

# Engaged Leadership Certificate Program

## ACTIVITY REPORT



A program of The Vancouver Board of Trade



## Introduction

Welcome to the Vancouver Board of Trade's Company of Young Professionals (CYP) Program. CYP is a continuing education program specifically designed for those under the age of 32. Based on the foundations of Leadership, Connectorship, and Volunteerism. CYP strives to provide young professionals with the knowledge, the network, and the community involvement to support their career development.

All CYP Members have the option of completing the 3 year, Engaged Leadership Certificate (ELC). Recognized by the Vancouver Board of Trade and highly regarded by the business community, the ELC awards CYP Members credits for their participation at events, in discussion groups (called Small Group Shepa Circles), and through volunteer activities. You will find more information throughout this document about program completion requirements along with some helpful tips on how to get started.

All of us at the Vancouver Board of Trade are delighted to have you involved in the CYP Program and look forward to supporting your professional development.

## Certificate Requirements Checklist

*To complete the three-year CYP Engaged Leadership program and earn your Certificate, you must:*

- Attend at least one Annual Leadership Boot Camp event;
  - Extra Annual Leadership Boot Camp events: \_\_\_\_\_
- Read at least two books from the Leadership Library (see page 4) listed below;
- Volunteer with the Board of Trade (on a Committee or Task Force) or within the community for at least one year;
- Obtain a minimum of 25 credits (see page 2) per year ;
- Submit this package each year for approval of credits.
  - Year 1; \_\_\_\_\_ credits
  - Year 2; \_\_\_\_\_ credits
  - Year 3; \_\_\_\_\_ credits
- Stay current with your membership for all three years



## Credits Guide

Below are the many ways in which you can earn credits. (Note: Events are ranked roughly in terms of the frequency in which they occur; the first event being the most common.)

Events and Activities	Credits (per event)	Tracking	
		Times Attended	Total Credits
New Members Orientation	2	_____	0
CYP Development / Social Nights	2	_____	0
Distinguished & Special Speaker Programs	2	_____	0
Members Receptions	1	_____	0
CYP Small Group Shepa Circles – Attendance	2	_____	0
CYP Small Group Shepa Circles – Host/Chair	2	_____	0
Networking Roundtables	2	_____	0
Business After Business Trade Shows	2	_____	0
Women’s Leadership Circle	2	_____	0
Managers’ Toolbox & Learn Network Grow Events	3	_____	0
Economic Outlook / Forum	3	_____	0
Executive Roundtable Events	2	_____	0
Spirit of Vancouver & Special Events	2	_____	0
Annual Leadership Boot Camp	4	_____	0
Rix Center Events	3	_____	0
Non VBOT Networking Events	1	_____	0
Attending a Committee or Task Force (TF) Meeting	1	_____	0
Contributing to a project within a Committee or TF *Chair, Co-Chair or Chief Economist must confirm involvement	Up to <b>10</b> for the completed project	_____	0
As an alternative to Committee or TF meetings/project, Other community volunteerism may be considered	Up to <b>10</b> . Please contact Austin.	_____	0
Reading a book from the Leadership Library	<b>4</b> (Max 12 credits)	_____	0
<b>Grand Total</b>			0



## Volunteer Log

**VBOT Committee, VBOT Task Force, or other community organization:**

\_\_\_\_\_

Volunteer Role: \_\_\_\_\_

Started: \_\_ (Month) \_\_, \_\_\_\_\_ Finished: \_ (Month) \_\_, \_\_\_\_\_

Credits

\_\_\_\_\_  
(Max. 10)

**Committee Chair, or other organization contact**

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Summary** of Volunteer Activity (also include projects worked on and deliverables)

**Reflection:** What did you most enjoy? Lessons learned? Challenges overcome?



## Book Log

### Leadership Library

<i>Leadership</i>	<i>Connectorship</i>	<i>Volunteerism</i>
<p><b>Good to Great:</b> <i>Why Some Companies Make the Leap...and Others Don't</i> By Jim Collins</p>	<p><b>Work the Pond!</b> <i>Use the Power of Positive Networking to Leap Forward in Work and Life</i> By Darcy Rezac</p>	<p><b>Me to We:</b> <i>Finding Meaning in a Material World</i> By Craig and Mark Kielburger</p>
<p><b>7 Habits of Highly Effective People:</b> <i>Powerful Lessons in Personal Change</i> By Stephen Covey</p>	<p><b>Bowling Alone:</b> <i>The Collapse and Revival of American Community</i> By Robert Putnam</p>	<p><b>Saving the World at Work</b> <i>... Go Beyond Making a Profit to Making a Difference</i> By Tim Sanders</p>
<p><b>The Tipping Point:</b> <i>How Little Things Can Make a Big Difference</i> By Malcolm Gladwell</p>	<p><b>Sociable!</b> <i>How Social Media is Turning Sales and Marketing Upside-down</i> By Shane Gibson and Stephen Jagger</p>	<p><b>The Necessary Revolution:</b> <i>Working Together to Create a Sustainable World</i> By Peter Senge</p>

Note: Please see [tcyp.ca](http://tcyp.ca) for an expanded and up-to-date list.

**Book #1** Title: \_\_\_\_\_  
Author: \_\_\_\_\_

Credits  
**4**

### Summary of Book

### Reflection: Thoughts, opinions, favorite parts, and lessons learned



## Book Log

**Book #2** Title: \_\_\_\_\_  
Author: \_\_\_\_\_

CreditsCre

4

### Summary of Book

**Reflection:** Thoughts, opinions, favorite parts, and lessons learned

**Book #3** Title: \_\_\_\_\_  
Author: \_\_\_\_\_

Credits

4

### Summary of Book

**Reflection:** Thoughts, opinions, favorite parts, and lessons learned



## Pre-event checklist

*The Vancouver Board of Trade hosts hundreds of events and activities throughout the year. Here are some helpful hints to follow taken from Darcy Rezac's book: Work the Pond.*

Event: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

Identify goal(s) for this event

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I will bring at least 21 business cards.

I will know what my 21-second "tribal introduction" for this event will be.

I will have a firm handshake and make eye contact.

I will repeat the name of the people I meet and refer to their business card to begin conversation rather than immediately put it in my pocket.

I will wear my name tag on the right-hand side of my clothing.

I have invited \_\_\_\_\_ to be my tag teammate.

I plan to introduce my tag teammate to three people at the event.

I will ask another guest about their passion.

I will not be a cling-on.

I will try to collect at least seven peoples' business cards.

I will try to discover what I can do for someone else.

I would like to focus on:



## Post-event checklist

Here are some helpful ways to review your progress following each event you attend.

Event: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

- I advanced my goals by:
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

I gave out \_\_\_\_\_ business cards.

Do I need changes to my 21-second “tribal introduction”?

My tag teammate was: \_\_\_\_\_

I introduced my tag teammate to three people at this event.

I met \_\_\_\_\_ whose passion was \_\_\_\_\_

What are the three things I am going to do as a result of this event?

What did I learn from the people I met that I can share?

What could I improve on for next time?



## Event Log

**Event:** \_\_\_\_\_

Credits

Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Description:

**Event:** \_\_\_\_\_

Credits

Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Description:

**Event:** \_\_\_\_\_

Credits

Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_

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Credits

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Description:



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**Event:** \_\_\_\_\_

Credits

Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Description:



## Event Log

<b>Event:</b> _____	<b>Credits</b>
Date: _____ Type of Event: _____	_____
Description: _____	

<b>Event:</b> _____	<b>Credits</b>
Date: _____ Type of Event: _____	_____
Description: _____	

<b>Event:</b> _____	<b>Credits</b>
Date: _____ Type of Event: _____	_____
Description: _____	

<b>Event:</b> _____	<b>Credits</b>
Date: _____ Type of Event: _____	_____
Description: _____	



## Event Log

**Event:** \_\_\_\_\_

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Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_

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Credits

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