



2026-2027 Leadership Excellence Institute Series

SUPERVISOR NOMINATION FORM

Nomination Due Date

_____ am pm
Date Time



CAPSTONE

PERFORMANCE SOLUTIONS
Integrated Systems Engineering



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support@capstonesolutionsinc.com

SUPERVISOR RECOMMENDATION

Applicants: Please give this packet to your supervisor and include their completed application documents. Submit your full application packet to support@capstonesolutionsinc.com by the specified due date on the cover page.

SERIES DESIGN

The goal of Capstone Performance Solutions, Inc. (CPS) Leadership Excellence Institute™ (LEI) is to deliver a uniquely tailored program for NALHFA member managers. The program is designed to equip leaders with the skills and knowledge needed to effectively execute their organizations' strategic plans while mastering key leadership competencies, ultimately driving excellence and positive impact within their organizations.

The program will be focused on the core competencies identified during the learning needs assessment and those identified through completion of the Profilor®360 and DISC assessments.

All applicants will be informed of their application status via email. The selection committee will review each application packet and choose participants based on the quality of the responses to the application questions, the supervisor's recommendation, and the overall composition of the cohort. Approximately fifteen (15) participants will be selected for the Manager cohort.


Manager Cohort, Time Commitments: (Est. 80 Hours, 35 Minutes)


- | | |
|--|------------|
| ▲ Seven full cohort sessions | 63 hours |
| ▲ Seven session surveys | 35 Minutes |
| ▲ Five Executive Coaching sessions | 05 Hours |
| ▲ Center of Excellence, E-Learning Modules | 12 Hours |


SUPERVISOR RECOMMENDATION (continued)


NOMINATION QUESTIONS

Supervisor: Please answer the following questions.

 Why do you believe this person is a strong candidate for the program?

 What benefits do you anticipate this individual will gain from participating?

 How will your department benefit from their involvement in the program?

 If you have any additional comments, please provide them below.

SUPERVISOR RECOMMENDATION (continued)

Supervisor Commitment

Please read the following statement, then sign and date in the space provided to indicate your agreement.

I understand that participation in Capstone’s LEI program requires the attendee to commit to virtual and in-person facilitated sessions, session surveys, and Executive Coaching sessions. Managers will also need to complete supplemental LMS coursework.

By signing below, I confirm that I have reviewed the program overview and course policies, and I fully support my employee’s participation in the Leadership Excellence Institute®. I acknowledge that continued enrollment in the program is contingent upon attendance at all scheduled sessions, and I will be notified of any absences. I am dedicated to my employee’s professional development and training, and I will provide them with paid time off to ensure full participation in the program.

Signature _____

Date _____

Email _____

Phone _____