



### **Living As A Leader April 2024 Open Enrollment Series**

#### **TERMS AND CONDITIONS**

1. The Series will consist of 12 workshops and 12 one-on-one coaching sessions, to be held once each month for 12 consecutive months. Workbooks and other support materials will be provided for each participant.
2. The Series cost is \$7100 for the materials, workshops and coaching sessions. Organizations may choose to pay in one full payment at the start of the Series or in two equal payments; one payment at the onset and the second one to be invoiced at the mid-way point.
3. Upon registration, each participating leader, as well as their direct leader, will receive confirmation by email. Approximately 2 – 3 weeks prior to the Series, additional details will be sent to include pre-work for the first workshop.
4. One-on-One coaching schedules will be arranged between the leadership coach and participants once the Series commences. Coaching sessions cancelled by participants with less than 24-hours of notice will incur a \$100 cancellation fee.
5. Workshop Participation by each leader is required. We ask that each leader and their leader mark his/her calendar with the dates of the workshops. If a leader has a pre-planned commitment for one of the workshops that they are aware of prior to the Series kick off, they must inform the Facilitator at the first workshop so that it can be noted on the attendance log as an excused absence. For any workshop, if there is a non-work-related emergency, absence is excused with confirmation by the leaders' leader.
6. Participants will be billed for all sessions, regardless of their attendance.
7. The first and last workshop will be held in person in Chicago, unless otherwise advised. The remaining workshops will take place by Zoom. Coaching sessions will take place by phone or Zoom.
8. All payments are due Net 30 upon receipt of the invoice.
9. If a participating organization chooses to cancel a registered leader: (a) Three weeks prior to the start of the Series, there will be no cancellation charge. (b) Less than three weeks prior to the Series start date, there will be a \$100 cancellation charge. (c) Within the first 90 days following the start of the Series, you will be obligated to pay 50% of the total Series cost. (d) After 90 days, you will be obligated to pay 100% of the total Series cost.
10. Once a Participant is registered and the Series begins, their spot in the Series cannot be substituted by another individual from the same organization.
11. All copyrights, patents, trademarks and service marks relating to the Living As A Leader Series and any material provided to you or the registrant(s) are the sole and exclusive property of the author. You shall not copy, sell or otherwise distribute such materials without prior written consent.

For more information or clarification please contact Rosemary DiMonte at [rosemary@redrooster.net](mailto:rosemary@redrooster.net).