Leading others learner agreement

**What is Leading Others?**

Following the university’s progressive leadership development framework, the Leading Others leadership development program helps enhance competencies for those who lead groups of people and help one transition from being an individual performer to leading a group of people.

The Leading Others leadership development program focuses on eight competencies: Adapting Interpersonal Style and Communication, Valuing Differences, Ethics, Rules, Regulations, SAPs, People Management and Development, Team Development, Conflict Management, Financial Management, Project and Change Management.

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

**Value and Impact of Leading Others**

* **Enhance leadership competencies.** Employees build knowledge, skills, and abilities on a variety of leadership topics related to effectively leading a group of individual contributors.
* **Transition successfully to leadership role.** Employees flatten the learning curve when transitioning from individual contributor to front-line leader.
* **Build community of practice.** Employees build and maintain positive interpersonal relationships with their peers for additional support when applying their knowledge and skills back on the job.
* **Enable positive culture change at Texas A&M University** by leading groups that contribute to an environment which upholds the university’s mission, vision, and values**.**

**Employee Responsibilities**

* Complete all Leading Others learning activities
  + Attend all sessions
  + Complete self-studies and course prep assignments
  + Complete course evaluations
  + Attempt pre/post-assessments
  + Complete program assessments within established deadlines (360 Multi-Rater Feedback Assessment, Myers-Briggs Type Indicator Assessment, Thomas-Kilman Conflict Mode Instrument)
* Contribute actively to the community of practice by fully engaging in discussions and activities, as well as sharing your experiences as a leader.

**Supervisor Responsibilities**

* Complete 360 Multi-Rater Assessment as a manager respondent.
* Support employees in completing the Leading Others learning journey (e.g., time to complete, apply skills back on job, etc.).
  + Allow necessary time to complete the program
  + Apply skills back on the job
  + Engage with employees at the start, throughout, and at the end of their journey

**Pricing**

Program Fee: $1,709 per Texas A&M University employee.Texas A&M University System employees pay a [fee differential](https://employees.tamu.edu/orgdev/_media/images/TAMUSfeeDifferentialsLSandLO.png) to participate in university programs.

Accounts will be invoiced on the 1st of the month after the enrollment deadline has passed. For example, the enrollment deadline of Cohort 8 – Summer 2023 is May 5, 2023, and accounts will be invoiced on June 1, 2023.

**Attendance Policy**

Employees must attend all sessions, arrive on time, and are expected to stay through the scheduled length of each session to receive a certificate of completion.

If the employee anticipates missing a session or an emergency results in a missed session, contact Organizational Development at [Lead@tamu.edu](mailto:Lead@tamu.edu).

Employees have the opportunity to make-up any missed sessions in the next available cohort.

**Cancellation Policy**

The program fee is non-refundable once invoicing has occurred.

Employees who do not complete all of their assessments by the designated deadline will not be permitted to advance in the program with their current cohort. A $100 fee is incurred for the mandatory transfer of enrollment to the next available cohort.

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

**SB17 Notice**

In accordance with Senate Bill 17, the Leading Others leadership development program is open to all university employees. University employees who voluntarily enroll to participate in the Leading Others leadership development program have agreed to complete the Valuing Differences competency. This competency does not promote preferential treatment of any particular group. This competency does contain themes related to cultural competence and promoting a welcoming climate.

**Media Release**

I hereby grant Texas A&M University, The Texas A&M University System and its employees and agents (“A&M System”) the irrevocable and unconditional right to use, record, edit, transmit, publish, and display my name, image, likeness (still or moving), and words (written or spoken) for education, publicity, marketing, promotion, and any other legal purpose related to the mission of the A&M System, in any medium whether now known or invented later.

I waive any right that I may have to inspect or approve the finished product in which my name, image, likeness, or words are used.

I waive any claim or right I may have in any associated copyright, which A&M System will own.

I do not expect compensation for the use of my name, image, likeness, or words.

I release the A&M System from any liability related to the use, recording, editing, transmission, publication, and display of my name, image, likeness, or words.

I understand that by signing this release I am releasing certain of my legal rights, and that if I have any questions about these rights or this release, I should consult my attorney before signing.

I am at least 18 years old, or if I am under 18 years old, my parent or legal guardian has signed below.

**Employee Agreement**

I have read the information about the employee responsibilities, attendance policy, cancellation policy, SB17 notice, and media release. I agree to fulfill employee responsibilities and requirements of the Leading Others leadership development program.

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

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

**Supervisor Agreement**

I have read the information about the employee and supervisor responsibilities, program fee, attendance policy, cancellation policy, SB17 notice, and media release. I agree to support the employee to fulfill responsibilities and requirements of the Leading Others leadership development program.

**Program Fee:** $1,709 per Texas A&M University employee.Texas A&M University System employees pay a fee differential to participate in university programs.

**Billing Account #**

Click or tap here to enter text.

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

If paying with an 02 account not set up in iPayments, please create a new customer account [here](https://it-lf-ecmf.tamu.edu/Forms/New-Customer).

All other accounts will be paid via invoice.

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.