



NATIONAL HISPANA LEADERSHIP INSTITUTE

Vision

*“Hispanas as
Ethical World
Leaders”*

Mission

*“To develop Hispanas
as ethical world leaders
through training,
professional development,
relationship building,
community and world
activism.”*

Purpose

*To ensure that Hispanic
women develop their
personal and professional
potential to serve as leaders
in their communities,
move into greater leader-
ship roles and advocate
for positive changes in the
Hispanic community.*



NATIONAL HISPANA LEADERSHIP PROGRAM



The NHLI program provides four one-week leadership development training sessions which span nine months in four cities. The intensive learning experience provides training in public policy, leadership, strategic management, team building and race, class and gender issues. The program emphasizes a holistic approach to leadership. Participants will reflect and review their personal history: Who/what has influenced or motivated me? What obstacles have I overcome and still need to overcome?

The NHLI is committed to new paradigms of leadership, not in maintaining the status quo. As such, this program is for women who are ready for profound changes in their personal and professional lives. It will include deep, personal sharing and insights. In order to lead others, a leader must first know herself. "Knowing others is wisdom, knowing the self is enlightenment." The NHLI program is an award-winning educational program. The excellence and relevance of NHLI's training program has been recognized by distinguished leaders in the public and private sectors. NHLI's commitment, however, extends beyond helping Hispanic women succeed. The fellows are viewed by NHLI as agents of a much wider transformation. For more information on the National Hispana Leadership Institute, please call 703-527-6007 or check our website at www.nhli.org.

PROGRAM STRUCTURE

WEEK I: The Power of Team Building & Community Leadership: Creating a National Network, San Juan Bautista, California (End of February, 2008)

Sessions focus on team building, diversity, cross cultural communication, conflict resolution, the development of support networks and race, class and gender issues.

WEEK II: Leadership for the 21st Century: Effective Change Through Public Policy and Management, JFK School of Government Executive Program, Harvard University, Cambridge, Massachusetts (April, 2008)

The case study method gives participants an overview of public management, negotiations and applications on strategic management and leadership principles through classroom discussions, group exercises and peer group work.

WEEK III: Leadership Development Program, Center for Creative Leadership Institute (CCL) North Carolina, California or Colorado (March-August, 2008)

The Leadership Development Program at CCL is an intensive five-day program designed to develop the capacities needed for effective leadership. The program combines lectures, group exercises, assessment questionnaires and individual feedback sessions to provide participants with information about their leadership, behavioral and decision-making styles.

WEEK IV: Impacting Decisionmakers, Political Advocacy and Government Relations, Washington, D.C. (September, 2008)

Sessions explore the national political agenda, policy development, and the legislative process. Participants learn congressional protocol, political advocacy and the importance of government relations, and have meetings with Congressional representatives and national leaders.



part, employer, sponsor or through local fundraising. The Institute provides partial scholarships (up to one-third of the tuition fee) for women with demonstrated financial need. Applicants will not be turned away because of financial needs.

CRITERIA

The NHLI will select up to 22 Latinas per year with the following characteristics:

- Substantive professional work experience and significant direct accomplishments
- Current and potential leadership as indicated by professional, volunteer and other activities, as well as, through recommendations
- Strength of character, motivation and commitment to goals
- Intention to participate fully in all activities during the training and a commitment to continue to support NHLI
- At least 26 years old
- The optimal candidate will have achieved success in her field, yet would benefit from this program.
- This program is not appropriate for women who are full time students, seeking elected office or are going through professional or personal transition. It requires a considerable time commitment and the full attention of the participants during the training sessions.

SELECTION PROCESS

Applicants must submit a complete application packet in order to be considered. Regional committees composed of NHLI Alumnae schedule a personal or phone interview and submit their recommendation to the national review committee. Up to 22 women from diverse professions, geographic areas and ethnic subgroups within the Hispanic community are selected and notified via mail by December 1, 2007.

PROGRAM COST

The program tuition for participants is \$3,500 plus all travel costs for each program segment and lodging expenses at CCL. Corporate employees pay \$12,500. The actual cost of the program is approximately \$6,000 per week of training for a total cost of about \$25,000 for the four weeks of training; however, foundation and corporate grants enable the Institute to offer the program to participants for much less. Tuition can be paid by the partici-

COMMITMENT

Participants must attend all training sessions, arrive on time, participate all day, and stay through the end of each session. Participants will also mentor two Hispanic women for at least two years and develop a leadership training program or conference for at least 25 Hispanic women or girls in their community. The participants will have the responsibility, as a group, to raise and contribute to the Institute at least \$3,500 by the end of the 2008 program.

NHLI 2008 PROGRAM APPLICATION

NHLI ALUMNAE

Program graduates join the Institute as Alumnae who support NHLI through a committee of the Board of Directors. Alumnae accomplishments and activities are featured in the Institute's quarterly newsletter, *NHLI News*. The Institute maintains a current database and directory of NHLI Alumnae, which serves as an ongoing national network of support. It is a policy of the Board of Directors that 100% of its members contribute financially to the Institute (regardless of the size of the contribution). The board encourages NHLI Alumnae to do the same.

ALUMNAE LINKAGES & IMPACT

NHLI Alumnae become part of a powerful network of Hispana leaders from across the country. Many of its graduates have gone on to become elected officials, senior managers and decisionmakers in the corporate, private and public sectors. Alumnae are able to access a larger array of opportunities as they become a part of a national network of Hispana leaders. Through the Alumnae Committee, they form an ongoing link which maintains supportive relationships and involvement in NHLI programs and events.

I. PERSONAL INFORMATION

(Please type. Use only the space provided.)

NAME (LAST, FIRST MIDDLE OR MAIDEN)

HOME TELEPHONE NUMBER

HOME E-MAIL

HOME ADDRESS (INCLUDE CITY AND ZIP CODE)

DATE OF BIRTH

PLACE OF BIRTH

HISPANIC SUB-GROUP

(NHLI is committed in protecting your privacy. The information provided will only be used for the purpose of selection or participation in the program.)

DO YOU HAVE ANY PHYSICAL LIMITATIONS OR HANDICAPS REQUIRING SPECIAL ACCOMMODATIONS?

HOW DID YOU LEARN ABOUT THE NATIONAL HISPANA LEADERSHIP INSTITUTE?

- NHLI Fellow* *NHLI Alumnae* *NHLI Board Member* *(Name of Fellow, Alumnae or Board Member)* _____
 NHLI Newsletter/Media *Website* *Recruitment Breakfast* *Other* _____

PLEASE CHECK AS APPROPRIATE:

- My employer will cover the tuition fee if I am accepted. A letter of financial commitment is attached.
 I will be responsible for the tuition fee if I am accepted.
 I wish to be considered for a partial scholarship if I am accepted. The Institute provides partial scholarships (up to one-third of the \$3,500 tuition fee) for women with demonstrated financial need. If you are requesting financial aid, please include a brief statement indicating why you are in need of financial support.

PRESENT EMPLOYER

OF YEARS

- Non-Profit Government Corporate Elected Office Self Employed *Other* _____

ADDRESS

BUSINESS TELEPHONE NUMBER

BUSINESS FAX NUMBER

E-MAIL

CURRENT POSITION

OF YEARS

SUPERVISOR'S NAME

ANNUAL SALARY Less than \$30,000 \$30,001 - \$50,000 \$50,001 - \$70,000 \$70,001 - \$100,000 \$100,001 or more

NHLI 2008 PROGRAM APPLICATION

Submit your typewritten answers to each of the following questions on separate sheets of paper (no more than 8 typewritten sheets). This information will be used by the committee in assessing your qualifications for the NHLI program.

II. EMPLOYMENT BACKGROUND

Please attach a resumé detailing your previous jobs, titles, dates of employment and areas of responsibility, current job responsibilities, professional accomplishments and acquired skills. Also include your community affiliations, honors and awards. List your educational background (traditional) including program and professional institutes, etc. dates attended and highest level completed.

Include a list of up to three important community, religious or civic activities in which you have participated in the past five years. Indicate your level/type of involvement.

III. PERSONAL HISTORY

Please describe your childhood and family background. How did it influence and shape who you are today personally, professionally and as a leader?

IV. EDUCATION

- What obstacles did you overcome to attain your education?
- What are the most important lessons you learned from your formal education?

V. CAREER & PERSONAL GOALS

- What are your short term professional and personal goals? What is your plan for achieving them? (List up to three.) Where would you like to be three to five years from now? What are your long term professional and personal goals?
- Please list and briefly describe your three greatest strengths.
- Please list and briefly describe your three areas for improvement.

I certify that all information and statements in this application are true and correct to the best of my knowledge. I understand that the information in this application may be verified. If selected, I will send NHLI the \$3,500 tuition fee on or before the deadline of January 1, 2008 to reserve my place or \$12,500 if a corporate employee. If selected, I will participate in all training sessions, contribute to the best of my ability, mentor two Hispanic women and complete a leadership project as a part of my commitment to the National Hispana Leadership Institute.

SIGNATURE

DATE

VI. ISSUE ANALYSIS

The Latino community faces many socioeconomic, cultural and political challenges. Identify one policy area of particular interest to you (i.e. immigration, education, health care, employment, etc.)

- Summarize 3-4 important aspects pertaining to this policy area, that impact the Latino community.
- Describe what you believe needs to happen at the policy, program and/or community levels to address the issues.

VII. LEADERSHIP

- How do you define leadership?
- What do you consider to be the five most important qualities or characteristics of a leader?
- Do you believe Latina leaders are different from other leaders?
 Yes No Not Sure
If yes, how? If no, why not?
- What kind of leadership roles would you like to be carrying out five to ten years from now? Be as specific as possible.

VIII. CONTRIBUTIONS

- If selected for this program, what unique contributions would you bring to NHLI?
- What has been your greatest contribution to the advancement of Hispanic women?

Note: If you are not selected this year, would you like to be considered for the 2009 Class: Yes No

APPLICATION CHECKLIST

Submit all of the following components in order to be considered for the NHLI 2008 program.

- Recommendation Forms
 - your immediate supervisor
 - someone you know professionally who is employed outside of your organization.
- A \$25.00 application and processing fee must be attached to the application. Please make your check payable to NHLI.
- A letter indicating your employer's commitment to release you from work to attend the four sessions.
- An original application plus e-mail six copies of all the forms to the address below

**SEND YOUR COMPLETED APPLICATION AND \$25 FEE TO:
NATIONAL HISPANA LEADERSHIP INSTITUTE
1601 N. KENT STREET, SUITE 803, ARLINGTON, VA 22209
PHONE: 703/527-6007 • FAX: 703/527-6009
WWW.NHLI.ORG
DEADLINE: AUGUST 15, 2007**



NATIONAL HISPANA LEADERSHIP INSTITUTE

The National Hispana Leadership Institute is seeking Hispanic women of exceptional potential and ability from across the United States. The NHLI will appreciate your commenting as completely as possible regarding the candidate's strengths and limitations. Please type in the answers to the following questions. Please use additional pages if necessary.

APPLICANT'S NAME

YOUR NAME

TITLE

SIGNATURE

ORGANIZATION/COMPANY

ADDRESS

OFFICE TELEPHONE

FAX

1. How are you acquainted with the applicant? How long have you known her?
2. The NHLI Leadership Fellows Program is an initiative to help prepare women for top leadership. Where do you see the applicant in her profession five years from now? What is her potential?
3. Please recount a project or other work-related situation which illustrates the applicant's strengths. What special talents and abilities set her apart from others in her field?
4. Please remark further on any aspect of the applicant's potential or personal qualities which might not appear elsewhere on the application. The NHLI is interested in your overall impressions of the candidate's suitability for this program, including evidence of her commitment to participate in all aspects and components of the Leadership Program. Part of this commitment is the applicant's intention to return to her community and profession as a Mentor at the end of the program year.

NOTE TO THE APPLICANT:

Letters of recommendation are required from your immediate supervisor AND someone you know professionally who is employed outside of your organization.

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