

## APPLICATION FORM

The Leadership Development Program (LDP) was established to support retirement home operators to successfully onboard new and emerging leaders in their organization. Selected participants will learn the soft skills needed to be a strong, confident, communicative and supportive leader in their organization.

### Program Guidelines

- Cost: \$499 +HST
- No refunds (*some allowances given, please contact ORCA for clarification*)
- 6 months to complete program (*may be completed in shorter time frame*)
  - Month 1: Introduction, Self-assessment, Step 1 of the Learning Plan (4-6 hours)
  - Month 2-4: Step 2 of the Learning Plan (16-18 hours)
  - Month 5-6: Step 3 of the Learning plan, Post Self-Assessment (5-8 hours)
- Non-transferable

### Participants who complete program will receive the following:

- Completion Certificate
- Access to forum, additional reading
- Access to member website

### Application Checklist:

- ☐ Completed Application Form
- ☐ Current Resume
- ☐ Statement of Interest (see page 3 this document)

By typing my name below, I certify to the best of my ability that the information provided on this application is true and accurate. I also understand that misinformation knowingly provided here, and on subsequent application forms, is ground for removal from the Leadership Development Program.

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**Print Name**

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**e-signature**

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**Date**

Please submit application and supporting documentation to:  
[memberservices@orcairement.com](mailto:memberservices@orcairement.com)

## Participant Information:

<b>Full Name</b>	
<b>Email</b>	
<b>Organization</b>	
<b>Organization Address and Telephone</b>	
<b>Current Job Title</b>	
<b>Supervisor/Manager name with email/telephone</b>  <i>*This information is used as a secondary contact for the program. Your supervisor will receive a copy of your final mentoring report which includes progress notes from your mentor.</i>	
<b>Billing contact name and email address</b>	

## **Participant Personal Statement**

In the space below, or in an attached document, please write your personal statement describing your interest in completing the Leadership Development Program. Statements should not exceed 500 words.