



The mission of the HCCA is to represent the interests of the membership with legislators, regulators and other rule-making bodies; to promote state-wide matters related to legislative actions that impact or offer opportunities to the membership. HCCA provides regular structured venue for both formal and informal interaction between the members; to advance the common good of the association, the industry, the member companies and their employees.

HCCA is a nonprofit organization comprised of infrastructure contractors and related firms that work collectively to make a positive impact on the construction industry, the environment and the economy for the benefit of Northern Virginia and surrounding areas.

The HCCA Leadership Institute is a prestigious 8-month program designed to provide experiential leadership development through the expertise of construction industry leaders and community service.

## APPLICATION TIMELINE

10/10/17

Applications due; must be received in HCCA office by 5:00 p.m.

## APPLICATION PROCESS

After completing your application, please mail to:

Heavy Construction Contractors Association  
Attention: HLI Selection Committee  
9251 Industrial Court, Suite 201  
Manassas, VA 20109

Or email to [kgarrison@hcca.net](mailto:kgarrison@hcca.net)

HLI will confirm receipt of all applications. If confirmation of your application is not received within 10 days of mailing, please call 703-392-7410.

Tuition for the HLI program is \$1,500. If accepted and enrolled into the program, your organization will be obligated for the full tuition fee, payable upon receipt of invoice. Tuition covers all program costs.

## GENERAL INSTRUCTIONS

1. Please keep your responses brief and to the point. Please answer every question.
2. Applications can be completed electronically. However, if you only have Adobe Reader, you will need to print out form in order to provide signatures.

## **ABOUT THE PROGRAM**

### HCCA Leadership Institute

The HCCA Leadership Institute (HLI) is a prestigious 8-month program designed to provide experiential leadership development through the expertise of construction industry leaders and community service.

Class sessions will consist of seminars, study groups, interaction with construction industry leaders, and field trips.

The class is limited to 10 participants who represent a cross section of the HCCA's membership. Participants will include established leaders and emerging leaders, from large and small business organizations. Each class will hold a minimum of two spots for participation by individuals from VDOT, a municipality, and/or local Authority.

The selection committee will evaluate applicants based on creating a class dynamic comprised of individuals who have demonstrated a capacity for leadership and a willingness to commit time to the HCCA & HLI program.

Applicants must meet all of the following criteria:

- Must be representing an HCCA Member Firm
- Must show evidence of leadership
- Must be willing to commit the required time to the HLI program
- Must be committed to utilizing leadership skills and knowledge for the long-term benefit of the HCCA, community, and their organization.

## **PROGRAM SCHEDULE – CLASS DAYS & ACTIVITIES**

Class dates are generally held for 4 hours per day. Class schedule will be issued prior to confirmation of speakers. The anticipated time frame is 12:00 p.m. to 4:30 p.m. on a Tuesday, Wednesday, or Thursday.

Classes will meet at various venues throughout Northern Virginia.

Participants will work as a class on an assigned community service project. Ample time and resources will be required outside the regular class day for these activities.

As a participant in the HLI program, you will be expected to attend each program day, and take an active role outside the program days, for planning and executing your community service project with your class, participating in HCCA events, and participating with an HCCA committee of your choice.

## CURRICULUM ADDENDUM

- Introduction to HLI, Case Study, and Community Service Project.
- Leadership and Management Skills, Community Service Project Details, Reading List
- Inside the HCCA, Committees and Boardsmanship
- Introduction to Practical Operations Management: Profit, Loss, Budgeting, Insurance and Strategic Planning.
- Equipment, Safety and Safety Regulations
- Types of Development and Project Delivery
- Community Service Project Work Day
- Communication Skills
- Construction Law and Ethics Overview
- Field Trip(s)
- General Membership Meeting – Presentation of Community Service Project & Graduation.
- View Construction as a Developer
- Business 101 from a Construction Base
- Public Speaking

### **Proposed HCCA Leadership Class Presenters**

Home Builder/Developer

David Yergin-Doniger - WG Construction

Pete Kramer - Shirley Contracting Company

Kurt Rodgers - SW Rodgers Company Inc.

Rick McDonough - Lane Construction

Bill Cutler - VDOT

Joe Kasimer - Rees Broome, PC

Todd Atkins - Superior Paving

Norma Thatcher - Lifted Up



**HCCA LEADERSHIP INSTITUTE  
APPLICATION CLASS OF 2018**

**APPLICANT NAME**

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

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

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

Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Work E-Mail: \_\_\_\_\_

**WORK INFORMATION**

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Title/Position: \_\_\_\_\_

**EMPLOYMENT**

**Employment information. Describe your current and last three employment positions.**

Dates Employed: \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Responsibilities:

Dates Employed: \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Responsibilities:

Dates Employed: \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Responsibilities:

Dates Employed: \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Responsibilities:

**EDUCATION**

**Education, including specialized training, with your organization or elsewhere (begin with most recent).**

School/Institution/Training Provider: \_\_\_\_\_

Degree or Certificate: \_\_\_\_\_

Completion Date: \_\_\_\_\_

School/Institution/Training Provider: \_\_\_\_\_

Degree or Certificate: \_\_\_\_\_

Completion Date: \_\_\_\_\_

School/Institution/Training Provider: \_\_\_\_\_

Degree or Certificate: \_\_\_\_\_

Completion Date: \_\_\_\_\_

School/Institution/Training Provider: \_\_\_\_\_

Degree or Certificate: \_\_\_\_\_

Completion Date: \_\_\_\_\_

**OTHER INFORMATION**

**This section is intended for you have the opportunity to describe any other activities you have participated in and/or awards you have received.**

A large, empty rectangular box with a thin black border, intended for the user to provide additional information about their activities and awards. The box is currently blank.



**PERSONAL CONTRIBUTION**

**What unique skills or background can you bring to the program that will add to the learning environment of all attendees?**

**PERSONAL DEVELOPMENT PLAN**

**What specific skill would you like to learn or develop in the program (i.e. Public Speaking...)?**

**EMPLOYER STATEMENT OF COMMITMENT**

**The HLI Program represents a significant time commitment, the support and approval of your supervisor (if applicable) is required.**

As the applicant’s employer / supervisor, I certify that this candidate has my full support to participate in the HCCA’s Leadership Institute (HLI). I am aware of the time commitment necessary and the financial obligation.

Name of Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICANT STATEMENT OF COMMITMENT**

The HCCA Leadership Institute (HLI) participants are expected to attend and participate in all segments of program, including monthly class sessions, community service project planning and work sessions, HCCA Committee meeting, and HCCA events. If a participant goes beyond two absences from the monthly sessions, and/or does not show active team participant, that participant may not be permitted to graduate with his/her class. Failure to comply with this attendance policy may result in forfeiture of all tuition fees paid.

I understand the above and that upon graduation I will endeavor to remain actively supportive of and involved with the HCCA.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_