LEading OTHERS Supervisor Approval Form

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

Visit [Lead.tamu.edu](https://employees.tamu.edu/orgdev/development-resources/leadership/progressive/index.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 (i.e., attend sessions, self-studies, course prep assignments, course evaluations, pre/post – assessments).
* 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.).

### 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.

The program fee is due in full before the employee attends the Introduction to Leading Others course. Accounts will be invoiced on the 1st or 16th 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 May 16, 2023.

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 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 Others leadership development program.

**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.

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