



Employer & Participant Expectations

Leadership Niagara Program 2024/2025

For Employers: Firstly, we want to thank you for supporting your employees to enroll into this program. The Program Advisory Committee it is important to us to create positive learning environment free from distractions. We ask that while your employee is away from work participating in the program, that we limit the number of interruptions. Our time is limited with the participants, so we want to maximize the time we have together.

For Participants: We look for active participation and engagement during the training sessions and we encourage participants to ask questions, participate in discussions, and collaborate with peers.

Attendance: We know life is busy, prior commitments have been made and emergencies surface. Since our time is limited, we believe that participants cannot miss more than one learning day without falling behind. If a participant misses more than one learning day, it could impact their ability to graduate. We ask that you notify Terry as soon as possible if you know you are going to miss a learning day.

Each learning day runs from 9:00am-4:30pm and similar to the above, we would require advance notice if a participant would be late or need to leave early. Again, this would be on an exception basis and need to be discussed with Terry prior to the learning day.

Community Projects: The community projects is such a critical component of the program and the participants will spend a lot of time working on it throughout the semester. It is important to understand that participants will be required to meet with their group members outside of program time to complete their project. While we do have some time throughout the course dedicated to project work, participants will be required to meet on their own time.

Additionally, please be sure to connect with your project team members to establish expectations around how often you will meet, where the meetings will take place and etiquette on how you will work together.

Weather days: As the winter season is upon us, we will notify the class if we will need to cancel any of the learning days. Please make sure to check your emails the night before the learning day just in case we need to postpone to our backup day.

Masks: We are a mask friendly organization so if you are feeling under the weather but feel up to coming to class, we welcome masks!

Pre-Reads & Feedback Surveys: One week prior to the learning day, Terry will send out instructions about the learning day. It will cover directions to the venue and if there are specific parking instructions. It will let you know if there are pre-reads or assignment required. Please review this email prior to the learning day.

At the end of each learning day you will received a feedback survey. This feedback is incredibly important to us and we strongly encourage your participation.