



CABO LEADERSHIP EXPERIENCE CAMPUS/CHAPTER CONTACT ORIENTATION GUIDE

Welcome and thank you for volunteering to serve as an alumnus contact for your chapter. You will be a very important person to the success of your chapter's visit. Please read through this document and contact the ALA with any questions you might have. We have a toll-free number in our contact info below, so it won't cost you anything.

There are so many pieces of information that should be communicated in order to insure a successful learning experience in Los Cabos. Calendars must be scheduled, selection of attendees must be made, flights must be arranged and information must be provided to us so that rooms and ground transportation must be reserved. Your ability to communicate these details to your students is critical to reserving your space and to getting everyone there safely.

IMPORTANT: As of January 23, 2007, the U.S. government requires a valid government-issued passport for all travelers between Canada, Mexico and the Caribbean. This is not to enter Mexico, this is to enter the U.S. on your return trip. Therefore all your attendees must have a valid passport. More information is available at www.Travel.State.gov.



Once we have name and contact information, the ALA will provide monthly updates with information about speakers, additional details on the program, hotel or transportation, and additional hints for getting your chapter involved. Our attendee and faculty website at www.ALACabo.org, will have the latest information and resources to help you.

CONTACT INFO –

American Leadership Academy
P.O. Box 245, Zionsville, IN 46077-0245
Toll-Free Phone: (877) 257-1458
Fax: (317) 536-1833
Web: www.AmericanLA.org
E-mail: Info@AmericanLA.org

Hotel Marbella Suites en la Playa
Carret. Transpeninsular KM 17.5 S/N
Col. Cabo Real
San Jose del Cabo, BCS 23450 MEXICO
Toll-Free Phone from U.S.: (866) 654-6160
Front Desk Phone from U.S.: (520) 232-2506
Website: www.MarbellaSuites.com

I. GENERAL INFORMATION

If you've attended the ALA program before, you'll know much about how we do things. If you've not been to Los Cabos before, or just need a refresher, here are the basics.

Program: The ALA hosts several weeks of the Cabo Leadership Experience (CLE) each year in Los Cabos, Mexico. In 2009, the winter session will be held January 4-10. Spring sessions will be held March 1-7, March 8-14, March 15-21 and March 22-28.

These dates include an arrival and departure day on each end, so please look for flights **on those dates**. This allows for a half day, as one group leaves and the other arrives, giving us a chance to clean the hotel thoroughly to prepare for the next group. We cannot guarantee hotel space for early arrivals or late departures, especially during March sessions. Early arrivals or late departures of more than one day will be billed for room space, if it is available.

Attendees: Priority is given to freshmen and sophomores, and to juniors if they have never attended (unless serving as a Campus Contact/Coordinator). Those who are new members, or who are emerging leaders will benefit the most. The use of ALA funds to develop leaders is best applied to those who will “*Learn, Return & Lead*”. Seniors, who will be leaving the chapter soon, will be accepted only in weeks where few chapters are on break.

Deadlines: The registration deadline for the January session is November 1. The registration deadline for our March sessions is December 1. Campuses are limited to 12 attendees per session. The registration fee is \$125 and there is a \$25 late fee after the deadline. Campuses may request additional space after these deadlines in sessions that have not reached capacity.

IMPORTANT: Each campus may send up to 12 attendees, but this is not an “automatic” allowance. For instance, a campus would not be approved to send 12 seniors if other chapters are asking for more space for freshmen or sophomores. Reservations are approved based on space available **and** priority for underclassmen and first-time attendees.

Airport: Attendees fly into San Jose del Cabo (airport code: **SJD**), known by some airlines as Los Cabos or Cabo San Lucas airport. There is no other public airport that serves Los Cabos. Don’t get mixed up with San Jose, California (SJC). Get more info [HERE](#).

Ground Transport: TransCabo airport shuttle service will provide ground transport to the hotel. When students register online, they will get a confirmation E-mail that will tell them what to do when they get to the airport, to catch the shuttle. Your shuttle fare is paid with your registration fee, so there should be no charge.

Several evenings, Metro buses are hired by the hotel to take attendees into town and back. Metro buses also run regular routes daily between the two towns until 10 PM and are very reasonable (\$1.50 or so). Attendees may not rent or drive vehicles while here.

Hotel: Our host hotel is the Marbella Suites en la Playa, located on one of the most beautiful beaches on the tourist corridor, between San Jose del Cabo and Cabo San Lucas. The contact information is above. All hotel arrangements are made through contract with the ALA. Please do not contact the hotel about room reservations.



Accommodations: Attendees will be housed in one or two bedroom suites at the hotel. The hotel is comfortable and clean and has an excellent restaurant, a large heated pool, a pool bar, hot tubs, a fitness center, big screen televisions and a phone room where you can make unlimited free calls back to the states.

There also is a computer lab and wireless Internet, so you can check E-mail. The hotel staff is professional and works very hard during our weeks. During the rest of the season, the hotel rents to the public and can be found on Orbitz, Travelocity and other online travel sites.

IMPORTANT: The water in Los Cabos is safe to drink. Despite stories you may have heard about other regions in Mexico, the Los Cabos water system is fairly new – as opposed to those in other tourist zones on the mainland. Almost all hotels and restaurants (including Marbella Suites) have biologic and ultra-violet filters as a further precaution, so water and ice are safe.

Costs: Attendees are expected to cover the costs of their airfare and any entertainment expenses while in Mexico. Room, three buffet meals a day and all program costs (totaling over \$500 a person) are provided by the ALA. Ground transportation is sub-contracted by the hotel to licensed transportation companies. The online registration fee covers the airport shuttle. We will make the reservation from the registration info provided.



Money: Most restaurants, clubs and stores will accept U.S. dollars, but you'll get a very poor exchange rate. Many will accept credit cards and that is a better way to buy, as you will normally get the daily bank exchange rate, which is always best. Fewer places accept American Express or travelers checks because they are charged high rates to convert to cash and may not have it for several weeks. Your ATM card also will work here, so you can get pesos when you need them. You will always get the best deal with pesos.

Safety: Generally, Los Cabos is pretty safe. But you're in a foreign country and are considered very rich by a population whose annual salary averages less than \$12,000. Keep valuables in a safe place, stay in groups and don't flash your cash. It's not all that different from being a tourist in an unfamiliar city in the U.S.

Health/Medical: Attendees should check with their parents to clarify their health coverage and whether or not it is applicable in Mexico. Some may have health insurance through their college or university and should check with those providers. The ALA has emergency insurance for major medical emergencies, including Medi-Vac to the states, if needed. Los Cabos has EMS and several good hospitals and outpatient clinics for minor emergencies. Should you desire to purchase travelers insurance for the week, please contact the ALA for a list of providers.

Legal: The drinking age in Mexico is 18. All attendees should be 18 years of age, or they will not be able to travel to Mexico without a parent. With the ability to drink legally in Mexico comes the duty to consume responsibly. Public intoxication is a crime in Mexico and the local police are especially vigilant during college break season. Drunkenness, fighting or damaging property at the hotel will not be tolerated and may result in eviction and/or arrest. (see all expectations on page 11)



Other: There are many diversions near the hotel or a short bus ride away. Los Cabos has some of the best snorkeling, scuba, golf and fishing in the world. If you're an avid diver, you may want to bring your own mask, fins and suit. If you're a golfer, you may want to bring your clubs. There is limited storage at the hotel, so anything you bring, you'll have to keep in your room. Otherwise, rental prices for the same items locally, are reasonable. Some good websites for Los Cabos information and activities are:

www.Cabo.com, www.LosCabosGuide.com, and www.AllAboutCabo.com

II. PREPARING FOR THE CHAPTER TRIP

As the Alumnus Contact, you can make a big difference in whether or not your chapter attends. After you've made sure we have your name and contact info, here is a quick breakdown of what you can do to help.

Promotion: It's important that you inform your chapter of this opportunity and how the chapter will benefit. Chapter meetings or meals, the chapter bulletin board or newsgroup/Web site can be effective ways of getting the word out. We have several flyers, posters and other items you can use, if you wish, and all are available as Adobe .pdf files, if you want to E-mail them to every member. We even have a student video online that we can provide as a podcast, streaming video or DVD. That should get the conversation going, but you'll need to keep this event in front of the chapter all fall.

It's important to start early, this year especially. Passports will be required for all attendees to return to the U.S. Mexico doesn't require them to enter the country, but you will not be able to get back into the U.S. without one. The airlines are reporting they won't even let you board the plane in the U.S. if you don't have a passport to allow you to return.

Because the passport process can take six weeks or more, those who want to attend the ALA sessions and don't already have a valid passport, will need to get one. Delaying until the end of the fall will only make it worse, since there may be millions of others who put it off until the last month or two. Promotion must be done early and often so members will have time to prepare.

We know how busy a student's life is – they have a million things going on each week and an event that doesn't happen until next year is pretty hard to make a priority when they're worried about the football season, midterms and the chapter social schedule. Keep this in front of the students, so they know it's important and that there are deadlines. It will make a difference.



Selection of Attendees: The benefit the chapter will receive from attendees will be a direct factor of the men you choose to attend. The difference between a group of freshmen or sophomores who will *Learn, Return & Lead* the chapter for another few years, and a group of seniors on their last hurrah before graduation, is immense. Don't let it be a popularity contest. Pick the right guys to attend.

We recommend alumni help with an application and selection process, so it's not just the undergrads selecting who goes. Alumni can insure the continuity needed to keep this program on the chapter calendar each year. They also can help identify the members with the most potential to lead, who just need a spark to get them started. Consider putting together a small alumni group who can administer this process annually. The ALA can provide examples from chapters whose alumni do this now.

The ALA winter and spring programs target your newest members – 1st and 2nd year and new initiates – and we find the best results with those who have not attended the program before. These men can “catch religion” and go back to the chapter with skills that will help lead the chapter for the next few years. You may even want to select a first list and a stand-by list, so you'll have men who can fill in if someone on the first list cannot attend. **Remember, they must have a valid passport.**

Help Raise Funds to Attend: In many cases, the men who would benefit the most from the program aren't able to attend because of the costs. Encourage the chapter to do fundraising during the year to create a pool of funds that will allow those who need to go, to have that opportunity. These funds also could be administered by the selection committee and awarded to men based on true need.

Consider seeking small gifts from other local alumni working with your chapter, or from the community. Pass the hat at homecoming or parents weekend. If the chapter will improve because of those who attend, other alumni may want to pitch in to sponsor one or two guys.

The chapter's best fundraising resource is its manpower. Encourage undergrads to spend the fall raking leaves, shoveling snow, helping with minor home repair, parking cars – whatever members are ready and able to do to bring funds in to help offset the costs of airfare.

The chapter might also check with the student government or IFC office. Some campuses have funds available to allow student organizations to attend leadership programming. Different campuses have different rules, but it can't hurt to ask. Have them check with the campus Greek Advisor, if there is one. She/He might know the best resources.

Last, but not least, members should check with alumni or parents to see if they have air miles they would consider giving up. Most airlines will allow transfers of air miles to other accounts, or will allow a frequent flyer to purchase a ticket for someone else. Some chapters get three or four tickets a year from the air miles they get from parents or alumni. Even if it's not enough for a full ticket, many airlines will discount the airfare if you also renew air miles.

Reserve Your Spaces: Once you have selected your attendees, you will need to request session space from the ALA. We'll have a form online for this (see page 10) to get the names, class (freshman, sophomore, etc.) and E-mail addresses for all those for whom you are requesting space. This is different from the online registration process, but is necessary *before purchasing tickets*. If we've reached our capacity (160) for the session, we'll let you know so your members aren't stuck with tickets they can't use. Otherwise, we will confirm your spaces by E-mail, so you can purchase tickets and make plans to be with us.

Purchase Tickets: Purchasing tickets should be done early, as prices begin to climb quickly after Thanksgiving. After that date, finding seats together may be difficult and expensive. We have partnered with Canyon Creek Travel to help you find the best possible rates for your trip. Call them at (866) 415-4900 to discuss your travel options. They will have access to discounts you will not find online and will have someone available 24/7 to provide support should a flight be missed or cancelled, or to reroute you if needed.



Register Online: Once your space had been confirmed and your attendees have purchased their tickets, have them go to the ALA website to register. The registration process requires a passport number and their airline arrival and departure info, so they will need to have those available when registering. There also is a \$125 registration fee to pay for the online services and cover airport shuttle costs. Registrants can use a credit card or pay by online check transfer for this fee, which is not refundable.

Once registered, each person will receive an E-mail receipt with additional information about their trip and how to prepare. You will have that information in advance for them, but it also is sent to each registrant to make sure they have a personal copy they can forward to parents or carry with them on the flight. It will include an overview of travel to Mexico, a list of what to bring, a description and contact info for the hotel, who to contact in case of emergencies or flight cancellations/delays, and how to find the shuttle when they arrive at the Los Cabos airport.. ALA must be notified of any changes after this registration is complete so we can alert the airport shuttle service.

III. PREPARE YOUR GROUP

Pre-Departure: During the fall, once attendees are selected, you should meet with them a couple times to make sure they are moving forward on securing their passports and purchasing their tickets. This all should be done *before* they leave campus in the fall. Too many men put this off until finals, only to find ticket prices have risen so high they can no longer afford to attend. Now you've just lost a seat another member might have filled (unless you have a stand-by list of others with passports).

Discuss what it is that they want to result from the trip. Of course there will be time to have fun on the beach and in town, but what other goals do they have to use the education they'll receive? So many come just thinking it's a spring break and don't realize until day four how important this experience can be to their future success. Then they leave disappointed they didn't "get it" earlier. Don't let that happen. Prepare them in advance.

They will be there with men from many other campuses and with alumni who know a great deal about leading organizations. Do they have campus / chapter programs that need improving? Do they have member issues they'd like to address (apathy, financial, housing)? If you will talk through these goals and what they might gain during the ALA program, their trip will be much more productive. If they want to share those goals in advance, the ALA staff may be able to help by connecting them early with a resource, or by organizing a breakout session on a specific topic.

What personal goals do they have? Much of the program is about self-improvement, leadership, team building and habits for success in life. You may want to ask each attendee to do a review to determine personal strengths and areas for improvement. With an idea of what one wants to improve, it will be easier to identify people and information in Cabo that will help (see page 12). Also, be sure to cover the expectations we have for attendees (see page 11). If they can't agree to abide by them, they should not come to the program.



In Los Cabos: One of the great things about the program is meeting and sharing ideas with men from campuses across the country. Encourage your attendees to meet and talk with those from other campuses, ask questions about how their groups deal with the challenges your chapter faces and what their biggest successes are. They'll learn more and make some great friends who can be resources later.

They also should find time to meet together while in Cabo and discuss what they're learning and how it might help the chapter. We'll provide the opportunity each week for optional breakout sessions on chapter management issues. The ALA program also will provide time to set personal and chapter leadership goals and objectives that can be discussed together.

After They Return: For most attendees, they leave excited about the future and full of ideas they want to see implemented immediately. Help focus that excitement, as the rest of the chapter, who did not attend, often will be wary of too much change right away. Implementing change in a chapter is a complicated process.

Start by having a "de-briefing" with the attendees. Invite the chapter GP and alumni volunteers and let the attendees outline the ideas they liked best, what they think might be useful for the chapter and how they would be ready to help with implementation. Pick one or two really good ideas that could help improve the chapter in the remaining weeks of the spring and focus on those. Make a written record of the others that could be referenced in the fall at a chapter retreat or planning session.

Encourage the attendees to stay in touch with men they met from other chapters, to share ideas and discuss the changes they're trying to implement. Others may have dealt with these things before and can be a great resource to help. There are even instances where two or more chapters in close proximity have arranged events and retreats with, or assistance for each other. Extra bodies at rush or social events can sometimes be the difference between success and failure.

IV. WHAT ATTENDEES CAN EXPECT

Arrival: Upon arrival to the hotel, they will check in at the main desk to complete or review emergency contact info and get room keys. The first evening, they will attend an orientation meeting to go over the rules of the hotel and what they need to know about being a good guest in Mexico. That's usually part of a welcome to Mexico from ALA Director, Tom Pennington, and the hotel's General Manager, Mark Graef. That's also a chance for us to answer any questions and take care of any special needs.

Daily Schedule: A breakfast buffet is available from 9 to 9:45 AM daily. The first ALA session will begin at 10 AM most days. Attendees should not be late. It's rude to the speakers who have paid their own way to be with us. Most days, we will go two hours, then break for lunch at Noon, then finish up with ALA sessions from 1 to 3 PM. The sun goes down late, so there is plenty of beach time after.

On most days, we'll offer optional breakout sessions in the afternoon or just before or after dinner. These may be anything from starting your own business, real estate, investing, or buying your first car, to chapter recruitment, social or alumni relations. Other sessions can be arranged, if enough students express interest. We average 3 to 4 hours of ALA workshops a day, but there may be any number of optional breakouts.

We work differently than many other leadership programs. They often keep men occupied in workshops and seminars from dawn to dusk. The ALA recognizes that some of the most important learning time is outside the classroom – at meals, around the pool, on the beach, evenings in town, etc. We provide a few hours of formal sessions daily and allow lots of free time to discuss ideas with other attendees and presenters “off-line”.



The free time is a great opportunity to gather more information, challenge a particular viewpoint and decide whether or not the information will be helpful in daily life. Not every presentation will be immediately applicable, but our challenge to speakers is to make the topic interesting and relevant to students now – not five years after graduation. Of course, we also realize they're on spring break and need time to relax.

Speakers, Alumni & Guests: We have a wide variety of men and women who participate each session to make it something memorable. Each person attends at their own expense, taking time from work and/or family to come to Los Cabos to share what they've learned in life with our attendees. For some, the CLE has become a part of their annual schedule and is one of the most fun and exciting learning experiences they have found.

Each year we invite a number of VIP speakers – who are among the top achievers in their professions. We have a particularly impressive list of invites this year and look forward to another distinguished roster. In past years, we've had visits from the following men:

- Dan W. Cook III, retired partner, Goldman Sachs; Chairman, Vice President's Residence Committee; Senior Advisor, National Center for Policy Analysis
- Donald Fites, retired Chairman and CEO, Caterpillar; Board Member, Exxon/Mobil, ATT Wireless, Georgia Pacific, Wolverine World Wide and others
- Fred Hegele, retired Senior Vice President, General Mills
- Ed Jensen, retired Vice Chair and COO, USBancorp; retired President and CEO of VISA International
- John Klinedinst, Founder, Senior Partner, Klinedinst PC, law offices in San Diego, Orange County, Los Angeles and Sacramento
- Craig Morland Sr., Deputy Attorney General, U.S. Department of Justice
- Dr. Roger Newton, Sr. VP of Pfizer Global Research & Development; Co-founder, President, CEO, Esperion Pharmaceutical; Co-discoverer of Lipitor®
- Dr. Michael O'Sullivan, Chairman of the Board, Mayo Clinic – Scottsdale, AZ
- Richard C. Poe II, Founder/President: Dos Lunas Tequila, El Paso Honda, VoodooBlue Studios, Poe Toyota
- Dr. George Poste, Director of Arizona Bio-Design Institute and Chairman of the Pentagon Special Task Force on Bio-Terrorism

In addition, we have a group of “regulars” who join us every year and are consistently rated highest in our evaluations. These men make up a core faculty:



Nelson



Noble



Wineman



Wittstock

- Jerry Nelson, Co-Founder of TicketMaster, Developer, Builder, Founder of the ALA
- Scott Noble, Founder and President of Noble Royalties, the sixth largest oil and gas royalty holder in North America
- Paul Wineman, Army Special Forces, Middle East Authority, professional negotiator
- Greg Wittstock, Founder and President of Aquascapes, the nation’s largest seller of residential and commercial water features

In 2009, we have once again invited two individuals who each make their living from presenting to college students and Greek communities nationwide. Each is in high demand and speaks at many campuses each year, as well as fraternity and sorority national conventions.

Andy Masters presents to college audiences across the nation on topics of success, leadership and excellence. He is a member of Sigma Tau Gamma Fraternity and author of “Life After College”, “37 Keys to College Success” and “37 Keys to Greek Success”. Find more information about Andy at: www.life-after-college.com.



Nonnie Owens has had an interesting life. A member of Chi Omega, she has worked as a flight attendant, a fraternity house mom and now runs her own company that guides individuals and corporations on issues of etiquette, networking and professional skills. In 2007 & 2008 she was one of our highest rated speakers and has agreed to return for our 2009 program. Find more information about “Mom” Nonnie at: www.EtiquettePlus.net.

Of course we always have a great group of alumni and guests each week, who attend to lead breakout sessions, serve as mentors and advisors, and to help the program run smoothly. Some are our weekly MCs, who help introduce speakers and keep the program on schedule. Others deliver workshops or help facilitate sessions on all manner of topics. Many simply make themselves available as a willing ear to student ideas and concerns.

IMPORTANT: These speakers and supporters all pay their own way to Los Cabos. Their payback is the satisfaction of working with students and sharing what they’ve learned in life. Some bring spouses with them, so it can be an expensive trip for them. With that in mind, your campus attendees should be up every day, ready to participate in each session and give our faculty the attention they deserve.

Evaluation/Rankings: Attendees will complete evaluations for all our speakers, so we can determine who were most successful and had the best impact on students. Those who are popular and “connect” may be asked to be regulars, therefore serious and honest responses from attendees is important. There also is a rating given by the ALA Board and staff. Our expectation is that speakers be available outside their sessions to talk with students. Someone who presents well, but does not interact with students otherwise, may not rate high overall.

The Last Word...

The ALA Board and staff work very hard and invest a considerable amount of money to provide the Cabo Leadership Experience. It’s a leadership program, not just a way to subsidize your spring break. It costs more than \$500 to underwrite each student for the week. Those funds are provided by donations from many individual and corporate investors and we have to raise those funds every year to complete our programs.

So, it’s very important to send men who really want to learn from the program – they’ll also have a great time. If any of your members simply want to party and chase women on the beach, please encourage them to go somewhere else for their vacation. They won’t be happy going to class and we will only be disappointed in your group. Pick the right guys and prepare them for an amazing educational experience – that also happens to be at a great Spring Break location.

We expect all attendees to attend and participate in all CLE sessions – out of respect for the effort and funds others have put into the program on their behalf, but also to get the most from their experience. As a campus contact, you should make an effort to recruit attendees who will live up to those expectations. Those who don’t will be asked to leave. (see page 11 for a full list)

Well, that’s about everything you need to know to prepare your members to participate. Should you have any questions, need additional materials, or just want to discuss your campus’ attendance, please contact me! Thanks for your help!



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Cabo Leadership Experience (CLE)



Expectations for Attendees

Attendance at the Cabo Leadership Experience is an outstanding opportunity to begin or enhance your lifetime of leadership. The program is a unique and dynamic one that brings together proven, accomplished alumni leaders and undergraduate leaders of tomorrow to inspire, motivate and share.

Comparable programs have fees as high as \$1,500 per week. Many people have made gifts to underwrite the costs of this program, so that our registration fees can remain affordable to students. With this subsidy comes a responsibility to attendees to come ready to participate and to abide by the expectations we have for our students.

Please read the following policies and expectations. If you are not in agreement, or cannot commit to all of them, we would prefer you find another option for your break. This is not a free vacation; it's a leadership program. If you are not looking for that experience, please don't take a seat away from someone who is.

ALA/Hotel Policies – Failure to observe these policies may result in eviction from the hotel and/or arrest by local police.

- Possession and/or use of illegal drugs or controlled substances are prohibited from any location at the hotel, including guest rooms and the beachfront.
- Theft or destruction of hotel or personal property, or any form of fighting or physical assault, will not be tolerated.
- Women are not allowed at the hotel, except for wives/guests of alumni during educational sessions and some meals.
- ALA staff or hotel management must approve any non-registered visitors to the hotel in advance of their presence.

Expectations for Attendees – In addition to the policies above, each student is expected to abide by the following:

- Arrive and depart in time for start and end of your program week.
- Be on time, properly attired and ready to participate for each scheduled event.
- Conduct yourself as appropriate for a leader and representative of your campus.
- Respect the rights, privacy and property of others.
- Respect the hotel's staff, property and equipment.

In addition, as you may know, the drinking age in Mexico is 18. If you are under 21 and have not already had a discussion with your parents about the use of alcohol, this is an excellent opportunity. As with other rights you may enjoy, it comes with an expectation that you use it responsibly. Those who cannot do so may be sent home.

If this all sounds a bit overbearing, keep in mind the reality is that hundreds of students attend ALA programs each year, handle themselves responsibly, and leave having learned invaluable lessons and experiencing the time of their lives. That is the most common attendee experience and one we hope for you.

Should you have any questions about registration, attendance or the ALA program, please contact us at info@americanla.org. We look forward to seeing you in Los Cabos!

Cabo Leadership Experience (CLE) Group/Personal Assessment Form



Use the questions below to help you focus attention on areas where you can be a resource to others and where you need to gain information or ideas to improve you or your group. You may complete this form as a personal assessment, or discuss with others from your campus and come to agreement on the needs of the group. Make copies of this page, as needed.

1. List your Strengths: What do you do well? Where are you successful? In what things can you be a teacher/mentor to others? What process do you use to determine this?

2. List your Weaknesses: What do you lack, compared to your peers? In what things do you fail? In what areas do you need to find a teacher or mentor? What one thing would you change to improve your level of success?

3. List your Opportunities: What resources are available to help you? Are there events, people, policies, processes, conditions or activities that will improve your chance for success? How do you identify and evaluate current or future opportunities?

4. List Threats to your Success: What organizations, people, policies, processes or conditions exist that limit your success? What changes could occur in the future? What new threats could emerge? How do you identify and evaluate current or future threats?

Based on the information above, identify a few items you most want to improve.

1.

2.

3.

4.

As you participate in the CLE, seek information and ideas relative to these areas. Keep notes on things you can improve or ways others have addressed these areas and of individuals who might be able to help you.