

*Fields with asterisks \* are required for submission.*

\*Program Name: \_\_\_\_\_

\*Session Dates: \_\_\_\_\_ Registration Code (if applicable): \_\_\_\_\_

## Applicant Information

\*Prefix: \_\_\_\_\_ \*First (Given) Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

\*Last (Family) Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

Preferred First Name for Name Badge: \_\_\_\_\_ \*Gender: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ \*Country of Citizenship: \_\_\_\_\_

\*Preferred Email: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

\*Preferred Phone: \_\_\_\_\_

Secondary Phone: \_\_\_\_\_

## Work Address Use as primary address

\*Country: \_\_\_\_\_

\*Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State/Province: \_\_\_\_\_ \*Postal Code: \_\_\_\_\_

## Home Address Use as primary address

Country: \_\_\_\_\_

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

\*Group Registration: Yes No \*Alumnus of Kellogg School or Northwestern: Yes No

\*Federal Government Employee: Yes No

## If applicable, enter Assistant or Administrator information

*The assistant or administrator will receive a copy of the registrant's confirmation email and be able to view the registration details.*

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

Email Address: \_\_\_\_\_

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**Professional Information**

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

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

\*Position Title: \_\_\_\_\_

\*Management Level: \_\_\_\_\_

\*Position Function: \_\_\_\_\_

Industry Group: \_\_\_\_\_

Industry: \_\_\_\_\_

Parent Company Annual Sales (in \$US): \_\_\_\_\_

Parent Company Number of Employees: \_\_\_\_\_

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**Bill to Information** (if different from Applicant Information)

Bill to Name: \_\_\_\_\_

Bill to Email: \_\_\_\_\_

Bill to Address Line 1: \_\_\_\_\_

Bill to Address Line 2: \_\_\_\_\_

Bill to City: \_\_\_\_\_

Bill to State: \_\_\_\_\_

Bill to Zip Code: \_\_\_\_\_

Bill to Country: \_\_\_\_\_

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### Education and Experience Information

\*Number of years full-time work experience:

\*Number of years management experience:

\*Have you attended a Kellogg Executive Education program?    Yes    No

\*School Name (awarding highest degree or diploma): \_\_\_\_\_

\*Degree Conferred: \_\_\_\_\_

\*Year Degree Conferred: \_\_\_\_\_

\*Major: \_\_\_\_\_

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### Executive Education Experience

\*Have you attended any university executive education programs, including other Kellogg programs?    Yes    No

If Yes, provide information for (up to 3) programs, including the name of university, program name, and completion year:

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## Management Skills Proficiency

\*Please indicate your proficiency in the following areas of management

	High	Moderate	Low
*Accounting			
*Finance			
*Information Technology			
*Managing Change			
*Marketing and Sales			
*Operations/Manufacturing			
*People Management			
*Strategic Management			

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## English Language Proficiency

\*Is English your first language?      Yes      No

### Here are Kellogg's expectations for English fluency

***Please respond to each on a scale of 1 to 5 where 1 is the least fluent and 5 is the most fluent.***

- \*1. Can read business articles in English with ease or moderate difficulty
- \*2. Has used spoken English in a wide range of sophisticated and demanding responsibilities in your job.
- \*3. Has given clear, logically organized explanations in spoken English to support own point of view.
- \*4. When speaking English, is able to use simple and complex grammar correctly, except for an occasional error.
- \*5. When listening to spoken English, can completely understand native and non-native English speakers, including idioms, humor, and irony, even when they speak very fast.
- \*6. Usually knows the English vocabulary to use to convey desired meaning.
- \*7. Has confidence in own English speaking and listening skills.

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**To Maximize your EDP experience and that of your classmates, you must be prepared to:**

1. Contribute regularly to general classroom discussion
2. Participate actively in one-on-one conversations with an assigned learning partner as well as in small group (4-6 people) discussions where your contribution is essential to the success of the group
3. Participate and interact in English in social activities and networking
4. Embrace Kellogg's interactive, discussion-based learning style
5. Maintain energy over the course of a rigorous schedule in English that includes 8-hour or longer days

I have read and understand these expectations and believe I can fully participate in and benefit from Kellogg's Executive Development Program

### **Responsibilities and Program Expectations**

- \*To what unit in the organization do you report?
- \*Number of employees who report to you and your direct reports?
- \*Number of levels between you and your CEO/your parent company's CEO?
- \*Describe the unit for which you are responsible and your current responsibilities.

\*Why are you currently seeking this professional development opportunity?

\*Please share five words that describe your current approach to leadership

\*What do you hope to accomplish as a result of attending this program?

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## Sponsor Information

In order to attend this program, a sponsor (a senior executive within your organization who is familiar with your work) is recommended. Your sponsor should authorize you the time off needed to complete the program.

By submitting this application, you acknowledge that the sponsoring executive listed below has agreed to nominate you for this program.

\*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_

\*Position Title: \_\_\_\_\_

\*Sponsor Company: \_\_\_\_\_

\*Email: \_\_\_\_\_

\*Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

\*City: \_\_\_\_\_ State/Province: \_\_\_\_\_ \*Postal Code: \_\_\_\_\_

\*Country: \_\_\_\_\_ \*Phone: \_\_\_\_\_

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## Emergency Contact Information

\*Emergency Contact Name: \_\_\_\_\_

\*Emergency Contact Relationship: \_\_\_\_\_

\*Emergency Contact Phone: \_\_\_\_\_

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## Insurance Information

\*Insurance Provider: \_\_\_\_\_

\*Is your insurance valid in the United States?    Yes    No

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## Optional Item:

Leadership Coaching      \$2,500

Executive coaching is provided for those who want to maximize their impact as a leader. This service is ideal for high-potential candidates, senior leaders, people who are preparing to on expanded leadership responsibilities in the near future or who are in career transition. For an additional \$US2,500, a Kellogg Leadership Coach will work with you individually during the program and after the program (via phone/Skype/FaceTime).

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## Terms and Conditions

**General:** Applicants must be proficient in English. All classes and discussions are conducted in English.

It is understood that, during attendance at this program, the participant will be free of other personal and professional duties and will not leave except in emergency situations to avoid disruption to fellow participants.

Northwestern University reserves the right to use photos taken during seminar activities for promotional and educational purposes.

**Health Insurance:** It is expected that participants have their own health insurance, valid in the United States. The University is not responsible for medical expenses incurred by participants during the program.

**Lodging and Meals:** Program fees include most meals, coffee breaks and any receptions. Participants may be responsible for dinner on free evenings.

**Evanston Campus:** Lodging/accommodations are included during the program. Evanston campus participants typically stay at the Allen Center and a room will be reserved for you.

**Chicago Campus:** Chicago campus participants are responsible for their own accommodations.

**Miami Campus:** Miami campus participants are responsible for their own accommodations.

**Payment:** Full payment is due within 30 days of the invoice date. If the participant is enrolling within 30 days of the program's start date, full payment is due immediately.

- Check: Checks must be drawn on U.S. banks and payable in U.S. funds to "Northwestern University".
- Wire Transfer: Wire transfers must be accompanied by our bank information available on the invoice or by contacting our registrar at [Exed-payments@kellogg.northwestern.edu](mailto:Exed-payments@kellogg.northwestern.edu)
- Credit Card: We accept Visa, MasterCard, Discover and American Express for all our programs.

**Online payment:** Online payment by credit card is allowed upon receipt of invoice unless the program has admission requirements, special pricing or is at capacity.

**Cancellations:** To receive a full refund of fees, notice of cancellation must be received more than 30 days in advance of the program start date. Participants who cancel less than 30 days in advance will not receive a refund but may nominate an acceptable substitute or attend a future session of the same program within one year.

Northwestern University reserves the right to cancel a program at any time for any reason. In the unlikely event of a course cancellation, paid program fees will be refunded, but the university is not responsible for any travel or other related expenses accrued by the program registrant.

**University Policies:** Northwestern University is an equal opportunity, affirmative action educator and employer. Northwestern University reserves the right to change without notice any statement in this publication concerning, but not limited to, rules, policies, tuition, fees, curricula, and courses.

No right, title, or interest in any such Northwestern Intellectual Property shall pass to program participants. Participants shall not themselves or knowingly permit any other party to copy, edit, revise, modify, sell, publish, transmit, disclose, display, sublicense, assign, reverse-engineer, reverse compile, hypothecate, participate in the transfer or sale of, reproduce, create derivative works from, distribute, perform, or in any way exploit the Northwestern Intellectual Property or any portion thereof, or permit use of or access to the Northwestern Intellectual Property. Participants shall not in any way remove or alter any copyright notices contained in the program Materials and shall not record or transmit, or permit any personnel to record or transmit, Northwestern's provision of the program without the prior written consent of the owner.

**By typing my name below I certify that I have read and understood the policy statements above and that all information and accompanying material provided in connection with this application are authentic and accurate.**

**\*Applicant Name:** \_\_\_\_\_

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### Submit by Mail to:

Executive Education, Kellogg School of Management  
Northwestern University  
James L. Allen Center  
2169 Campus Drive  
Evanston, Illinois 60208-2800, U.S.A.

### Submit by Fax to:

847-491-8002

### Submit by Email to:

[ExecEd@kellogg.northwestern.edu](mailto:ExecEd@kellogg.northwestern.edu)