



National League of Cities



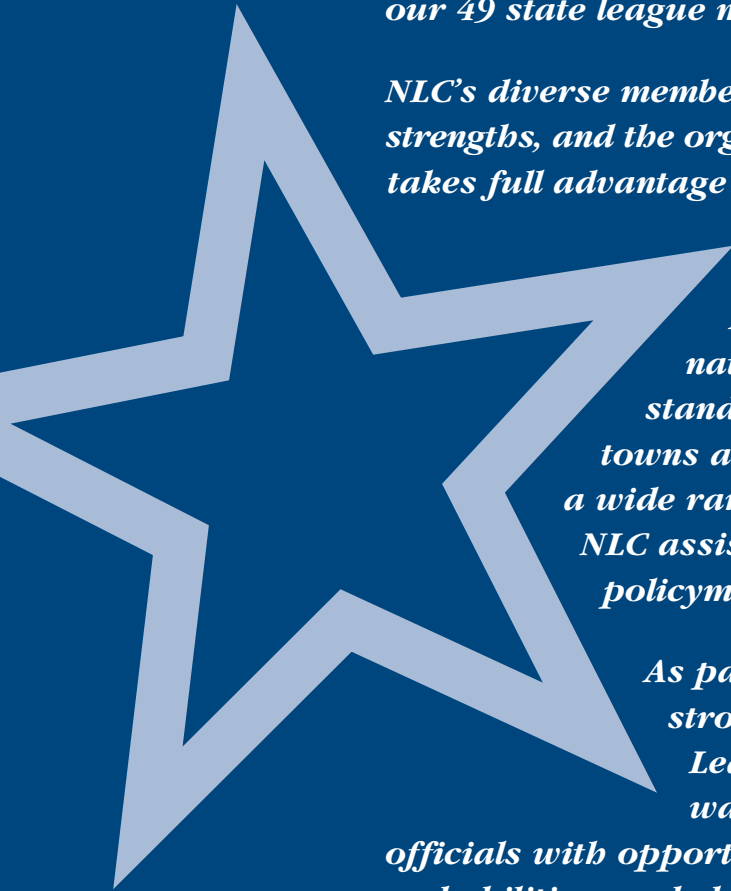
LEADERSHIP TRAINING INSTITUTE



The National League of Cities (NLC) is the oldest, largest and most representative organization serving local municipal governments in the United States. NLC was established in 1924 by and for reform-minded state municipal leagues. NLC now represents 49 state leagues, more than 1,800 direct member cities, and more than 18,000 cities and towns of all sizes through our 49 state league members.

NLC's diverse membership is one of its greatest strengths, and the organization's non-partisan structure takes full advantage of the broad base that our membership provides. Acting on behalf of local governments, NLC is committed to influencing national policy and building understanding and support for cities and towns across the United States. Through a wide range of programs and services, NLC assists local leaders in their roles as policymakers and public servants.

As part of NLC's mission to create stronger communities, the Leadership Training Institute was established to provide local officials with opportunities to develop the vital skills and abilities needed to facilitate good government and positive change within their communities.



Leadership Training Institute



(LTI) is the National League of Cities primary learning and resource center for leadership development and training for our nation's local municipal leaders. Programs provided by the Leadership Training Institute focus on strengthening leadership skills along with exploring, sharing and recognizing innovative thinking and initiatives in community leadership. LTI promotes excellence in municipal leadership by offering high quality education and training programs. Promoting excellence and innovation in leadership of local officials is the cornerstone of LTI.

The Leadership Training Institute is designed to meet the education and training needs of local elected government leaders. Nearly 3,000 mayors, council members and local leaders participate annually in more than 30 different LTI leadership seminars and programs designed to explore the nature and practice of local governmental leadership.

LTI seminars are crafted so participants obtain current resources, develop strategies, build skills, and engage in small group discussions and exercises with their peers from other communities. Seminars are offered at the Congressional City Conference and Congress of Cities and Exhibition. In addition, NLC conducts an Annual Leadership Summit along with Institute Training Programs that focus on critical leadership skills and techniques that are timely, practical, and state-of-the-art.



NLC Annual Conferences

The Congressional City Conferences and the Congress of Cities and Exhibition have the largest selection of Leadership Training Institute seminars under one roof. LTI seminars take place during the first two days of each of NLC's annual conferences.

The Congressional City Conference is held annually in Washington, DC, home to NLC and LTI. The annual Congressional City Conference is a five-day meeting in early March focusing on legislative issues and the Federal Budget, offering over twelve (12) LTI seminars.

Washington, DC and this conference provide officials with an extraordinary arena in which to explore and develop professionally, as well as personally.

A different US city serves as host each December for the Congress of Cities Conference and Exhibition. The annual Congress of Cities Conference is a five-day convention, exhibition and training event held in early December.



At the Congress of Cities Conference, local officials hear prominent national leaders, vote on NLC's National Municipal Policy, and attend LTI seminars, along with practical and informative technical workshops on critical urban issues. During the Congress of Cities Conference, LTI offers over twenty (20) professional leadership development training seminars for local elected and city officials.



This conference gives municipal officials the opportunity to see new cities, experience their environment and learn from fellow attendees' experiences.

Annual Leadership Summit

The Annual Leadership Summit is an enlightening and exciting leadership retreat designed specifically for local officials. The Summit features presentations by leadership scholars and includes opportunities for personal reflection and interaction with respected local leaders from across the United States.

The limited group size provides insightful learning experiences because the trainers can engage and focus on you. In every city that serves as a host of the Annual Leadership Summit, you will explore motivating ideas to weave into your role as a leader. Profound presentations will guide you to identify the leadership skills and abilities to lead in today's challenging world.

The Leadership Summit provides a renewed sense of energy, commitment, and enthusiasm about your role. This intimate setting will help you gain new ideas about how to be an effective leader and provide an increased understanding of your leadership role and responsibilities.

Regional Leadership Training Programs

LTI invites you to attend one of its Institute Training Programs. These topic-specific programs give our members an opportunity to gain insight and in-depth training.

LTI recognizes that it is difficult for some members to attend LTI seminars at NLC's annual conferences, so our Institute Training Program locations vary from year to year. LTI schedules Institute Training Programs in all regions of the country, intending to allow all NLC members to receive the training that they desire, but cannot travel far to achieve.

Institute Training Programs are limited in size and held in a retreat style setting that focuses on you, the leader. Find new ways to cultivate your current skills and abilities to your role as a leader. Institute Training Programs are especially designed to empower teams to work toward excellence and improve communication.



LTI Seminars at State Municipal League Conferences

The Leadership Training Institute strives to partner with State Municipal Leagues in an effort to offer LTI seminars at State Municipal League conferences. In these venues, LTI provides training seminars on topics of specific interest to State League members. Holding LTI seminars in conjunction with annual State League conferences facilitates participation by State

League members who may not be able to travel separately to other NLC-LTI events, and allows focused interaction and in-depth discussion among local officials within their home state.



The Leadership Training Institute has developed successful ongoing partnerships with several State Municipal Leagues, including the North Carolina League of Municipalities, which has included LTI seminars as part of their annual conference since 2003, and the Municipal Association of South Carolina.

For more information regarding bringing LTI seminars to the next meeting of your state's municipal league, contact the Leadership Training Institute at (202) 626-3170.



LTI Seminars at Constituency Group Conferences

In an organization-wide effort to maximize the benefits of member attendance at annual meetings, and to effectively address relevant topics, the Leadership Training Institute frequently partners with NLC's constituency groups [Asian Pacific American Municipal Officials (APAMO); Gay, Lesbian and Bisexual Local Officials (GLBLO); Hispanic Elected Local Officials (HELO); National Black Caucus of Local Elected Officials (NBC-LEO); and Women in Municipal Government (WIMG)] to offer LTI seminars at Constituency Group conferences and meetings.

Additionally, NLC's constituency groups are regular sponsors of LTI seminars held during the NLC's annual Congressional City Conference and Congress of Cities and Exposition.

LTI seminars allow constituency group members an opportunity to share a focused learning experience within the annual meeting environment.

Leadership Training Institute Scholarships

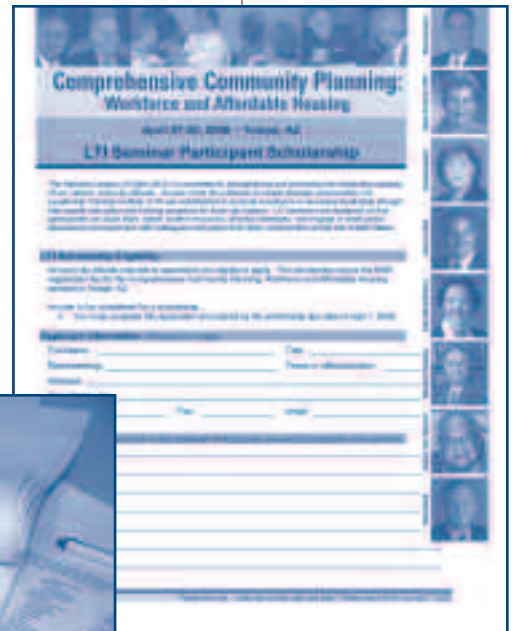
To encourage both elected and appointed officials, particularly newly elected and appointed officials, to participate in Leadership Training Institute Seminars, the Leadership Training Council (LTC) sponsors scholarships that cover the registration fee for LTI Seminars at NLC's Annual Conferences (Congress of Cities and Congressional City Conference).

The LTC also occasionally offers scholarships that cover the registration fee for other Leadership Training Institute events, such as the annual Leadership Summit or Institute Training Programs held in varying locations across the country each year.

All elected or appointed officials who have not previously participated in any LTI seminar are eligible to apply for a scholarship. In order to be considered for an LTI scholarship, your city must be a current member of NLC or of your state municipal league.

Scholarships cover the cost of the registration fee for LTI seminars only. They do not cover conference registration fees for the Congress of Cities or Congressional City Conference, or any travel or lodging expenses.

Information about scholarship opportunities, application forms to download, and deadlines for applications are made available on the NLC website in the Leadership Training Institute section on a regular basis.



Certificate of Achievement in Leadership Program

Completion of LTI seminars will promote and enhance your leadership skills and abilities. The five (5) core competency areas of leadership development for municipal leadership focus on the essential leadership skills necessary for local elected officials. All LTI seminars focus on at least one of the five (5) core competency areas of municipal leadership including...

- ★ **Catalyst:** Leading Innovation and Managing Change; Skill in motivating, promoting change, future orientation
- ★ **Collaborator:** Building Communities through Inspiration and Empowerment; Skill in developing and promoting partnerships
- ★ **Communicator:** Effective Communications and Media Relations; Skill in aspects of effective interpersonal interaction
- ★ **Competent Practitioner:** Leading Effective Governance; Technical skills and knowledge specific to local government
- ★ **Cornerstone:** Personal Leadership Growth and Development; General leadership theory, personal leadership qualities.

Constant growth of leadership skills fosters innovation within individual leaders and others; brings about the ability to influence and inspire others to build partnerships; expands the leader's ability to effectively communicate a clear message; provides technical leadership skills and knowledge needed to assess and understand particular issues, challenges, and opportunities that affect local governance; and provides the ability to build personal character, courage and credibility; to make decisions and exercise sound judgment.

NLC, LTI, and the Leadership Training Council recognize participants for their dedication to excellence in leadership in the certificate program's five levels of achievement. The levels, credits and number of seminars to be completed in all five competency areas are as follows:

- ★ **Bronze:** Leadership Fellow, 16 credits, at least 1 seminar in each of the 5 competency areas
- ★ **Silver:** Leadership Executive, 36 credits, at least 2 seminars in each of the 5 competency areas
- ★ **Gold:** Leadership Ambassador, 50 credits, at least 3 seminars in each of the 5 competency areas
- ★ **Platinum:** Leadership Statesman, 67 credits, at least 4 seminars in each of the 5 competency areas
- ★ **Diamond:** Leadership Regent, 87 credits, ongoing annual mentoring role

By attending LTI seminars at NLC annual conferences, Institute Training Programs and the Leadership Summit members attain credits toward the Certificate of Achievement in Leadership Program.

The Leadership Training Council recognizes those recipients who have completed certificate requirements during the Leadership Luncheon at either the Congressional City Conference or the Congress of Cities Conference, whichever follows the enrollees' completion of certificate requirements. Please note, however, that enrollees are not recognized simultaneously at the same conference where they have completed the certificate requirements.

Enrollment in the LTI Certificate of Achievement in Leadership Program is FREE. For more information on the Certificate of Achievement in Leadership Program, contact the LTI Hotline at (202) 626-3170.

Leadership Mentor Program

Role of a Mentor

Mentors fill a number of roles. As a leader, you have a unique opportunity to bring the power of mentoring to peers within your state and across the country. Through the Leadership Training Institute's Leadership Mentor Program, the National League of Cities commitment to direct member-to-member contact can be achieved.

All mentors have one thing in common: they care about helping people achieve their potential. By sharing your experiences with the Leadership Training Institute, you can encourage positive choices, promote continuing educational achievement, and introduce your peers to new ideas.

How Mentoring Helps

Think back. When you came to your first conference, were you aware of all of the opportunities available to you? When you got your first Leadership Training Institute certificate program transcript, did you know how to read it? Could you determine what seminars you needed to take to get to the next certificate level? Simple things that seem easy or straightforward to you now may be a complete mystery to a new member.

Mentors provide those they mentor with an experienced friend who is always ready to help in any number of different situations. By spending time to guide another member through the Leadership Training Institute family, you will give them an experience that will leave a positive impact that will resonate within their entire community.





Leadership Training Council

The principal mission of the Leadership Training Council (LTC) is to provide guidance and direction to National League of Cities' Leadership Training Institute in its efforts to promote excellence and innovation in the arena of local government leadership development and local government leadership education.

The primary task of the LTC is to serve as a major advocate of leadership development as a core responsibility of local elected officials. To accomplish this task, LTC members will serve as ambassadors for the LTI educational training and development programs.

The LTC shall consist of individuals appointed by the NLC President for a one-year term, who shall also appoint the Chair and Vice-Chairs of the LTC for a one-year term.

NLC members selected to serve on the LTC will meet three times per year, with meetings held at the Congressional City Conference, Annual Leadership Summit, and Congress of Cities.

In order to serve on the LTC, members must complete an application for a NLC Standing Committee and return it to NLC along with a biographical statement. Committee applications and deadlines are available on the NLC web-site at www.nlc.org.

The Leadership Training Council is comprised of local elected and appointed officials from all over the United States who provide the Institute with direction and support in its mission.

Request for Trainer Proposals

Providing participants with cutting-edge, interactive learning experiences by recognized experts in the Leadership arena is part of our commitment to our members. The search for these trainers is an ongoing process.

Each year LTI solicits professional trainers and experts in leadership development and related subjects important to local government leaders. Proposals have been submitted to LTI for consideration addressing topics ranging from Ethics and Credibility to How to Market Your City.

Requests for Proposals (RFP) are typically sent to trainers in June for the upcoming year seminars. Proposals for seminars should focus on providing leaders with personal and professional developmental skills, to achieve the competencies necessary to lead their communities in the 21st Century.

LTI seminars should be designed so that participants will obtain current resources, develop strategies, build skills, and engage in small group discussions and exercises with their peers from other communities. LTI seminar trainers must follow an interactive training design, incorporating lecture, discussion, individual and group activities.

An RFP can be down loaded from the NLC website at www.nlc.org.





*For more information on the
Leadership Training Institute and
all that it has to offer, please contact
the LTI Hotline at (202) 626-3170
or go to the NLC website at
www.nlc.org.*



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