

K E N N E B E C  
**LEADERSHIP**  
I N S T I T U T E

*Building tomorrow's leaders for the Kennebec Valley*



A Kennebec Valley Chamber of Commerce Program



**PROGRAM  
OVERVIEW**

Special thanks to the 2024 Kennebec Leadership Institute Program Sponsors:



The Kennebec Leadership Institute training program and all supporting materials were created in 2018 by Vaillancourt Corporate Training LLC for exclusive use by the Kennebec Valley Chamber of Commerce. Materials were revised in 2020, 2021 & 2022 by Synchrony Point Coaching & Consulting. Revised in 2023 and 2024 by MPowered, LLC.

## Why focus on building leaders?

*The Kennebec Valley needs talented leaders for the future*

We live and work in complex times. Our success as a community depends on the skill, commitment, and imagination of our future leaders. The Kennebec Valley needs well-rounded professionals – equipped with practical leadership tools and resources – to set the direction for our future. The impact of those leaders will be even greater if they connect through strong community and professional networks. We have the people we need right here in the Kennebec Valley. It is our mission to find and nurture them through the Kennebec Leadership Institute.

## What is the Kennebec Leadership Institute?

*KLI is the longest running leadership program in the state of Maine*

The goal of the Kennebec Leadership Institute (KLI) is to assure a continuing flow of able, committed, and resourceful leaders to serve our communities. As the oldest leadership program in the state, KLI draws prospective leaders from a wide cross-section of businesses, organizations, and the community at large. Its purpose is to inspire these promising individuals to work more effectively within their own spheres of influence while expanding their civic and community participation. The program was designed to:

- Promote the development of critical skills needed by future leaders through interactive workshops, assignments, and community interaction
- Build the motivation of participants to assume responsible leadership positions in business, civic and community organizations in the Kennebec Valley
- Build awareness among future leaders of the diversity, strengths, resources and concerns of the Kennebec Valley
- Establish a network of capable, committed leaders ready to take on new challenges and opportunities in the ever-changing business and community life of the Kennebec Valley

KLI seeks to foster a network of leaders who are committed to understanding and improving the Kennebec Valley. Past graduates have successfully run for office, gained promotion in their companies, served on boards of directors throughout the community, started their own business in the community and chaired a myriad of civic and community groups.

## Who should participate?

*Over 600 alumni have already benefited from KLI*

The Kennebec Leadership Institute is open to individuals who live or work in the Kennebec Valley. Anyone with an interest in community betterment is welcome to apply. Applicants do not need to currently be in a leadership position. The only requirement is a sincere commitment from the employee and employer to building skills and knowledge, and to becoming a more active participant in the future of the Kennebec Valley.

*“Thanks to my employer’s investment in me through KLI, I am able to invest my time and energy into our community.”*

*Sue Grenier, Class XIII*

*Participants must commit to participating and completing all program requirements during the 14-week program including:*

- **Leadership Skills Building**

- 8 half-day skill-building workshops
- Completion of all pre-workshop assignments
- Completion of all post-workshop assignments and activities
- Participation in a private Facebook group with other KLI participants
- Developing and delivering a graduation presentation with other KLI participants

- **Kennebec Valley Community Knowledge Building and Networking**

- 4 scheduled community panel events  
This will be a mix of panel discussions and guest speakers to learn about important community issues. Panelists and presenters will be top business and community leaders, focused on such topics as economic development, education, state and local government, community history, civic and cultural organizations and the future of the region.
- 2 Kennebec Valley Chamber of Commerce events  
Participants will select from monthly events such as: Business After Hours, Chamber Connections, Women’s Network Luncheon, Cynergy, and the KLI Golf Tournament.

- **Giving Back to the Community – Service Project**

- Participation in a class service project. This project will be planned and organized by the class and will represent KLI and the Kennebec Valley Chamber of Commerce.



*Class 2023*

## What role does the participant's manager play?

*A manager's support and coaching are the key to employee growth*

The research is clear: the number one success factor in building an employee's skills is the involvement of the direct supervisor. This is especially true when the employee participates in a formal offsite training program. Skills building does not *end* in the classroom – it begins there. That's why the Kennebec Leadership Institute offers a unique feature that most programs do not: easy-to-use coaching guides for the participant's direct manager to use both before and after an employee attends a workshop.

### Why does this guidance matter?

- For the participant
  - Increased motivation and commitment
  - Better retention and understanding of the skills learned in class
  - Increased likelihood that the participant will use what was learned
- For the manager (and the participant's organization)
  - Valuable insight into the participant's character, skills, work ethic and potential
  - More skilled employees
  - Better coaching and communication skills for the manager
  - Better employee retention – employees who feel invested in are more likely to stay with their organization

### What will the participant's manager do?

Managers will receive a Coaching Guide for each workshop. Here is what the participant's direct manager, supervisor or coach is expected to do to make sure the employee gets the full benefit of the program:



- ✓ Before each leadership skill building workshop, have a quick but targeted conversation with the employee to discuss expectations and possible skills gaps. Managers will receive a step-by-step coaching guide for this conversation. Make sure the employee has completed all pre-workshop activities.
- ✓ After each workshop, debrief the participant on what he or she learned and how he or she intends to put this learning into action. Coach and encourage the employee as she or he practices these new skills!



2024 Program Content & Schedule				
Week	Dates		Session Topic	Other Activities
1	September 3 <sup>rd</sup> 8:30am-4:30 pm <i>Workshop</i>		<b>Program Kick-Off; Emotional Intelligence; Self-Awareness; Leader Presence &amp; Networking</b> KVCC Office, 105 2nd St Suite 1B, Hallowell	<p><b>Participate in Kennebec Valley Chamber events. Each event is offered monthly.</b></p> <p><b>Select 2 to Attend:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Business After Hours</li> <li><input type="checkbox"/> Chamber Connections</li> <li><input type="checkbox"/> Women’s Network Lunch</li> <li><input type="checkbox"/> Cynergy Event</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 Chamber event and Volunteer at the KLI Golf Tournament 9/9/2024</li> </ul> <p><i>Please note that times differ for some sessions.</i></p>
2	September 10 <sup>th</sup> 12:00pm-5:00pm <i>Workshop</i>		<b>Building Trust; Effective Feedback; Psychological Safety; Positive Team Environment</b> Kennebec Savings Bank North Park 330 Civic Center Dr. Augusta	
3	September 17 <sup>th</sup> 8:30am-12:00pm <i>Panel</i>		<b>Community Panel - Government; KLI Peer Learning Forum; Community Service Project Planning,</b> KVCC Office, 105 2nd St Suite 1B, Hallowell	
4	September 24 <sup>th</sup> 12:00pm-6:00pm <i>Workshop</i>		<b>Running Effective Meetings; Communication Skills; Remote/Hybrid Environment; Community Service Planning Session, Social</b> KVCC Office, 105 2nd St Suite 1B, Hallowell	
5	October 1 <sup>st</sup> 12:00pm-5:00pm <i>Workshop</i>		<b>Presentation Skills Pt. 1</b> KVCC Office, 105 2nd St Suite 1B, Hallowell	
6	October 8 <sup>th</sup> 12:00pm-5:00pm <i>Workshop</i>		<b>Presentation Skills Pt. 2; Intro to Graduation Presentation</b> KVCC Office, 105 2nd St Suite 1B, Hallowell	
7	October 15 <sup>th</sup> 8:30am-12:00pm <i>Panel</i>		<b>Community Panel - Education; KLI Peer Learning Forum Group Planning and Work Time</b> KVCC Office, 105 2nd St Suite 1B, Hallowell	
8	October 22 <sup>nd</sup> 12:00pm-5:00pm <i>Workshop</i>		<b>Diversity, Equity &amp; Inclusion; Unconscious Bias; Guest Leader</b> KVCC Office, 105 2nd St Suite 1B, Hallowell	
9	October 29 <sup>th</sup> 8:30am-12:00pm <i>Panel</i>		<b>Community Panel – Community Service; KLI Peer Learning Forum; Group Planning and Work Time</b> KVCC Office, 105 2nd St Suite 1B, Hallowell	
10	November 5 <sup>th</sup> 12:00am-5:00pm <i>Workshop</i>		<b>Managing Conflict; The Art of Influence; Guest Leader</b> Kennebec Valley Chamber of Commerce, 105 2nd St Suite 1B, Hallowell	
11	November 12 <sup>th</sup> 8:30am-12:00pm <i>Panel</i>		<b>Community Panel – Manufacturing &amp; Distribution KLI Peer Learning Forum; Group Planning and Work Time</b> Kennebec Valley Chamber of Commerce, 105 2nd St Suite 1B, Hallowell	
12	November 19 <sup>th</sup> 8:30am-4:30pm <i>Workshop</i>		<b>Delegation; Mentoring/Coaching and Graduation Prep</b> Kennebec Valley Chamber of Commerce, 105 2nd St Suite 1B, Hallowell	
13	December 3 <sup>rd</sup> Full Day		<b>Community Service Project with Your KLI Class</b> (Must be completed by 12/4/24)	
14	December 10 <sup>th</sup> 5:00-7:00pm		<b>Graduation – Graduation Presentation</b> The Senator Inn & Spa 284 Western Ave Augusta, ME	