



USA Leadership Corps

Employer Information Packet

Dear Employer,

Thank you for taking a moment to learn about USA Leadership Corps!

You are probably reading this packet because one of your employees has expressed interest in participating in our pro-bono business consulting program. Therefore, I will use this forum to tell you about this exciting opportunity and how your company can benefit from your employee's participation.

First, let me introduce you to our organization and explain why young professionals from diverse backgrounds participate in our program.

About Our Organization

USA Leadership Corps is a national network of talented business professionals who lead pro-bono consulting projects to address the management needs of small business and non-profit organizations. Our professionals lead these part-time projects because they are dedicated to developing professionally and making positive contributions to society.

About Our Pro-Bono Consulting Program

Our members provide a host of services to our clients including **conducting operational analyses, leading change-implementations, and providing management coaching**. While providing these services, they develop invaluable leadership skills. Thus, by the conclusion of their experiences they become more effective contributors within their regular work environments. Therefore, as you can see, not only do our members benefit from participating in the Corps, but so do their employers.

The time commitment for our program is minimal. Our members visit their clients' offices two hours per week (during normal business hours) to lead important project meetings. Because this commitment is small, *our professionals complete their projects with limited interruption to their work duties*. Therefore, you will not have to alter your employee's work responsibilities to satisfy the needs of the program.

To explain our program in more depth, I have enclosed a one-page document that highlights the benefits your company will receive from your employee's participation. I have also attached a one-page testimonial from one of our professionals. In it she explains how she became a more effective leader because of her Corps experience.

Lastly, if you have any questions about our program, feel free to contact us at the below information.

Thank you,

R. Maxwell Roper

Contact Information:

info@USALeadershipCorps.org
312-324-0274

USA Leadership Corps is a national network of business professionals who provide pro-bono management assistance to non-profit organizations. Through this empowering program, your employees will engage dynamic leadership projects (on a part-time basis) and provide a valuable service to society.

Welcome to USA Leadership Corps!

What Your Employees Will Give

By dedicating only **two hours per week**, your employees will help teams at local non-profits overcome challenging managerial issues. We have served respected organizations such as...



Your employees will lead projects that are both personally and professionally rewarding. Past participants have led initiatives that...

- Improved employee retention at a youth outreach organization
- Increased the marketing efforts of a homeless services organization
- Improved work distribution at an arts program
- Improved internship recruitment for a health services organization

"The business professional that was placed at my organization was extremely impactful. The skills she learned, then later applied during the change-initiative she led, were very effective in moving our team to action."

Craig Huffman
Former Executive Director
City Year Chicago

What Your Company Will Receive

As your employees assist their non-profit clients, they will practice key leadership skills such as...

- Data Analysis
- Problem solving
- Leading meetings
- Communicating verbally and in writing
- Building and motivating teams
- Scheduling and planning team work

Because your employees will practice these skills in an accelerated (and risk-free) environment, they will become more effective contributors within your company. Therefore, in mere months you will see them...

- Become more assertive, collaborative, and analytical in their work
- Become empowered with skills to perform their duties at higher levels
- Exhibit increased loyalty to your company's success (to show their appreciation for you supporting their Corps experience).

"The Corps was a fantastic learning experience. I've used the skills I acquired (and the hands-on experiences I gained) to lead more effectively at work. Even my co-workers have noticed a difference in my confidence and attitude."

Kate Peters
Account Supervisor
Golin/Harris International

USA Leadership Corps

Employee Volunteerism and Leadership Development Made Easy.

For more information, please visit: www.USALeadershipCorps.org.

Thank you.



A Conversation with Kate Peters
Account Supervisor, Golin/Harris International
USA Leadership Corps Participant, 2002

How are you doing today, Kate?

Busy. Busy... Meeting here, client crisis there.

Well, thanks again for taking a moment to speak with us.

Sure, no problem.

First things first: What were your goals in participating in the Corps?

I wanted to gain skills that would help me position myself for senior leadership within my firm. Specifically, I wanted to improve upon my ability to synthesize data, react constructively to setbacks, set goals for my team, and facilitate effective meetings. I saw USA Leadership Corps as an unique opportunity to practice all of these skills.



Kate Peters

I also participated because I've wanted to volunteer for a long time, and when this opportunity came along I thought it would be a great way to give back to the community and further my managerial skill-set.

What organization were you matched with, and what was your goal?

I was matched with the Communications department of The Catholic Charities of the Archdiocese of Chicago. I worked with their volunteer coordination team which, as I later learned, was one-and-a-half people who were working really hard. My goal was to improve their volunteer coordination process.

Catholic Charities of Chicago has about 6,000 interested volunteers and 200 programs needing volunteers. Can you believe that just one person was responsible for managing the entire coordination process? Not only did her workload overwhelm her, but it made it impossible for her to conduct any kind of long-term planning. As a result, less than 1/2 of Catholic Charities' programs received volunteer support.

How did you improve this situation?

My team brainstormed ideas that would require minimal effort to implement, yet could yield tons of benefits. Our ideas consisted of tapping into the organization's underutilized administrative personnel to assist in the coordination process.

We had to be very careful how we communicated this work redistribution, however. Therefore, I led a 'buy-in' meeting with the staff that would be taking over the process, planned the change in responsibilities, held a meeting to kick-off the work re-distribution, and actively followed-up with the team to ensure the new processes were being executed successfully.

"We had lots of great ideas, but not a lot of time and resources. Therefore, we had to be very careful in deciding on a course of action."

That sounds fantastic! What were the results?

Our results were great. By utilizing those administrative team members we generated annual benefits of approximately \$15,000. In addition, the work re-distribution allowed the original Volunteer Coordinator to focus on other important matters.

Which of your leadership traits do you think was most important for leading such a successful project?

I think it was very important to understand the viewpoints of everyone who was involved in the volunteer process. Each person had a different, but equally important, perspective which is why we involved them as much as possible in our analysis and brainstorming activities.

How are you leveraging the experience you received in your career?

The program was a fantastic learning experience. I've used my newly-acquired skills (specifically process mapping and cost-benefit-risk analysis) to lead more effectively at work. I also feel I've gained greater confidence in my leadership – the kind of confidence you can only gain through hands-on experiences.

