

CONSULTING CONTRACT

The Boundaries of Your Analysis

This project will entail the implementation of a leadership development process for the organization's top 20 high-potential leaders who are currently in mid-level positions. We will not focus on entry-level leadership development for this project.

Project Objectives

1. Begin developing a culture of leadership among mid-level managers.
2. Groom participants for the next level of leadership.
3. Strengthen managerial and leadership competencies of participants.

Key Information

- We plan to interview participants about their current leadership experience.
- We plan to conduct 360-degree evaluations.
- We plan to administer various leadership inventories to assess leadership behaviors and styles.
- We plan to review performance appraisals and meet with participants' direct supervisors.

Consultant's Role

My key role will be to help you devise a comprehensive development program for emerging leaders. I have expertise in leadership development and adult learning and access to other individuals who can provide some of the programming for the session. I will help provide the initial start-up. You will identify internal people who can codevelop the program and will eventually take it over and run it in-house at the completion of the pilot year.

Final Product

The outcome of our work will be a 1-year leadership development program for your mid-level managers. This will include 10 retreats (approximately monthly except December and July). I will provide you with the content in the form of workshop materials for both participants and facilitators. We will evaluate the program on an ongoing basis, and I will summarize our evaluation with recommendations for future programs at the end of the project.

Support and Involvement from the Client

You have agreed to support this program, publicize it, and assist in the identification of the top 20 mid-level leaders. You will meet with me regularly to share in the development and oversight of this program. You have also agreed to allow me access to individuals who can provide input for both interviews and surveys. You will make one staff member available to plan and administer the retreats. You will handle all of the materials production for the workshops. You will identify an internal consultant to shadow the project and take over after the implementation year.

Time Frame

We will spend the rest of this year jointly planning the program. Our first planning meeting will be next week. We will initiate the program in January with a graduation the following November and then repeat the cycle. Major milestones will be each of the 10 workshop sessions, the midpoint, and the end.

Confidentiality

Evaluation data will be given to the person assigned to run the program after the initial start-up year. The 360-degree evaluation data will be shared with the participants, facilitators, and the person taking over for next year.

Feedback

Approximately 6 months after the first program has completed, I will follow up with you to learn the status of the 20 participants, plan for a sustained program, and other insights or benefits of the program.

Consultant Signature

Date

Client Signature

Date