



## TIPS FOR TALKING WITH YOUR MANAGER ABOUT ULEAD

- SCHEDULE TIME to sit down and talk – don't make it a hallway conversation!
- EXPLAIN that you've been considering your professional development options
- USE the summary on the reverse to describe the program to your manager
- PROVIDE information about ULead found on the HR website
- EXPLAIN that managers of participants will have coaching & support available to help maximize the benefit of the program
- SHARE why you think this is right for you at this time
- DISCUSS whether he/she has any objections to you participating
- HEAD TO Learning Central and get started!

# ULead Commitment Summary

It's essential for both participants and their managers to understand what participating in a ULead program requires. Both participant and manager have a role in making participation successful. Participants commit to:

- Active participation in every classroom session: 8:00 – 5:00 pm on 8 consecutive days
- Actively communicating with other program members both in and outside of formal class settings (e.g., reading blogs, articles, books; viewing videos; sharing relevant knowledge both in class and online)
- Completing a team project requiring time in and outside of the classroom

*A manager support program is available both in-person and via Skype to help managers support their participant and maximize the program's value. Participation is not required, but is strongly encouraged.*

