



2025-2026 Leadership Excellence Institute[™] Series

APPLICATION PACKET

Application Due Date

_____ am pm
Date Time



CAPSTONE

PERFORMANCE SOLUTIONS

ORGANIZATION DEVELOPMENT • HR • INFORMATION TECHNOLOGY



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capstonesolutionsinc.com



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LEADERSHIP EXCELLENCE INSTITUTE OVERVIEW

SERIES DESIGN

The goal of Capstone Performance Solutions, Inc. (CPS) Leadership Excellence Institute (LEI)[™] is to deliver a uniquely tailored program for NALHFA member managers. The program is designed to equip leaders with the skills and knowledge needed to effectively execute their organizations' strategic plans while mastering key leadership competencies, ultimately driving excellence and positive impact within their organizations.

COHORT AND CURRICULUM

▲ Manager Cohort:

Managers will master essential leadership skills, enhance emotional intelligence and well-being, while developing an effective leadership style to successfully navigate complex organizational challenges. Participants will also focus on developing strategic thinking, multidirectional communication, team engagement, and other essential leadership competencies.

The institute will be focused on the core competencies identified during the learning needs assessment and those identified through completion of the Profilor 360[®] and DISC[™] assessments.

The Leadership Excellence Institute (LEI) curriculum for the cohort will include the following:

▲ **Virtual and In-Person Facilitated Sessions**

▲ **Individual Executive Coaching Sessions**

Participants will be individually paired with one of Capstone's elite executive coaches. The coaching engagement includes five (5) one-hour virtual meetings.

Benefits of the coaching sessions include:

- ▲ Enhanced authority and credibility.
- ▲ Greater recognition and rewards for accomplishments.
- ▲ Career advancement, including promotions, and higher-level projects.
- ▲ Enhanced organizational awareness and ease with navigating challenges.
- ▲ Elevated leadership skills, confidence, and executive presence.
- ▲ Achievement of 'stretch' goals, and business results.
- ▲ Improved ability to relate, influence, and negotiate for results.
- ▲ Greater vision, voice, and visibility.



LEADERSHIP EXCELLENCE INSTITUTE OVERVIEW

Supplemental E-Learning Modules

Additional learning modules will be assigned through CPS's Center of Excellence eLearning Portal, which contains hundreds of macro and micro modules to support the institute's program outcomes. Recommended modules for each session will be provided on the finalized LEI schedule. However, participants are encouraged to complete those that best suit their professional development needs.

The draft schedule for this cohort is shown on the following page.

2025-2026 PROPOSED LEI SCHEDULE FOR MANAGERS

DATES	TIME	TOPIC / ACTIVITY	DELIVERY MODE
Virtual / Independently Scheduled			
September 2025 1.5 Days	Day 1 9:00am.- 12:00pm 1:00pm.- 4:00pm.	<ul style="list-style-type: none"> • Full Cohort Session One, 1.5 consecutive days (before or after the annual 2025 NALFA meeting. Washington, DC. • Complete session survey 	<ul style="list-style-type: none"> • 14 hours • 5 minutes or less
	Day 2 9:00am.- 12:00pm	<ul style="list-style-type: none"> • Center of Excellence E-learning Modules • Individual Executive Coaching Session One 	<ul style="list-style-type: none"> • .5 hours • 1 hour
Virtual / Independently Scheduled			
October 2025	9:00am.- 12:00pm 1:00pm.- 4:00pm.	<ul style="list-style-type: none"> • Full Cohort Session Two • Complete session survey 	<ul style="list-style-type: none"> • 7 hours • 5 minutes or less
Virtual / Independently Scheduled			
November 2025	9:00am.- 12:00pm 1:00pm.- 4:00pm.	<ul style="list-style-type: none"> • Full Cohort Session Three • Complete session survey • Center of Excellence E-learning Modules • Individual Executive Coaching Session Two 	<ul style="list-style-type: none"> • 7 hours • 5 minutes or less • .5 hours • 1 hour
Virtual / Independently Scheduled			
December 2025	9:00am.- 12:00pm 1:00pm.- 4:00pm.	<ul style="list-style-type: none"> • Full Cohort Session Four • Complete session survey 	<ul style="list-style-type: none"> • 7 hours • 5 minutes or less
Virtual / Independently Scheduled			
January 2026	9:00am.- 12:00pm 1:00pm.- 4:00pm.	<ul style="list-style-type: none"> • Full Cohort Session Five • Complete session survey • Center of Excellence E-learning Modules • Individual Executive Coaching Session Three 	<ul style="list-style-type: none"> • 7 hours • 5 minutes or less • .5 hours • 1 hour
Virtual / Independently Scheduled			
February 2026	9:00am.- 12:00pm 1:00pm.- 4:00pm.	<ul style="list-style-type: none"> • Full Cohort Session Six • Complete session survey 	<ul style="list-style-type: none"> • 7 hours • 5 minutes or less
Virtual / Independently Scheduled			
March 2026	9:00am.- 12:00pm 1:00pm.- 4:00pm.	<ul style="list-style-type: none"> • Full Cohort Session Seven • Complete session survey • Center of Excellence E-learning Modules • Individual Executive Coaching Session Four 	<ul style="list-style-type: none"> • 7 hours • 5 minutes or less • .5 hours • 1 hour
Virtual / Independently Scheduled			
April 2026	9:00am.- 12:00pm 1:00pm.- 4:00pm.	<ul style="list-style-type: none"> • Full Cohort Session Eight • Complete session survey 	<ul style="list-style-type: none"> • 7 hours • 5 minutes or less
Virtual / Independently Scheduled			
May 4, 2026 2 Days	Day 1 & Day 2 9:00am.- 12:00pm 1:00pm.- 4:00pm.	<ul style="list-style-type: none"> • Full Cohort Session Nine - 2 consecutive days prior to the 2026 annual conference in San Antonio, TX. • Complete session survey 	<ul style="list-style-type: none"> • 7 hours • 5 minutes or less

Summary Time Commitment

• Seven full cohort sessions	74 hours
• Seven session surveys	35 minutes
• Five Executive Coaching sessions	05 hours
• Center of Excellence, E-Learning Modules	2 hours

Total Estimated Commitment

81 Hours

APPLICATION PROCESS AND PARTICIPANT SELECTION

Applicants must complete and submit the application form found on pages 08-09. Additionally, the applicant's direct supervisor or manager must fulfill and submit all requirements outlined in the [LEI Nomination Form](#). (click to access and download)

Applicants will be informed of their application status via email. The selection committee will review each application package based on the quality of the application responses, the supervisor's recommendation, and the overall makeup of the cohort. Approximately fifteen (15) participants will be selected for the Manager cohort. To successfully complete the application process, the following steps are required:

LEI Policies

Read the statements on page 05, and click the box to indicate your agreement to adhere to this policy.

Etiquette Tips & Expectations for Video & Photography

Read the statements on page 06, and click the box to indicate your agreement to adhere to this policy.

LEI Program Commitment Requirements

Read the statements on page 07, and click the box to indicate your agreement to adhere to this policy.

Leadership Excellence Institute Application Form

Complete the application form on page 08-09.

Supervisor Nomination Form

Provide a copy of this application to your supervisor, along with the Nomination form packet requesting that they complete the instructions included on pages 02-03 of that document.

[Click here to download the LEI Nomination Form.](#)

Packet Submittal.

Submit the complete application package via email to support@capstonesolutionsinc.com by the deadline specified on the cover page. Both the Application Form and the Nomination Form must be included for the application to be considered.

LEI POLICIES

ATTENDANCE

Attendance at all sessions is required to successfully complete the institute. Your commitment to the total time of the institute ensures resources are invested effectively.

If you have a conflict that cannot be resolved, please email Tland@capstonesolutionsinc.com if you must miss a session.

ASSIGNMENTS

All assignments must be completed on time. Incomplete or late assignments may affect the progress of the cohort as well as the stepwise acquisition of skills and ultimately may jeopardize successful completion of the program.

ATTIRE

The appropriate attire for the face-to-face sessions is business casual. Please bring a sweater or jacket to sessions as the temperature in meeting rooms may vary.

COMMUNICATION

In an effort to minimize distractions, mobile devices must be turned off during face-to-face group learning sessions. We understand that issues may arise requiring you to leave the classroom to take a call; however, please wait until regularly scheduled breaks to return calls that are not urgent. Professional courtesy and respect to facilitators and other participants are paramount.

ADA COMPLIANCE

Capstone Performance Solutions intends to make all facilities accessible to persons with disabilities as required by Title III of the Americans with Disabilities Act. We will provide, to the extent required by the act, such auxiliary aids and/or services as may be reasonably requested by you, provided that you provide advance written notice to LEI of such needs.

EVALUATIONS

Shortly after each session you will receive an electronic evaluation, which will allow you to provide detailed responses. Please take time to provide thoughtful feedback. Capstone uses evaluation data to identify the institute's strengths and opportunities so that adjustments can be made for future sessions.

Upon completion of the LEI, you will receive an in-depth evaluation that will help us analyze the overall impact of the program.


INCLEMENT WEATHER


In the event of inclement weather, participants will be notified via email if any session or event needs to be rescheduled. Generally, we will follow the NALHFA reporting advice and instructions.


Click the box to indicate your agreement to adhere to this policy.


ETIQUETTE TIPS & EXPECTATIONS FOR VIDEO & PHOTOGRAPHY


When participating in training sessions where video and pictures will be taken, it's important to follow certain etiquette guidelines to ensure a professional and respectful environment.



-  **Arrive on time**
 - Punctuality is crucial. Arrive early or on time to avoid disruptions.
 - Set up any necessary equipment beforehand.


 -  **Be prepared**
 - Bring all required materials, such as notebooks, pens, and any specific items mentioned by the organizer.
 - Review any pre-session materials or instructions.


 -  **Respect Privacy**
 - Understand and respect the privacy concerns of others.
 - If you are uncomfortable being on camera, please advise the facilitator.
 - Follow any privacy guidelines provided by the session organizers.


 -  **Stay Engaged**
 - Actively participate in the session and pay attention to the speaker.
 - Avoid distractions, such as checking your phone or side conversations.


 -  **Be Mindful of Your Surroundings**
 - Keep the area around you tidy and free from clutter.
 - Ensure your background is neutral and free from distractions if you are on camera.

 -  **Limit Movements**
 - Minimize movements that might distract others or the recording, such as getting up frequently or fidgeting.
-  **Microphone Etiquette**
 - Mute your microphone when not speaking to avoid background noise.
 - Speak clearly and at a moderate pace when contributing to discussions.

 -  **Ask Questions Appropriately**
 - Wait for appropriate times to ask questions.
 - Use provided channels or follow the session's protocol for raising questions.

 -  **Be Aware of Non-Verbal Communication:**
 - Maintain good posture and eye contact with the camera.
 - Use positive body language and facial expressions

 -  **Respect Intellectual Property**
 - Do not share or distribute materials, videos, or photos from the session without permission.
 - Acknowledge and credit the trainers and organizers when discussing the session content.

 -  **Provide Feedback**
 - Offer constructive feedback if requested, focusing on how the session can be improved.

Click the box to indicate your agreement to adhere to this policy.



LEI PROGRAM COMMITMENT REQUIREMENTS

- ▲ Commit to fostering a safe and open learning environment.
- ▲ Commit to learning and developing as a leader to the greatest extent possible during and after your LEI program.
- ▲ Commit to investing the appropriate attention, time, and energy to your LEI program.
- ▲ Commit to being responsible and meeting deadlines.
- ▲ Commit to checking Capstone's Center of Excellence e-Learning Portal each week.
- ▲ Commit to contributing to ideas and observations to discussions to enrich the learning experience.
- ▲ Commit to the confidentiality and sensitivity of information that may be shared.
- ▲ Commit to completing the session evaluations in a timely manner. Additional feedback is always welcomed.

Click the box to indicate your agreement to adhere to this policy.

Application Due Date: _____ am pm
Date Time

PERSONAL DATA

Name: _____
First Middle Initial Last Familiar Name

Your Title _____

Company Name _____

Department _____

Address _____

Phone _____ **Mobile** _____ **Email** _____

Length of time as a supervisor / people manager at current company: _____

Years of prior experience in a supervisor / people manager role: _____

Number of direct reports: _____ **Number of indirect reports:** _____

Name and title of your immediate supervisor / manager


Name: _____
First Middle Initial Last Familiar Name

Title _____


 **RESUME:** Please attach a detailed resume with your application.


EVALUATIVE QUESTIONS


Please complete the following questions.


 Describe current challenges you face as a leader that you would like to address in this program.

EVALUATIVE QUESTIONS (Continued)

 Describe any previous leadership training you have completed.

 What are your career goals? How will participating in NALHFA's Leadership Excellence Institute assist you in reaching those goals?

 How will you personally contribute to this program?

 What else should we know about you or your interest NALHFA's Leadership Excellence Institute program?

Signature _____ **Date** _____