

Attached is the standard KT (Kepner-Tregoe) Program Leader Agreement.

Any questions concerning this Agreement should be discussed and all issues resolved with the KT Consultant who manages your account at least two weeks prior to the Leader Development Institute.

At the start of the session, you must sign and submit one copy of this Agreement to the KT Master Instructor(s) who will be conducting the Leader Development Institute. A second copy is enclosed for your records.

KT Program Leader Agreement

1. Upon your satisfactory completion of the Kepner-Tregoe, Inc. Program(s) for which you are being trained, and which are listed at the end of this Agreement (the “KT Program(s)”), Kepner-Tregoe, Inc. (“KT”) will certify and license you to use KT copyrighted program materials and the concepts, specialized teaching techniques and methods which KT has developed. This certification and license will be granted to you for the sole purpose of conducting the KT Program(s) for other employees of your employer. This Agreement shall also apply to any other KT Programs for which you may become certified in the future.
2. You agree that, in order to maintain the quality and consistency of the KT Program(s), you will conduct the KT Program(s) in compliance with the program outlines that are furnished to you from time to time by KT.
3. You agree that only KT approved observers may observe a KT Program that you are conducting.
4. Should reports of individual performance be furnished to your employer, KT takes no responsibility with respect to, and disclaims all liability relating to, such individual performance report(s).
5. You agree to use your best efforts to protect and preserve the quality and uniqueness of the KT Program(s). Accordingly, no one will assist you in conducting any KT Program unless such person has been certified by KT to conduct such a Program. You agree not to reproduce or reuse any part of the KT copyrighted program materials, regardless of the media, whether printed, electronic, or other in which the material is presented. You also agree not to modify or rewrite such material or use any KT computer program or the data contained therein except for the purpose of conducting an approved KT Program. You acknowledge that your use of such materials is solely for the purpose of conducting authorized KT Program(s) for your employer. You further agree to destroy all used case materials immediately after their use.
6. All KT Leader Development Institute instructional materials and all other instructional materials furnished you by KT are loaned for limited purposes only and remain the property of KT. All such materials are to be returned to Kepner-Tregoe upon request, and in all events, upon termination of this agreement. Neither the instructional materials nor the information contained therein may be reproduced, used by or disclosed to any persons without written consent of KT.
7. You agree that KT may audit any KT Program conducted by you, and that if, in the opinion of KT, you require additional training to maintain KT standards of quality, your certificate and license will be suspended until such training takes place. In no event can you maintain certification and the license if you do not conduct at least one KT Program during a period of twelve months.

8. You agree that each KT Program learner shall be provided an original and complete set of the KT Program learner materials.
9. Re-certification is necessary in the event you leave your present employer and want to conduct any KT Program(s) for your new employer. This certification and license is automatically terminated if your employment with your present employer terminates for any reason.

KT Program(s) for which Certified	Certification Date

Kepner-Tregoe, Inc.

Program Leader

By:



 William B. Baldwin
 Chief Executive Officer

 (Name)

 (Date)

 (Signature)

 (Company)

 (Date)