LEading Self Supervisor Approval Form

### What is Leading Self?

Following the university’s progressive leadership development framework, the Leading Self leadership development program helps university employees build foundational leadership competencies to enable a common language, practice, and culture across the university community. The Leading Self leadership development program focuses on six competencies: Texas A&M University’s Mission, Vision, Values; Interpersonal Effectiveness; Customer Service; Problem Solving & Process Improvement; and Adapting to Change.

Visit [Lead.tamu.edu](https://employees.tamu.edu/orgdev/development-resources/leadership/progressive/index.html) to learn more about Leading Self.

### Value and Impact of Leading Self

* **Build foundational leadership competencies.** Employees build knowledge, skills, and abilities on a variety of leadership topics related to the concept of self-leadership.
* **Improve individual work performance.** Employees reach higher levels of performance as individual contributors when applying their knowledge and skills back on the job.
* **Enhance workplace relationships.** Employees build and maintain positive interpersonal relationships that foster mutual trust and respect with others.
* **Enable positive culture change at Texas A&M University** by contributing to an environment that upholds the university’s mission, vision, and values through their own behaviors, actions, and work**.**

### Employee Responsibilities

* Complete all Leading Self learning activities (i.e., courses, self studies, course prep assignments, course evaluations, pre/post – assessments).
* Commit to devoting an average of 3 hours per week to complete the program within the recommended 24 month period.
* Create a Learning & Development Plan, as part of the Leading Self Capstone.

### Supervisor Responsibilities

* Support employees in completing Leading Self learning activities (e.g., time to complete, apply skills back on job, etc.).
* Collaborate in Learning & Development Plan process.
* Approve Learning & Development Plan, once finalized.

### Pricing

Program Fee: $1,328 per Texas A&M University employee\*

Accounts will be invoiced after the Introduction to Leading Self course enrollment period has closed (i.e., five (5) business days prior to the course date).

For example, if the enrollment period for the course scheduled on January 23, 2023, closes on January 17, 2023, accounts will be invoiced on January 18, 2023.

\*Texas A&M University System employees pay a fee differential to participate in university programs. Please see the program website for additional information.

Cancellation Policy

The program fee is non-refundable once invoicing has occurred. A $50 fee is incurred for any and all cancellations occurring after the course enrollment period has closed, as well as for any no shows to a course delivered in-person or virtually.

Employees who arrive 15 minutes after a course start time, leave 15 minutes before a course end time, or are dismissed from a course due to lack of preparation (i.e., course prep assignment not completed) will earn an incomplete for the course. A $25 fee is incurred on the third incomplete earned by an employee, and for each incomplete earned thereafter.

If cancellations or incompletes are due to medical reasons or higher-level organization changes, contact Organization Development at [Lead@tamu.edu](mailto:OrgDev@tamu.edu).

### Supervisor Agreement

I have read the information about the employee and supervisor responsibilities, program fee, and cancellation policy. I agree to support the employee to fulfill responsibilities and requirements of the Leading Self leadership development program.

**Billing Account #**

Click or tap here to enter text.

(system part #) (6-digit acct #) (5-digit support acct #)

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap here to enter text.

Supervisor Name: Click or tap here to enter text. Title: Click or tap here to enter text.

Participant Name: Click or tap here to enter text. Department: Click or tap here to enter text.