ACC NCR LEADERSHIP ACADEMY
"Make the Case" for Your Organization's Support

COVER LETTER:

Dear <Insert name of decision-maker>,

I would like your approval and support to apply for the ACC National Capital Region Leadership Academy (the "Academy") Class of 2027. The Academy is a leadership development program designed specifically to address the unique leadership challenges and opportunities of in-house counsel. The Academy offers meaningful professional development focused on concrete and practical skills that I will be able to apply to enhance our legal team's overall performance.

Here's what makes the Academy such a valuable investment:

1. **Developed by in-house counsel for in-house counsel.**
   The Academy curriculum was developed by in-house counsel to provide the skills necessary to become a trusted advisor and leader and to navigate the partner/guardian balance inherent in the in-house counsel role. The curriculum focuses on core self-management, relationship management, and organizational leadership skills that were selected after a series of surveys and focus groups involving ACC NCR members and GCs/CLOs.
   In-house counsel at various stages in their careers have found the Academy relevant and beneficial. See the attached infographic that illustrates the reach of the program.
2. **Meaningful connections.**
   If admitted, I will make meaningful connections with a class of approximately 30 Academy Fellows – high-achieving in-house lawyers from across our region who have been selected to participate in the program. I will connect even more closely with my cohort, a small group of Fellows that supports one another's professional growth and development. These relationships will give me an invaluable "kitchen cabinet" of colleagues who I can bounce things off.
   I will also connect with the Academy's Board of Advisors – current and former senior attorneys, general counsel, and chief legal officers from a broad array of companies and organizations throughout our region – whose members share their experiences and insights into how the lessons play out in the in-house environment at each session. The best practices gleaned from these new connections will enhance my effectiveness both in my current role and in any future roles I am asked to take on at the organization.

3. **New insights and skills.**
   The members of the Academy Faculty were selected for their expertise in the Academy's leadership competencies, their experiences working with a wide variety of executives and industries, and their familiarity with the latest thinking and research. They include professors from prestigious academic institutions and experts from top-tier consulting firms. Collectively, the Academy faculty have led dozens of leadership programs and classes, including work with a wide array of Fortune 100 companies, global organizations, government agencies and cutting-edge companies.
   In addition, all Fellows participate in a 360 assessment and two individual coaching sessions to facilitate personalized insights and development plans.

The Academy program includes:

- A "360" assessment using the Leadership Circle Profile™ ("LCP") tool. The LCP measures two crucial leadership domains – Creative Competencies and Reactive Tendencies – and integrates information in a way that allows strengths and development opportunities to emerge. I will receive my assessment results and debrief them with a professional development coach, who will hold a second coaching session with me to help me start my leadership development plan.
- A Behavioral Styles™ assessment, which will explain how my default behaviors affect my work focus, results orientation, and interpersonal relationships with colleagues and peers.
- Ten faculty-led sessions over a 12-month period.
    - We will start with a half-day orientation in October 2026 and a half-day intro session on developing your professional leadership brand in November 2026.
    - The core competencies will be taught at monthly sessions starting in January 2027 and ending in September 2027 (no session in August).
    - All sessions are held in the Washington, D.C., metropolitan area.

Tuition for 2027 will be $6,250. (Candidates who are not ACC members will be required to join or will pay the cost of a one-year membership in addition to their tuition.) I've provided additional information in the attached worksheet about the Academy and how it will contribute to my development and help us meet our business objectives.

I'm sure that you will agree that my participation in the Academy is an excellent investment for our organization. Thank you for your consideration.

Best regards,

<your signature>

ACC NATIONAL CAPITAL REGION LEADERSHIP ACADEMY

Preparing In-House Lawyers To Lead From Any Seat

THE ACADEMY CURRICULUM is built on these three core dimensions of leadership

Module 1 –
Authentic, Inclusive, and Connected:
Fundamentals of Being a Leader

Module 2 –
Emotional Intelligence and Interpersonal Communication

Module 3 –
Developing and Leading A High Performing Team

Module 4 –
Creating and Inspiring Vision; Leading and Managing Change

Module 5 –
Managing Difficult Conversations and Influencing Stakeholders

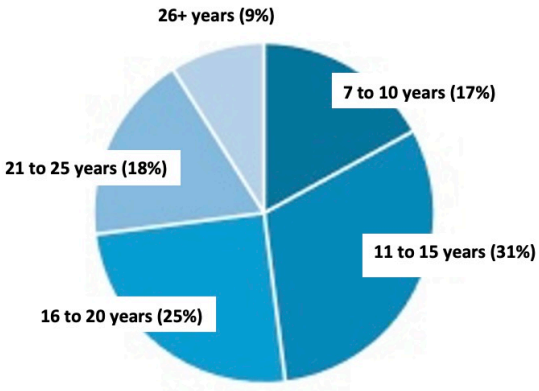
Module 6 –
Problem Solving and Strategic Decision Making

Module 7 –
Executive Presentation Skills

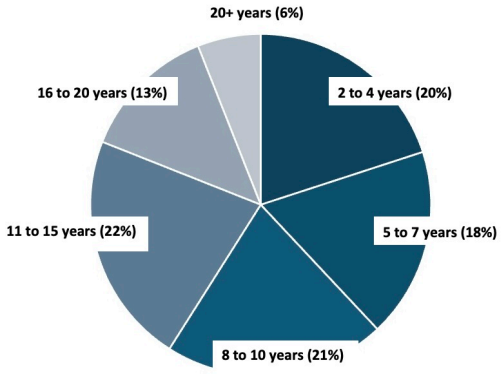
Module 8 –
Capstone: My Journey Toward Leadership Mastery

A SNAPSHOT OF ADMITTED ACADEMY APPLICANTS OVER THE YEARS

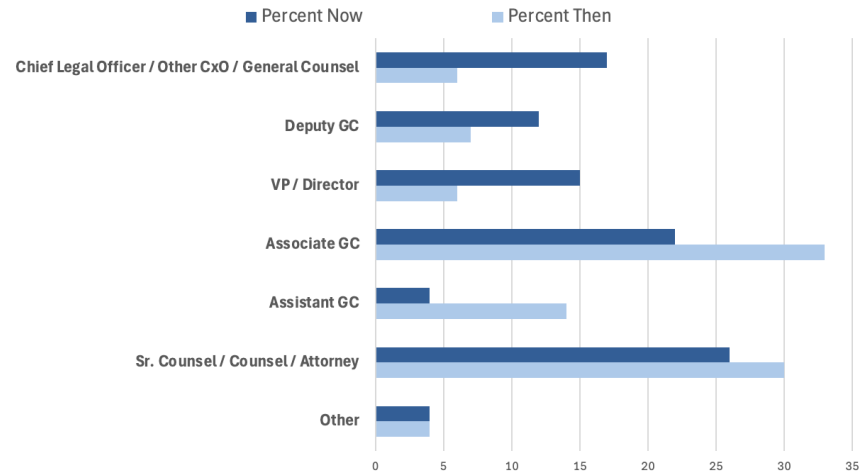
Number of Years in Practice



Number of Years In-House

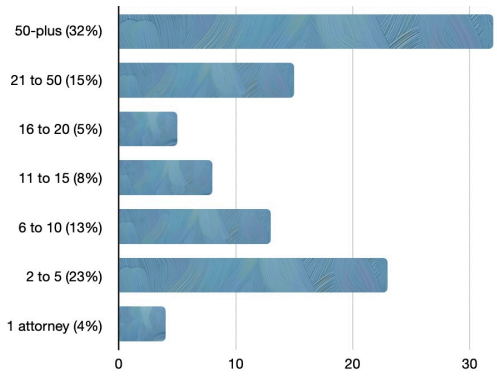


Titles / Roles in Their Organizations - Now v. When They Applied



8 Years
223 Alums
35 Fellows

Number of Attorneys in Department



The Leadership Academy is a unique leadership development opportunity created specifically for in-house counsel that teaches skills that can be readily applied to lead in legal departments, working groups, cross-disciplinary teams, and the community.

Website -
accncrleadershipacademy.com

LinkedIn -
ACC NCR Leadership Academy

MAKE THE CASE: Complete the following form and share it with your supervisor.

What is the time commitment for the Academy?
Time away from work, tuition, etc.

What differentiates the Academy from other leadership development programs?
What will you get here that you can't get somewhere else?

Are there any testimonials from people who have attended in the past?
Check out the testimonials on our website to see what participants have said about the Academy.

List the four topics/modules you believe will be most beneficial to you and why.

1.

2.

3.

4.

What leadership capabilities are you looking to develop? What work problems are you trying to solve? How will your participation in the Academy help our organization?