



## Application Checklist: Leadership Coaching

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 Coaching Essay (~1,000 words)

The essay should answer the following questions:

- Why have you decided to apply to the program and why now?
- What have you learned about yourself in the last three years?
- What activities are you currently engaged in to foster your own development?
- Describe a situation from the past three months when (a) you examined or challenged a belief you held; (b) you were open to feedback.
- What's next for you in terms of your personal or professional learning? How do you know that?
- 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.

Recommenders should specifically address the following:

- How you know the applicant.
- The applicant's self-knowledge and capacity for self-reflection, including the ability to challenge his/ her own 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.

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.