CHRISTOPHER KELLEY LEADERSHIP DEVELOPMENT PROGRAM

2024 CKLDP Application Packet
Date: 20 October 2023

Thank you for your interest in the Christopher Kelley Leadership Development Program (CKLDP) and having the courage to make an investment in yourself and your practice of architecture. The CKLDP was developed understanding that the transition from an employee to a leader is one of the most challenging and uncertain times in the architectural profession. The program offers scholars the opportunity to: surround themselves with like-minded emerging professionals; engage leaders in the profession - as well as learn for leaders outside the field of architecture; and most importantly assist you in designing your future.

CKLDP was founded in 2013 by the Emerging Architects Committee (EAC) of the AIA|DC Chapter. The program is in memory of Christopher Kelley, an employee of Gensler and an active member of the DC architectural community. Christopher was a recipient of the AIA Young Architects Award in 2010 and an exemplary, emerging young leader. Since its founding, the CKLDP has been established in several cities across the country and strives to carry forward Christopher's legacy by actively training and nurturing the next generation of leaders within the architectural profession.

Taking place from January to September, the schedule consists of nine half-day sessions, with one session occurring per month for the duration of the course. Each session is planned and attended by a group of 16 emerging professionals, selected by our hand-picked jury, from across the DMV. The CKLDP curriculum focuses on core professional skills such as:

- ☐ leadership
- ☐ firm management
- ☐ collaborative excellence
- ☐ negotiating skills
- ☐ client development
- ☐ community leadership
- ☐ trends analysis
- ☐ entrepreneurship
- ☐ the future of the practice

Each year, a select number of scholars from the previous year are selected to help guide the next year's class. This way, the program is continually evolving, allowing the scholars to learn on an ongoing basis about thoughts and ideas relevant to the architectural profession today.

The program's success in addressing this need was acknowledged in 2018 at the AIA Grassroots Conference. The AIA|DC CKLDP was recognized with the AIA CACE Component Excellence Award for Knowledge Sharing Initiatives. By joining the CKLDP, you are becoming a part a core group of successful architects and leaders in the profession to help redefine the practice. Since the scholars are responsible for planning in each of the individual sessions, you help define the program's success and continue its development for the future scholars.

Please note, this packet is not intended to serve as the application, **so please do not submit this document**. This packet was designed to assist potential applicants in the preparation of responses to the online application questions and short answers. The packet contains the following materials:

- ☐ application instructions
- ☐ session overviews
- ☐ online application questions + short essay prompts
- ☐ application checklist

Please use this packet to help organize all your materials + take advantage of the checklist to ensure all application materials are properly prepared.

Speaking for all the past scholars, we wish you the best of luck in the application process and we look forward to welcoming this year's scholars at the Bootcamp in January 2024. We personally hope each of the selected scholars get as much from the program as we did.

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Application Instructions

Overview

In 2013, AIA|DC developed a unique training program to help cultivate the District's next generation of design industry leaders. Now heading into its eleventh year, the Christopher Kelley Leadership Development Program (CKLDP) is seeking a promising new cohort of motivated professionals to participate in the 2024 session. Prospective candidates must complete an online application demonstrating proven career success, community involvement, and leadership qualities. Professional recommendations shall be submitted as part of the application, and employer support for a candidate's participation is also requested.

Schedule and Curriculum

The CKLDP schedule consists of nine half-day sessions, with one session occurring per month for nine months. Program participants include sixteen talented emerging professionals* that have been selected through a competitive application process. The CKLDP curriculum focuses on core professional skills such as firm management, collaborative excellence, negotiating skills, client development, community leadership, trends analysis, entrepreneurship, the future of the practice, and of course, leadership. The program is kicked off by an introductory "Bootcamp" session, where participants get to know each other, develop curriculum goals for the year, and learn about the session framework for the remainder of the program sessions. Program participants, dubbed scholars, then work in pairs to plan and execute the monthly sessions based on their expressed interests and expertise. Each pair of scholars is responsible for the planning of one of the remaining eight program sessions.

Sessions are held monthly from January through September, generally on the 2nd or 3rd Friday of the month, from 12:00pm - 5:00pm. A group Happy Hour occurs after every session so scholars can discuss the day's topics and share ideas. A full list of session topics and specific dates are described below in the schedule.

* An emerging professional is not required to be licensed but should be actively working towards licensure. If licensed, they are within ten years of their first registration.

Application Process

Individuals can be nominated by their firm or can nominate themselves. Program participants will be chosen on the basis of a letter of interest, written application, recommendations, and resume. The sixteen selected applicants will represent a diverse group of emerging professionals that demonstrate strong potential as future leaders. Within their letters of interest, candidates should emphasize any previous leadership experiences, explain the unique qualities and expertise they would bring to the program, and clarify how they intend to utilize the skills learned from the program. A selection jury will convene to review applications in late-November / early-December.

- ☐ "Call for Applications" Announcement: **Friday October 20th, 2023**.
- ☐ "Applications 101" Information Session: An optional, informal Q&A session will be held via Zoom on **Tuesday November 14th** at 6:30pm. This meeting will be hosted by the CKLDP Advisory Committee and provides potential program participants with an opportunity to ask questions and receive helpful hints about what to include, or not, in their program applications. Interested candidates are encouraged to attend, but attendance is not mandatory, nor does it influence the likelihood that a candidate would be accepted into the program.
- ☐ Application Submission Deadline: All application forms must be submitted by 11:59 pm on **Wednesday, November 29th, 2023**.
- ☐ Notification of Acceptance: Candidates will be notified if they have been selected by no later than **Friday, December 29th, 2023**.

20 Oct 2023   29 Nov 2023

| Call for Applications | Applications 101 | Applications Deadline | CKLDP Class Announced | Bootcamp |

14 Nov 2023   29 Dec 2023   12 Jan 2024

Tuition
Tuition for AIA|DC Members is $600. Tuition for non-AIA|DC members is $750.

Tuition Assistance
Tuition assistance is available to individuals from small firms that have limited resources. The amount of tuition assistance granted will be at the discretion of the selection committee but shall not exceed 50% of the cost of tuition. The Tuition Assistance Request Form must be submitted with the program application.

AIA Membership
Though AIA membership is encouraged, it is not mandatory for program participation. Other allied organization members are also welcome to apply. Please note that preference may be given to AIA|DC members during the applications review process, but this is not always the case.

Required Commitment to the Program
The program's success is directly related to attendance of the participants, and therefore attendance is mandatory. Each scholar will be required to sign an agreement affirming their commitment to attend, and the agreement must also be signed by a leader at the scholar's firm. In the case of emergency, or provided due notice to the Program Chairs, each scholar will be allowed one excused absence. If two sessions are missed, a fine of $50 will be charged. A further absence will result in an additional $50 fine and expulsion from the program. All scholars are required to attend the "Bootcamp" Session and the Closing Reception, no exceptions. Scholars benefit the most from sessions when participating in-person, therefore in-person meetings are encouraged. Virtual participation by scholars may be allowed on a case-by-case basis when the Program Chairs are notified far enough in advance.

Expectations of Scholars
The program's continued success depends on the scholars. Scholars are expected to perform the following throughout the class year:

Session Planning
2 scholars plan + host a session together

Save files to CKLDP Box drive

Attend two Adcomm planning meetings prior to session

Session shall include at least one activity

Contact + schedule speakers

Prepare session guide + program

Apply for AIA CEUs + must earn HSW

Schedule + host happy hour

Session Documentation
2 scholars document the following session together

Save files to CKLDP Box drive

Session Summary due within 1 week after session

Post session summaries to CKLDP website

Quality photography - DSLR camera preferred

Session Sponsorship
All sessions (2 scholars) shall raise enough money to cover session costs, including speaker and venue fees

Minimum sponsorship requirement of $500 per session

Funds raised cover the operation costs of the program

Complete + submit AIA|DC budget + expense forms

Program Promotion
Minimum two posts to social media per session team for the following session

One post to promote session topic

Second post to summarize session within two weeks following class

AIA Continuing Education
This program will offer AIA continuing education credits. A total of 45 CEU's will be earned for full program participation (5 credits per session), about half of which are intended to be HSW.

Honoring Christopher Kelley
Christopher Kelley, AIA was an active member of the architectural community, both in Washington, DC and beyond. He was a respected leader in the Institute and in Gensler's DC office, and through his extensive volunteer efforts Chris contributed to initiatives that have had many positive impacts. In 2010, he was honored with the AIA Young Architects Award. As the jury stated in their commendation of his achievements, "Christopher has proven himself a young leader within and around the AIA, a real example for other young professionals."

Contact

For more information, please visit the CKLDP website (www.ckldp.com) or contact the 2024 CKLDP Executive Committee:

Role	Name	Email
Co-Chair	Danielle Encela, Assoc. AIA, LEED GA	ckldp.dc@gmail.com
Co-Chair	Thomas Masino, AIA, NCARB, LEED AP BD+C	ckldp.dc@gmail.com
Past Chair	K. Aurora Smith, AIA, LEED AP BD+C	ckldp.dc@gmail.com
Co-Founder	Sean Stadler, FAIA, LEED AP	sstadler@wdgarch.com
Co-Founder	Ryan McEnroe, FAIA, ASLA, LEED AP	ryan.t.mcenroe@gmail.com

Applying for CKLDP

CKLDP applications can be accessed and submitted by clicking on the "Apply" button on AIA|DC's website. This link can also be accessed on CKLDP's website. Please note that at this time the online application form must be completed in one sitting; there is no ability to save a partial application and finish at a later time. Therefore, it is recommended that applicants have all their short answer responses and supplemental forms at hand and ready to upload before sitting down to submit.

Complete applications consist of the online form, responses to the three short answer questions (listed below for reference), and all required supplemental documents. Supplemental documents shall be uploaded in PDF format and named as indicated.

Important Reminders

- ☐ Eligible applicants should be classified as emerging professionals. Please note that emerging professionals are not required to be licensed but should be actively working towards licensure. If licensed, they are within ten years of their first registration.
- ☐ Applications and all supplemental documents must be submitted by the submission deadline to be eligible for consideration. (refer to Application Process for key dates)
- ☐ Incomplete applications may be rejected.
- ☐ Applicants must upload the following documents with their online applications.

Required Supplemental Documents

- ☐ **Letter of Interest** - Applicants must prepare a one-page letter of interest describing their reasons for applying to CKLDP, including how participation in the program will help them become better leaders, any previous leadership experiences, unique qualities that set them apart from their peers, and other relevant personal details. Letters of interest should help the selection committee get to know the applicant as an individual, beyond what can be discerned from their professional resume. Letters shall be uploaded in PDF format. (Last Name-First Name-Letter of Interest.pdf)
- ☐ **Letters of Recommendation** - Each application must include at least one, but no more than three, letters of recommendation. It is in the best interest of the applicant to ensure only strong letters of support that highlight an applicant's leadership skills and/or potential are submitted. Recommenders do not have to be from within the architecture and design industry. Letters of recommendation are limited to one page each and shall be uploaded in PDF format. (Last Name-First Name-Letter of Recommendation-1.pdf)
- ☐ **Personal Resume** - Resumes shall include details of the applicant's employment history, education, activities, volunteer experience, publications, and any honors or awards. Resumes are limited to two pages and shall be uploaded in PDF format. DO NOT submit a one-page generic firm resume with a list of projects only. (Last Name-First Name-Resume.pdf)
- ☐ **Participation Agreement Form** - Completed, signed, and uploaded in PDF format. (Last Name-First Name-Agreement.pdf)
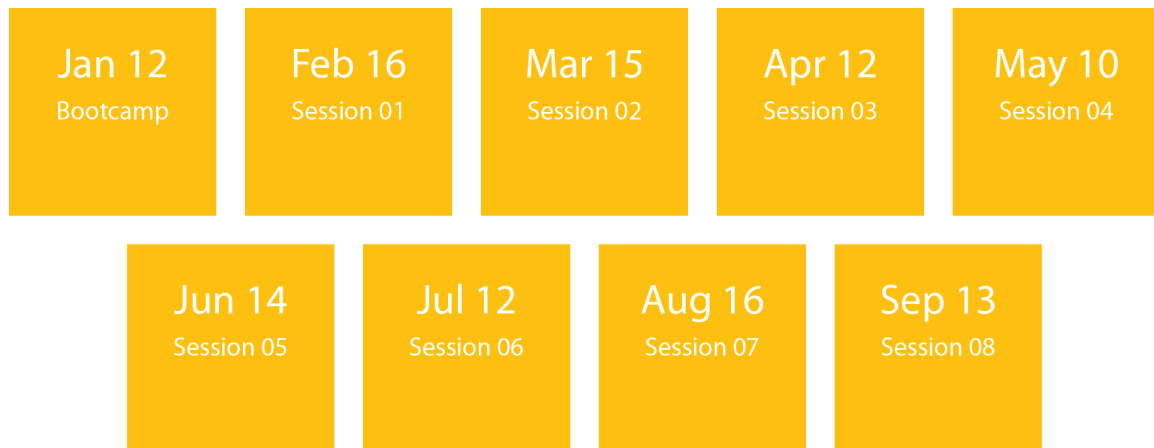
Optional Supplemental Document

- ☐ **Tuition Assistance Request Form** - Tuition assistance is limited to AIA|DC members and is dependent on firm size (Last Name-First Name-Tuition Assist.pdf)

Required Short Answer Questions

Responses to the short answer questions are submitted as part of the online application form, not as a supplemental PDF. Please note responses are **limited to 500 characters (not words)**.

- ☐ How do you define leadership, and how have you demonstrated leadership skills up to this point in your career?
- ☐ What are the three most significant issues / opportunities facing the profession today?
- ☐ What specific skills or knowledge do you hope to gain from your participation in the CKLDP?

2024 CKLDP Session Schedule

Jan 12	Feb 16	Mar 15	Apr 12	May 10
Bootcamp	Session 01	Session 02	Session 03	Session 04

Jun 14	Jul 12	Aug 16	Sep 13
Session 05	Session 06	Session 07	Session 08

Past and Future Topics:

Leading Together | Equity, Diversity, & Inclusion and our Professional Responsibility | Tackling Climate Change | Architecture & Political Engagement | Emerging Issues at the Intersection of Architecture and Society | Integrated Practices in the A/E/C Industries Research & Data | Understanding Economic & Industry Trends | The Art of Negotiation | Rainmaking & Business Development | Professional Practice & the 1-Day MBA | Risk Management & Legal Issues | Firm Resilience | Understanding Project Financing | Community Engagement | The Future of the Practice

* Session topics will be selected through a survey sent to the selected 2024 scholars prior to Bootcamp (in late-December / early-January). There are three required topics: Leading Together, Equity, Diversity, & Inclusion and our Professional Responsibility, and Tackling Climate Change.

CVENT Online Application Questions + Short Essays

1. Applicant Name:

2. E-mail:

3. Phone number:

4. Date of birth:

5. Gender: Select One

6. Ethnicity: (Optional)

7. Are you an architect or from an allied profession? Please specify.

8. Are you an AIA member: Select One

   a.   If yes, what is your AIA number:

9. Are you a member of AIA|DC: Select One

10. Firm/Company Name:

11. Firm/Company Size: Select One

12. Are you applying for tuition assistance? (If yes,   Select One
    please be sure to fill out the Tuition Assistance
    Application after you complete this form.)

13. Please provide professional credentials (AIA, LEED
    AP, WELL AP, NCARB, EDAC, CDT, PMP, etc.):

14. From which accredited architecture program did
    you graduate:

15. What year did you graduate:

16. How many years of professional experience do you
    have:

17. How many years since your first professional
    license:

18. Letter of Interest Form: ☐ Upload PDF
    (Last-First-Ltr of Interest.pdf)

19. Letter of Recommendation: ☐ Upload PDF
    (Last-First-Ltr of Recommendation01.pdf)

20. Additional letter of Recommendation: ☐ Upload PDF
    (Last-First-Ltr of Recommendation02.pdf)

21. Additional letter of Recommendation: ☐ Upload PDF
    (Last-First-Ltr of Recommendation03.pdf)

22. Personal Resume: ☐ Upload PDF
    (Last-First-Resume.pdf)

23. Agreement Form: ☐ Upload PDF
    (Last-First-Agreement.pdf)

24. Tuition Assistance Form: ☐ Upload PDF
    (Last-First-Tuition Assist Form.pdf)

25. Is the applicant an emerging professional? (Note: Select One
    applicants are not required to be licensed, but
    actively working towards. If licensed, applicants
    shall be within ten years of first registration.)

CVENT Short Essays

How do you define leadership, and how have you demonstrated leadership skills to this point in your career?

500 characters max

What are the three most significant issues/opportunities facing the profession today?

500 characters max

What are the specific skills or knowledge you hope to gain from your participation in the CKLDP?

500 characters max

Application Checklist

CVENT Short Essays	☐	Essays drafted (recommend using spaces above to prepare the essays prior)
	☐	Each essay is less than 500 characters
	☐	Check for grammar + spelling errors
Letter of Interest Form	☐	Check for grammar + spelling errors
	☐	File is named using format: *Last-First-Ltr of Interest.pdf*
	☐	Upload PDF to CVENT application
Letter of Recommendation:	☐	Reference contacted
	☐	Recommendation received
	☐	Check for grammar + spelling errors
	☐	File is named using format: *Last-First-Ltr of Recommendation01.pdf*
	☐	Upload PDF to CVENT application
Additional Letter of Recommendation:	☐	Reference contacted
	☐	Recommendations received
	☐	Check for grammar + spelling errors
	☐	File is named using format: *Last-First-Ltr of Recommendation02.pdf*
	☐	Upload PDF to CVENT application
Additional Letter of Recommendation:	☐	Reference contacted
	☐	Recommendations received
	☐	Check for grammar + spelling errors
	☐	File is named using format: *Last-First-Ltr of Recommendation03.pdf*
	☐	Upload PDF to CVENT application
Personal Resume:	☐	Resume updated
	☐	Check for grammar + spelling errors
	☐	File is named using format: *Last-First-Resume.pdf*
	☐	Upload PDF to CVENT application
Agreement Form:	☐	Complete agreement form
	☐	Check for grammar + spelling errors
	☐	Firm leader signature applied
	☐	Applicant signature applied
	☐	File is named using format: *Last-First-Agreement.pdf*
	☐	Upload PDF to CVENT application
Tuition Assistance Form: (not required – reserved for applicants at small firms)	☐	Verify applicability
	☐	Complete form + short essay
	☐	Check for grammar + spelling errors
	☐	File is named using format: *Last Name-First Name-Tuition Assist.pdf*
	☐	Upload PDF to CVENT application

2024 CKLDP Participation Agreement Form

Overview

CKLDP's success is incumbent upon active participation by the program scholars, and therefore session attendance is mandatory. Each member is allowed one excused absence. If two sessions are missed, a fine of $50 will be charged. An additional absence will result in an additional $50 fine and expulsion from the program.

The following agreement form must be completed and signed by the applicant, firm/company principal, and/or nominator. These additional signatures are required to demonstrate the firm's commitment to the supporting the applicant's full participation.

Applicant's Signature

I fully understand the attendance and tuition requirements for the Christopher Kelley Leadership Development program as well as the responsibilities of participation as a scholar, including planning one of the sessions with a partner, fundraising to cover the cost of that session, with a minimum sponsorship requirement of $500, separate from tuition expenses, and documentation of the following session including photo documentation, development of the session summary and associated social media posts, and agree to fulfill those requirements, if selected.

Signature	Date
Printed Name of Applicant	AIA Number (if applicable)

Firm Leadership Signature

I authorize and encourage the above applicant to participate fully in the Christopher Kelley Leadership Development Program and fully understand the attendance requirements as outlined above.

Signature	Date
Printed Name of Firm Leader	AIA Number (if applicable)

2024 CKLDP Tuition Assistance Request Form

Overview

Tuition assistance is available to a select number of applicants. Grants may cover up to 50 percent of the program tuition and are awarded at the discretion of the AIA|DC Chapter.

Requirements to qualify for tuition assistance:
- ☐ AIA|DC membership
- ☐ Small firm size with limited resources
- ☐ Legitimate financial need

If you believe that you qualify for tuition assistance, please complete the following and return with your CKLDP application.

Applicant's Signature

I fully understand the attendance and tuition requirements for the Christopher Kelley Leadership Development program and agree to fulfill those requirements if selected.

Applicant Name _____

AIA|DC Member Id (if applicable) _____

Name of Firm + No. of Employees _____

Using the space provided below, briefly explain the reason you are requesting tuition assistance