



REALTOR® ASSOCIATION of Sarasota and Manatee

2019 Leadership Institute Overview

This rigorous program is designed to train emerging REALTOR® leaders who want to get involved, make a difference, grow their businesses, and expand their leadership skills. Whether your aspirations are directed toward leading a REALTOR® Association of Sarasota and Manatee committee, or a community organization, the RASM Leadership Program will empower you to maximize your leadership potential. As a participant, you will be given the opportunity to enhance your skills through classroom activities, group sessions, team-building exercises, goal setting, networking techniques and communication skills. Graduates of the RASM Leadership Institute will be serving as mentors throughout the program.

Graduates of the RASM Leadership Institute will be equipped with the knowledge, skills, and confidence to excel as a leader in the REALTOR® organizations as well as in the community. Graduates should be prepared to become volunteers, and committee chairs for RASM as well as prepare for potential future leadership positions on the RASM Board of Directors, and progress to leadership positions with Florida REALTORS®.

For 2019, a maximum of 20 members will be selected. Applications will be accepted from November 19, 2018 through January 8, 2019. In addition to completing the questions, applicants should attach a current resume to their application and one to three letters of recommendation. You should also submit your results from the NAR Leadership Assessment at <https://leadershipinstitute.realtor.edu/>. This tool should take approximately 30 minutes to complete. Finalists will interview with the Leadership Institute Committee on January 14 or 15, 2019.

2019 Time Commitment

Applications should be submitted to Janet Sowers, Professional Development Manager no later than January 8, 2019. Interviews will be held January 14-15, 2019.

Mandatory Classroom Requirements: Participants will be required to attend eight training sessions:

February 4, 2019- 11 a.m. to 5 p.m. Program Orientation & Low Ropes Challenge Course Program: We will begin the day with a brief orientation to the new Leadership Institute. The objective of the Low Ropes Course is to build cohesiveness within groups, and self-esteem and awareness in individuals, by creating a sequence of physical and mental challenges for the participants to overcome. Each activity or challenge concentrates on fostering skills such as leadership, trust, teamwork, cooperation, communication, problem solving, decision-making, and conflict resolution. Following each challenge/activity, instructors lead a debrief discussion that focuses on a teamwork topic relative to that event. Program provided by the University of Central Florida Continuing Education Innovative Center.

"Even though it's called 'low ropes,' there are no ropes involved. It is not strenuous at all. Our groups always talk about how wonderful the program is and how it takes 20 strangers and turns them into lifelong friends in a couple of hours – Dana Bricker, Continuing Education Manager, Florida Realtors.

February 5, 2019- 12 p.m. to 5 p.m. Getting Started: This session will begin with a welcome by Amy Worth, RASM 2019 President, and Jeff Arakelian, RASM CEO. During the lunch hour participants will have their photo taken. There will be a facilitator leading the group in skills such as decision making, problem solving, listening, and defining traits seen in leaders.

February 27, 2019- 9 a.m. to 4 p.m. NAR Leadership 200 & 300 led by Adorna Carroll.

REALTOR® Leadership Program 200 workshop is designed to help you understand your role as a REALTOR® Association leader. The workshop covers the following topics that will help you strengthen skills and gain confidence in your role as a leader: Association Leadership; Staff/Volunteer Relationships; Participating in Meetings; and Building Consensus. You'll gain confidence in your role as a leader as you get more involved in association leadership.

REALTOR® Leadership Program 300 workshop is for leaders who are interested in strengthening their leadership skills. This three-hour course, led by a trained facilitator, builds on the topics covered in the Leadership 200 course. Through group activities and case study analysis, the workshop addresses the following topics to foster decision-making and conflict resolution skills: Duties of Directors; Strategic Planning; Meeting Management; Communication.

*Note that NAR Leadership Program 100 is a pre-requisite to the 200 & 300 series. You will be required to complete this online course prior to February 27, 2019. Course found here: <https://www.nar.realtor/about-nar/leadership-and-staff/realtor-leadership-program-rlp/leadership-100>.

March 4, 2019- Exact time TBD- Advocacy-How The REALTOR® Party impacts the Association and its members. This session will include a Public Policy Committee meeting. You will also meet with Max Brandow, RASM Government Affairs Director, to get an in-depth lesson on how RPAC functions, what it means to REALTORS® and why it's important to support this vital and necessary PAC.

April 1, 2019- 10 a.m. to 3 p.m. Introduction to Sarasota County and Manatee County: Government and Economic Operations.* Learn about the economic and government engines that run development, job creation and quality of life in our area. Included is a one-hour mandatory class meeting during a working lunch. **Panel participants subject to speaker availability.*

May 22, 2019- 9 a.m. to 1 p.m. Committee Leadership Meeting/Association Staff Introduction. Leadership Institute participants will attend the Committee Leadership meeting. Following, they will have the opportunity to speak with the Chair/Vice-Chair of the different

committees, with emphasis on Association Special Interest Groups: ie; GBC, CID, YPN. The LI will then tour the Association building and meet the staff.

June 17, 2019- 10:00 a.m. to 1 p.m. – Spokesperson Training.

Learn how to effectively communicate in the spokesperson role. This session will introduce you to and give the basics of working with the media; leadership and communication pointers; and overview of products & services provided by Florida REALTORS®.

July 22, 2019- 1:00 p.m. to 4 p.m. – Panel of RASM Leaders,

Past and Present. Former Presidents of the Association will discuss their tenure leading RASM/SAR/MAR. They will openly share how they handled set-backs, roadblocks and all the wonderful experiences encountered. There will be an opportunity to submit questions to the panelist in advance.

Mandatory Meeting Attendance Requirements:

- FREC Meeting at a date & time TBD once the schedule is released for 2019. This meeting will be streamed at RASM.
- Attend Florida REALTORS® Annual Convention & Expo in Orlando, August 21, 22, or 23, 2019. *
- Attend RASM Annual Meeting September 16, 2019-11:30 a.m. at which the Leadership Institute graduation will take place.

*This event requires participants to register on their own and pay applicable fees. FR Convention date to be determined once schedule is released. Make sure you will be able to attend any of these days.

Required Reading and Blogging- You will be required to read a book selected by the Leadership Institute Committee, and share your thoughts regarding the book and education sessions on a Blog.

Graduation

Your achievement will be recognized at the Annual Membership Meeting September 16, 2019.

Post-Graduation Requirement

You consent to possibly serve as mentors for following year's candidates, and volunteer to serve on one of RASM's committees for 2020.

Tuition: \$300

Payable to REALTOR® Association of Sarasota and Manatee by January 31, 2019.

To download an application form, please go to www.myrasm.com.

Graduation from this program necessitates your attendance, participation, and completion of all the requirements by the September membership luncheon. ***Absence from any of the mandatory programs for any reason will be cause for dismissal from the program, with no refund of fees paid.***

Questions can be directed to Janet Sowers, RASM Professional Development Manager, 941-952-3404.



REALTOR® ASSOCIATION of Sarasota and Manatee

2019 Leadership Institute Application

First Name _____ Last Name _____

Company _____

Business Address _____

City State Zip

Telephone _____ Email _____

Are you a full-time practitioner? YES NO

How many years have you been in the real estate business? _____

Describe your previous/other career experience:

List any REALTOR® designations/certifications you may have earned:

Have you done any volunteer work for charities, organizations, or the REALTOR® Association? YES NO

If yes, what groups do you volunteer for and in what capacity?

Briefly describe your career goals and the role being a leader will play in accomplishing them. You may attach additional sheets, if necessary.

What are your future goals with volunteer work in the REALTOR® organization?

What specific skills or knowledge do you hope to gain from the Leadership Institute?

Why do you feel you should be selected to participate in the Leadership Institute?

Did someone recommended you apply to the Leadership Institute? If yes, Who?

Please attach a copy of your NAR Leadership Assessment. The assessment tool is found here: <https://leadershipinstitute.realtoru.edu/>.

Commitment

Interviews: Interviews will be conducted January 14 & 15, 2019.

Training Sessions:

- February 4, 2019- 11 a.m. to 5 p.m.
- February 5, 2019- 12 p.m. to 5 p.m.
- February 27, 2019- 9 a.m. to 4 p.m.
- March 4, 2019- Time TBD
- April 1, 2019- 10 a.m.-3 p.m.
- May 22, 2018- 9 a.m. to 1 p.m.
- June 17, 2019- 10 a.m. to 1 p.m.
- July 22, 2018- 1 p.m. to 4 p.m.

() I agree to attend every Leadership Institute Training Session.

Additional Activities:

I understand the objectives of the Leadership Academy program, and if I am selected I agree that I will devote the time and resources necessary to complete the program including the following (Please initial EACH activity.):

() I agree to having a professional photograph taken on February 5, 2019.

() I agree to complete homework assignments by the due date.

() I agree to attend the streamed FREC meeting. Date TBD when FREC releases schedule.

() I agree to attend the Florida Realtors® Annual Convention & Expo in Orlando on August 21, 22, or 23, 2019.*

() I agree to attend RASM's Annual Meeting on September 16, 2019.

*This events requires participants to register on their own and pay applicable fees. FR Convention date to be determined once schedule is released. Make sure you will be able to attend any day listed.

Conditions:

I understand and agree that if I am selected to participate in the Leadership Institute, the following conditions will apply:

- Absence from any of the activities, for any reason, will be cause for dismissal from the program.
- I agree to actively participate in all activities in a constructive and meaningful way.
- Payment in full (\$300) is due to RASM upon acceptance to the 2019 Leadership Academy. There will be no refunds issued for dismissal from the program.

() I agree with the above terms

Signature

Date

Submit the completed application to Janet Sowers, RASM Professional Development Manager by January 8, 2019, Janet@MyRASM.com. Call Janet with any questions or concerns 941-952-3404.