



Dear BOMA member:

Expand your leadership skills in 2009 through BOMA-Atlanta's Leadership Academy. Through the academy, participants will enhance their leadership skills through a 5-part series of full-day courses. The courses, instructed by University of Georgia MBA professors, will provide in-depth training in:

- Leadership Development/Developing Self-Awareness
- Time and Stress Management
- Negotiation Skills
- Creating a Motivating Work Environment

The BOMA-Atlanta Leadership Academy is designed for all property managers and facility managers. It is also designed for building engineers who have management responsibilities. A class of up to 20 BOMA members will be selected for this year's program. An effort will be made to make the class diverse in terms of job responsibilities, length of involvement in the profession and length of involvement in BOMA. Participants who successfully complete the program will also earn a Leadership Certificate.

To be considered for the 2009 class of the BOMA-Atlanta Leadership Academy, simply complete the attached application. You may also download an application from the BOMA-Atlanta website at www.boma-atlanta.org/education/leadership.asp

A class of up to 20 participants will be selected, based on the applications received. Because of high demand, not all applicants may be selected to participate in the academy.

The deadline for submitting your application is February 25, 2009. If you have any questions, please contact the BOMA office at 404-475-9980.

Sincerely,

Gabriel Eckert, CAE
Executive Director

**BOMA-Atlanta Leadership Academy
Application for the Inaugural Class of 2009**



Qualifications: The BOMA-Atlanta Leadership Academy is designed for all property managers and facility managers. It is also designed for building engineers who have management responsibilities. A class of up to 20 BOMA members will be selected for this year’s program. An effort will be made to make the class diverse in terms of job responsibilities, length of involvement in the profession and length of involvement in BOMA. Participants who successfully complete the program will also earn a Leadership Certificate.

- Please provide typewritten or word-processed responses for each section in the space provided.
- For essay questions, separate pages may be submitted as long as the specified word limits are maintained.
- To be considered for the 2009 class, your complete application must be received no later than **February 25, 2009**.
- Please submit your application to:

Building Owners and Managers of Atlanta
2987 Clairmont Road NE, Suite 100, Atlanta, GA 30329
info@boma-atlanta.org | Phone: 404-475-9980 | Fax: 404-475-9987

1. PERSONAL AND BUSINESS INFORMATION

Full Name: *(Last Name, First Name, Middle Initial, and Nickname/Preferred)*

Preferred E-mail Address:

Present Employer:

Previous Employer: *(if less than 6 mos. with present employer)*

Present Title/Position:

Preferred Mailing Address:

Is this your home or business address? Home Business

Preferred Phone Number(s):

Is this your home, business or mobile number? Home Business Mobile

A. List your previous employment. Please avoid using acronyms.

Organization	Position	Dates of Employment

Program Commitment

To graduate from the BOMA-Atlanta Leadership Academy and receive the Leadership Certificate, you must fully attend at least 4 of the 5 sessions. Because the success of the program depends on the presence of the entire group, participants who have more than one absence will be dropped from the class and their tuition will not be refunded. Additionally, it is strongly recommended that you attend all 5 sessions.

2009 BOMA-Atlanta Leadership Academy Schedule:

Monday, March 16, 8:30 a.m.-4:30 p.m. - Leadership Development/Developing Self-Awareness

Friday, April 3, 8:30 a.m. to 4:30 p.m. - Time and Stress Management

Thursday, April 16, 8:30 a.m. to 4:30 p.m. - Negotiation Skills Part 1

Friday, May 8, 8:30 a.m. to 4:30 p.m. - Negotiation Skills Part 2

Tuesday, May 12, 8:30 a.m. to 4:30 p.m. - Creating a Motivating Work Environment

**I HAVE READ THE ABOVE AND UNDERSTAND THE COMMITMENT INVOLVED
IN THE BOMA-ATLANTA LEADERSHIP ACADEMY.**

Signature of Applicant

Date

Deadline for receipt of completed applications is February 25, 2009.

2. COMMITMENT TO LEADERSHIP

- A. Why are you interested in participating in the BOMA-Atlanta Leadership Academy?
Please limit your typed commitment statement to 250 words. Answers in excess of 250 words may be subject to deletion after the limit is reached.

- B. Do you have the affirmative support of your employer to take the time to participate in this program?

Yes

No

- C. Graduates of the BOMA-Atlanta Leadership Academy are expected to become involved in BOMA through serving on a committee or task force. Are you willing to make this commitment?

Yes

No

The non-refundable program tuition of **\$1,195** includes all course materials and meals. **Full payment is due by March 25, 2009.**

- D. If you are accepted to the program, has your employer agreed to pay for all or a portion of the program tuition?

Yes

No

Supervisor Name and Title: _____

Signature of Supervisor

Date

3. EDUCATIONAL EXPERIENCES

A. Beginning with high school, list schools attended and degrees awarded.

Schools Attended	Dates Attended	Degree(s) Awarded

B. List any activities, offices, or recognitions you received while attending any of the institutions listed above. Please avoid using acronyms.

C. List any continuing education or professional development training that you have completed that was not included in a high school or college degree program. (Example: BOMA courses, non-degree courses through technical colleges or universities, etc.) Please avoid using acronyms.

Organization or School	Date	Topic or Title

4. PROFESSIONAL ACTIVITIES AND AFFILIATIONS

A. Briefly describe your position, responsibilities, and influence within your company. Please avoid using acronyms.

B. List all professional and business affiliations. Include the organization name, position, and dates of involvement. Please avoid using acronyms.

Organization Name	Position	Dates of Involvement

C. List any professional awards, honors, or recognitions you have received. Please avoid using acronyms.

5. PHILOSOPHY OF LEADERSHIP

- A. Describe your philosophy of leadership. Please limit your typed leadership statement to 500 words. Answers in excess of 500 words may be subject to deletion after the limit is reached.

***Please return your application to the address on page 1 no later than February 25, 2009.
Thank you for your interest in the BOMA-Atlanta Leadership Academy.***

BOMA-Atlanta Core Purpose: To enhance the professionalism, value and success of individuals and companies in the commercial real estate industry.

BOMA-Atlanta Mission: Leading the commercial real estate community to enhance the professionalism and value of our members through education, advocacy, community involvement, membership participation and the open exchange of ideas.

BOMA-Atlanta Big Audacious Goal: To be essential to success in the real estate industry.

BOMA-ATLANTA LEADERSHIP ACADEMY OVERVIEW

*Subject to change.

Program Overview: This leadership academy will consist of five (5) one-day sessions. The program's objectives are to increase participants' knowledge of leadership behaviors that will enable them to create a motivating work environment for employees, manage conflict, and influence others more effectively toward organizational goals. After completing the program, participants will better understand their strengths with regard to leadership competencies and will have a personal leadership development plan to further develop identified areas for improvement.

Session Structure: Each session is scheduled from 8:30 to 4:30 p.m. The morning session will begin at 8:30 and end at noon. Lunch will be one hour from noon to 1 p.m. The afternoon session will begin at 1:00 and end at 4:30. The morning and afternoon sessions will also have two 10-minute breaks for participants.

Outline of Sessions:

Session 1: Leadership Development and Developing Self-Awareness

Instructor: Dr. Melenie J. Lankau

Session Objectives: In this session, participants will gain knowledge about a model of leadership competencies and the factors that influence the effectiveness of leadership. Common myths about leadership will be discussed and the process for building a leadership development plan will be presented. Participants will better understand the role of self-concept for leadership development and increase their self-awareness of behaviors and styles that are relevant for leadership. In addition, participants will complete several assessments regarding their learning style, tolerance of ambiguity, and Myers-Briggs personality profile. The results will be discussed in small teams to help participants better understand how these styles contribute to their leadership effectiveness.

Session 2: Time and Stress Management

Instructor: Dr. Melenie J. Lankau

Session Objectives: In this session, participants will gain knowledge of the different sources of stress and the effects of stress. Strategies for eliminating stressors, such as efficient and effective time management principles, will be presented. In addition, participants will learn ways to build their personal resilience to stress and how to utilize appropriate coping responses. The five dimensions of emotional intelligence will be discussed so that participants have an improved understanding of how to listen and employ emotions for better decision making in interpersonal relationships. Participants will complete assessments of their time management skills, stress management skills, and emotional intelligence.

Sessions 3 & 4: Negotiation Skills

Instructor: Charles A. Lankau, J.D.

Session Objectives: This topic will be presented for two sessions. Participants will gain a better understanding of the factors that contribute to conflict and how negotiation skills can assist in resolving conflicts. Participants will engage in two negotiation role plays during each session. These role plays involve two-party and multi-party integrative negotiations in business scenarios. After the first session on Negotiations, participants will be assigned to read the book "Getting to Yes" for homework before the 2nd session. This best-selling book discusses the essential elements of successful negotiations. The second session will focus on application of the book's concepts utilizing two more complicated negotiation exercises.

Session 5 Morning: Understanding your Motivational Value System to Manage Conflict

Instructor: Dr. Melenie J. Lankau

Session Objectives: In this session, participants will learn about their unique motivational value system and how it impacts their relationship with others. They will be exposed to the strengths of their style and how it may be perceived as overdone (e.g., a weakness). They will also gain an appreciation of

how their style may cause conflict in relationships and how they respond to conflict situations. Participants will gain an appreciation of how to better utilize their strengths to improve their relationships with others.

Session 5 Afternoon: Creating a Motivating Work Environment

Instructor: Dr. Melenie J. Lankau

Session Objectives: The main objective for this session is to provide participants with a better understanding of how to lead others toward high performance. Concepts underlying human motivation and causes of poor performance will be presented. Participants will learn about the different ways to diagnose these causes and adapt their leadership style to employees' motivational needs.

Instructor Bios

Melenie J. Lankau is an Associate Professor of Management in the Terry College of Business. She joined the faculty in August 2000. She received her Ph.D. in 1996 in Organizational Behavior from the School of Business Administration at the University of Miami, Coral Gables, Florida. Dr. Lankau became the first Program Director of the Leonard Leadership Scholars Program, which is a comprehensive two-year leadership development program for a competitively selected class of undergraduate business students. She also developed and taught a new course on Personal Leadership for the program participants. Her other undergraduate teaching experience includes courses in general management, leadership, and organizational change. She was awarded the prestigious J. Hatten Howard, III Teaching Award for excellence in teaching honors students. Professor Lankau currently teaches the required Leadership Skills course for full-time and part-time M.B.A. students.

Dr. Lankau's research interests include mentorship, diversity, and work/family issues in the workplace. She has been awarded research grants by the Society for Human Resource Management, University of Georgia, Terry College of Business, and the Institute for Leadership Advancement's Leadership Research Consortium. She has presented over 30 conference papers at annual meetings for the National Academy of Management, Society for Industrial and Organizational Psychology, Eastern Academy of Management, and Southern Management Association. She has also 18 published articles in leading academic journals such as the *Academy of Management Journal*, *Journal of Management*, *Leadership Quarterly*, *Journal of Organizational Behavior*, and *Journal of Vocational Behavior*. She currently serves on the Board of the Southern Management Association and the Editorial Boards of the *Journal of Management* and *Group and Organization Management*.

Charles A. Lankau III, Esq. is a Lecturer of Legal Studies and Risk Management & Insurance in the Terry College of Business at the University of Georgia. He is responsible for teaching courses at the undergraduate and graduate levels, including Negotiations in the MBA Programs. In the discipline of Risk and Insurance, his areas of study include the regulation and legal aspects of insurance, tort reform and caps on personal injury recovery. Dr. Lankau also concentrates on issues in business law; focusing on the legal and regulatory environment of business, employment issues, consumer law and alternative dispute resolution -- negotiation and arbitration procedures. Prior to his teaching career, Dr. Lankau was a trial attorney. He received his Juris Doctorate from the University of Miami and first worked as an Assistant State Attorney, for the State of Florida, prosecuting over 30 criminal jury trials to successful verdict. Turning to civil litigation, he then practiced in the areas of Commercial Law, Insurance Law, Employment Law and Personal Injury Defense. Dr. Lankau has also taught law courses at the Monroe County Institute of Criminal Justice, where he became a Certified Instructor for The Florida Commission on Criminal Justice Standards and Training. He was also an Adjunct Professor of Law at the Cornell University, School of Law, teaching courses in legal research and writing and oral advocacy. More recently, Dr. Lankau has taught Employment Law courses at the annual Southeast Regional Credit Union School, conducted at the Georgia Center for Continuing Education, in Athens.