



**URBAN
CORE
COLLECTIVE**

2018 TRANSFORMATIONAL LEADERS PROGRAM APPLICANT INFORMATION PACKET

About Urban Core Collective

Mission

Uplifting historically marginalized communities to a place of greater self-sufficiency by unifying communities of color to reduce the effects of systemic racism.

Vision

Grand Rapids families and neighborhoods will maximize their full human potential, thus the negative stereotypes associated with living in the urban core.

Core Values

We believe that successful people and neighborhoods overcome the negative side effects of systemic racism through equal access to:

- Education
- Economic Prosperity
- Health
- Power & Influence

*Learn more at
urbancorecollective.org*

Overview

The Urban Core Collective (UCC) is a coalition of six nonprofits that serve communities of color within Grand Rapids; Grand Rapids African American Health Institute, Family Outreach Center, Baxter Community Center, United Methodist Community House, Urban League of West Michigan, and Hispanic Center of Western Michigan.

The UCC understands that to shift the narrative for people of color who reside in our urban communities, our community must be engaged and invested. By supporting emerging leaders of color to achieve their true potential, our community can be transformed by their leadership and wisdom.

The Transformational Leaders Program (TLP) is an initiative of the Urban Core Collective. The objective of the program is to create a pipeline of future professional leaders from communities of color who are service oriented and have the capacity to fulfill leadership positions across sectors. These leaders will be catalysts for impact by seeking racial equity in all areas of community and growing shared leadership in others to support systemic change.

Objectives of the Transformational Leaders Program

Grow an understanding of oneself as a professional, learner, and leader

Define personal role and responsibility as a community leader committed to racial equity

Understand how to recognize the need for change and how to effect change within organizations and communities

Develop an informed leadership approach to participating in community dialogue and influencing the community agenda

Utilize readings and experiences with effective community leaders to enhance personal leadership potential

Candidate Criteria

In reviewing potential candidates, several key factors will be considered. The strength of the application, strength of the interview, and the personal attributes of candidates will all play a role.

The Urban Core Collective is looking for individuals 21 years of age or older that offer complete and compelling answers, demonstrate commitment to the program, offer a diversity of thought, have current involvement in their community, and have a desire to use their leadership to support community change.

Applicants will be selected based on the following criteria:

- Leadership potential
- Team & individual work ethic
- Demonstrated commitment to community transformation and racial equity
- Strong communication skills
- Ability to interact with others from culturally diverse backgrounds

Build intentional relationships within the TLP network of high-impact professionals of color

Practice skills learned in the program through a collaborative project that amplifies the impact of the Urban Core Collective

Approach

Sessions are designed to be relevant and practical. Instruction integrates the experience and perspectives of participants to make learning salient to current community issues. Selected participants are intentionally brought together to create a group diverse in thought, professional and educational experience, and background. The result is a rich adult learning environment that utilizes the array of strengths in the group to engage in effective leadership development geared towards catalyzing community change. Participants will develop both universal leadership skills as well as skills specific to professionals of color.

The program strives to interact with participants across learning styles. Readings, written reflections, discussions, lectures, and interactive exercises are used to achieve learning objectives.

The Transformational Leaders Program seeks to develop individuals, assisting them in defining and reaching their personal goals. TLP also works to foster a network of empowered and capable individuals across sectors to address systemic issues of racial inequity in our community. Participating in the leadership program is the first step to joining the TLP Network.

PROGRAM FORMAT

Participants will meet once a month for half-day learning sessions from 11:30 AM – 5:00 PM. Sessions will be held across the city, giving participants the opportunity to experience various influential businesses in Grand Rapids. Past locations have included Steelcase, Varnum Law, the Grand Rapids Art Museum, Spectrum Health, Cascade Engineering, and others.

Each month's session will include lunch, a guest speaker who is a leader in the community, project and discussion-based work, and lecture. There will be reading assignments for every session as well as some writing assignments. In between monthly sessions, participants are expected to contribute to the Transformational Leaders Program online forum by responding to prompts for their perspectives on readings, current events, etc. Updates and reminders regarding assignments, upcoming sessions, and community opportunities will also be shared through the online forum.

Throughout the course of the year there are often professional development and networking opportunities for TLP cohort members and alumni to attend: luncheons, fundraising events, day conferences, workshops, speaker events, etc. Participation in these

events is often covered by the Urban Core Collective. While attendance is not mandatory, these opportunities deepen learning and help expand participants' networks.

SESSION DATES & TOPICS

In order to graduate from the Transformational Leaders Program, each participant is expected to attend all 8 sessions. However, we understand that some work conflicts cannot be avoided and that illness and personal emergencies do happen.

Each participant is allowed one excused absence with advance notice. Additional absences will result in a meeting with the facilitators to discuss program participation and the potential for dismissal from the program. This is a competitive opportunity and we want to ensure that all that are selected can fully participate in the program. In addition to the benefits participants receive, each participant brings a wealth of experiences and perspectives to the class. Dedicated participation ensures that all participants can learn fully from the facilitators, guest speakers, and one another.

The session dates are provided below. All sessions are from 11:30am-5 pm at various locations within Grand Rapids. The exception is orientation, which has been combined with an all-day **UCC Refuel Roadtrip** to Detroit. UCC is subsidizing the bulk of the travel expense for the UCC Refuel Roadtrip. However, cohort members will be required to pay \$40 of the trip expense. The \$40 payment must be paid online by Friday, September 14, 2018. Alumni and members of the Urban Core Collective will also be in attendance. UCC's Refuel Roadtrips are designed to use haptic/tactile learning, storytelling, travel, and visual approaches to support ongoing development for participants. These innovative models foster the transfer of technical acumen and knowledge, expertise, social networks, and form communities of practice in a safe place for leaders of color.

Session	Date	Topic
O	9/21 All Day	Orientation (Detroit, MI)
1	10/18	The Nature and Importance of Diverse Community Leadership
2	11/15	Leadership Communication Skills
3	12/20	The Power of Intentional Relationships
4	1/17	Achieving Racial Equity through Systemic Change & Collective Impact
5	2/21	Effective Community Engagement & Empowerment
6	3/21	Advocacy as Leadership
7	4/18	Final Presentations & Reflections
G	5/2	Graduation: Evening Ceremony

HOW TO APPLY & IMPORTANT DATES

Below are the steps you need to follow to apply for the program, including submission due dates. After application review, final candidates to be considered for the program will be asked to attend an interview on Monday, September 10, 2018.

TLP Informational Session: August 15, 5:30pm at Urban League of West Michigan

Have questions? Want to meet alumni, UCC directors, and facilitators of the TLP? Come to the Informational Session to learn more.

Application Portal Closes: August 27, 5pm

Applications must be submitted on or before Monday, August 27, 2018, by 5:00 PM (late submissions will not be considered). All components must be completed in one session. There are three required forms and three references that must be completed. Applicants are responsible for sharing the links to forms with references, employers or business partners, and spouses or partners as appropriate. All links to all forms are available at www.urbancorecollective.org. *Applicants that have not completed all required components of the application by the August 27th deadline will not be considered.*

- Application:** <https://tinyurl.com/TLApplication>
- References:** Three individuals that can speak to your professional and leadership experience must provide a reference on your behalf. One of the references **MUST** be from your employer. You will be asked to identify who your references will be and provide their contact information on your application. <https://tinyurl.com/TLPreferences>
- Employer/Business Partner Support Form (If applicable):** It is expected that all applicants discuss the program and the time requirements with their employer at the time of application. Information about session dates and expectations for participation is provided in the support form. If this form is not applicable to you, please complete the form yourself by marking "not applicable" in response to the last question on the form. <https://tinyurl.com/TLPEmployer>
- Partner/Spouse Support Form (If applicable):** It is expected that all applicants discuss the program and the time requirements with their spouse/Partner at the time of application. Information about session dates and expectations for participation is provided in the support form. If this form is not applicable to you, please complete the form yourself by marking "not applicable" in response to the last question on the form. <https://tinyurl.com/TLPartner>

INTERVIEWS: MONDAY, SEPTEMBER 10th, 2018

On September 5, 2018, qualified candidates will be notified via email that they have advanced to the interview stage of the application process. Participants will be requested to participate in a 30-minute interview on September 10, 2018. Candidates will be notified of acceptance into the program by Wednesday, September 12th.

ORIENTATION: FRIDAY, SEPTEMBER 21, 2018

Orientation has been merged with the UCC Refuel Roadtrip to Detroit; see page 3 of the Applicant Information Packet for details.

We look forward to your application! If you have any questions regarding the application process or the program, please contact tlp@uccgr.org

TLP APPLICATION FAQs

What if I can't submit on time? Or what one of my references doesn't submit on time?

Late and/or incomplete submission will not be considered. Applications that do not have three references to accompany them will be considered incomplete. **However, if you or your references run into technical difficulties with the online form**, therefore affecting your ability to submit on time, **please contact tlp@uccgr.org** to let us know AHEAD of the due date (we want you to successfully submit!)

How will I know I have successfully submitted my application?

Upon submission, you should see a message within the webpage confirming you have successfully submitted. You should also receive an email confirmation. If you do not receive the email within a few minutes of submitting, please be sure to double-check your spam or junk folder. Of course, you can always contact tlp@uccgr.org to triple-check.

How will I know my references have successfully submitted their recommendations?

Similar to the application, references will see a confirmation message on the webpage, as well as receive a confirmation email. In these messages, we recommend that references personally follow-up with you to confirm their submission. On the Friday prior to the deadline, TLP staff will notify any applicants that not yet met the three reference requirement. We also recommend that you send personal reminders to your references.

Why do I need my current supervisor to submit a recommendation form on my behalf?

Participating in TLP requires a significant time commitment, and you will need your supervisor's support (and likely official approval) in order to be able to meet that commitment. We ask for your supervisor to submit a recommendation form and agree to support your participation so that they clearly understand this commitment, as well as to signify they are aware of what you can accomplish by participating in the program.

Can I have more than three references? Who should I request be a reference?

You are only required to have three references total. That said, if you feel your current supervisor is not able to sufficiently assess you on your leadership qualities at this point in time, you can submit an additional reference that is better positioned to do so (please, no more than 4 references total). Anyone that is able to provide insight into your leadership capabilities, such as supervisors or co-workers (current or previous), professional or volunteer colleagues, or TLP Alumni, are great individuals to act as references.

Is there anything I need to participate in the program?

There is no fee or tuition charges for participating, and no cost for any materials necessary for the program. All participants are responsible for their own transportation to all TLP sessions. We try to ensure that locations have accessible and/or free or reimbursed parking.