provide support as they navigate their leadership journey. The experience provides an intimate and confidential setting for participants to share success, challenges, and build capacity. The engagement from their group supports participants as they navigate their leadership journey.



FACILITATOR PROFILE

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

- Individuals looking to help foster meaningful connections among a group of peers.
- Leaders looking to help carry the momentum of a peer group forward.
- Individuals looking to hold group members accountable for participation and suggest creative opportunities for group connection.
- Individuals who can assist with the coordination of group norms and identify the best possible mode of interaction for the group.

FACILITATOR 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 my co-facilitator and participants within 48 hours.
- Miss no more than one meeting per year.
- Lead the creation of shared goals and objectives for the year. Offer suggestions for developing group trust and accountability.
- Facilitators are ultimately responsible for the group's energy, momentum and connection.

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.

FACILITATOR INTAKE FORM



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 Exec Club Chicago via Jimena Catarivas Corbett at jcatarivas@ExecutivesClub.org

Name _____

Title _____

Company _____

Industry _____

Address _____

City _____ State _____ Zip _____

Phone _____

E-mail _____

Corporate Web site _____

Assistant Name _____

Phone _____ E-mail _____

FACILITATOR INTAKE FORM



How did you learn about Leadership Circle?

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

If so please describe:

List your objectives for wanting to become a group facilitator:

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

Peer Development

Mentorship Focused

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

Yes No

Are you able to meet at least six times during the next 12 months monthly with your assigned group?

Yes No

Are you able to meet with other mentors once or twice during the mentorship cycle? Yes No

Do you have any schedule restrictions? If so, please explain:

FACILITATOR INTAKE FORM



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 Virtual
Other _____

Would you or your organization be able to host mentor group meetings? (not a requirement) Yes No

Please list 5 ways you can help build group trust and keep the group's momentum moving forward:

1. _____
2. _____
3. _____
4. _____
5. _____

Please note any considerations The Club should be aware of in assigning mentees to your group:

FACILITATOR INTAKE FORM



Return completed application form along with your bio and headshot to Jimena Catarivas Corbett at jcatarivas@ExecutivesClub.org.

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

Thank you for your Interest in Leadership Circle!

Exec Club Chicago Non-Solicitation Policy

Exec Club Chicago has a non-solicitation policy for its members. Staffing organizations and individuals applying to participate in The Mentorship Program agree to not recruit or place other participants, subject to dismissal from the program.