



## Application Checklist: Transformational Leadership

Please use the checklist as a guide for your application to the Certificate in Leadership Coaching program. All materials must be submitted online through the application portal by the priority deadline. A complete application includes:

- \_\_\_\_\_ 1. A completed application form
- \_\_\_\_\_ 2. A \$50 non-refundable application fee
- \_\_\_\_\_ 3. An updated resume or CV (no more than two pages)
- \_\_\_\_\_ 4. Leadership Essay (~1,000 words)

The essay should answer the following questions:

- Why have you chosen the Georgetown Transformational Leadership program and why now?
- What do you know about yourself as a leader?
- What activities are you currently engaged in to foster your own development?
- Describe a current leadership challenge that will give you the opportunity to grow as a leader.
- What challenges to completing this program do you anticipate you will have to overcome?
- Use five adjectives to describe yourself.

Applicants may determine the format of their essay.

- \_\_\_\_\_ 5. Two letters of recommendation.

One letter should be from a direct report. The other letter may be from a supervisor, peer, or client. Recommenders should specifically address:

- How you know the applicant.
- The applicant's self-knowledge, including their capacity for self-reflection and openness to ideas that challenge their beliefs.
- The applicant's receptivity to feedback from others.
- The applicant's commitment to his/her own development, with examples.
- The applicant's commitment to the development and growth of others, with examples.
- What you (the recommender) would like to see the applicant gain through participation in the program.

All letters of recommendation must be submitted online directly through the application portal. Your references will receive a unique web link to the recommendation form after you have submitted your application online through the application portal.