



CAPSTONE
PERFORMANCE SOLUTIONS
Integrated Systems Engineering

CAPSTONE PERFORMANCE SOLUTIONS, INC.

LEI Program Commitment Requirements

Policy CPS-11

Effective Date: June 2026 | Version: 1.0 | Review Date: June 2027

Approved by: Dr. Tina Woodard, Ed.D., PHR | Founder & CEO

Copyright 2026 Capstone Performance Solutions, Inc.
capstonesolutionsinc.com | (404) 410-9570 | support@capstonesolutionsinc.com

TABLE OF CONTENTS

CONTENTS	
LEI PROGRAM COMMITMENT REQUIREMENTS	2
Personal Commitments	2
CONTACT	2
REVIEW	2



LEI PROGRAM COMMITMENT REQUIREMENTS

PERSONAL COMMITMENTS

- Commit to fostering a safe and open learning environment.
- Commit to learning and developing as a leader to the greatest extent possible during and after your LEI program.
- Commit to investing the appropriate attention, time, and energy to your LEI program, including the Excel Project, Excel Circles, and mentoring engagements.
- Commit to being responsible and meeting deadlines.
- Commit to checking Capstone's Center of Excellence e-Learning Portal each week.
- Commit to contributing ideas and observations to discussions to enrich the learning experience.
- Commit to the confidentiality and sensitivity of information that may be shared.
- Commit to completing the session evaluations in a timely manner. Additional feedback is always welcomed.

CONTACT

Any participant requiring support during the Leadership Excellence Institute or has suggestions for improvement, should contact:

- Dr. Tina Woodard, Founder & CEO: twoodard@capstonesolutionsinc.com | +1 (404) 410-9570
- Kajal Jain, Chief Technology and Security Officer: support@capstonesolutionsinc.com

REVIEW

This policy is reviewed annually. Next scheduled review: June 2027.