



CAPSTONE
PERFORMANCE SOLUTIONS
Integrated Systems Engineering

CAPSTONE PERFORMANCE SOLUTIONS, INC.

Leadership Excellence Institute Policies

Policy CPS-09

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

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LEADERSHIP EXCELLENCE INSTITUTE POLICIES

ATTENDANCE

Attendance at all sessions is required to successfully complete the institute. Your commitment to the total time of the institute ensures resources are invested effectively. If you have a conflict that cannot be resolved, please email twoodard@capstonesolutionsinc.com if you must miss a session.

ASSIGNMENTS

All assignments must be completed on time. Incomplete or late assignments may affect the progress of the cohort as well as the stepwise acquisition of skills and ultimately may jeopardize successful completion of the program.

ATTIRE

The appropriate attire for the face-to-face sessions is business casual. Please bring a sweater or jacket to sessions as the temperature in meeting rooms may vary.

COMMUNICATION

In an effort to minimize distractions, mobile devices must be turned off during face-to-face group learning sessions. We understand that issues may arise requiring you to leave the classroom to take a call; however, please wait until regularly scheduled breaks to return calls that are not urgent. Professional courtesy and respect to facilitators and other participants are paramount.

ADA COMPLIANCE

Capstone Performance Solutions intends to make all facilities accessible to persons with disabilities as required by Title III of the Americans with Disabilities Act. We will provide, to the extent required by the act, such auxiliary aids and/or services as may be reasonably requested by you, provided that you provide advance written notice to LEI of such needs.

EVALUATIONS

Shortly after each session you will receive an electronic evaluation, which will allow you to provide detailed responses. Please take time to provide thoughtful feedback. Capstone uses evaluation data to identify the institute's strengths and opportunities so that adjustments can be made for future sessions. Upon completion of the LEI, you will receive an in-depth evaluation that will help us analyze the overall impact of the program.

INCLEMENT WEATHER

In the event of inclement weather, participants will be notified via email if any session or event needs to be rescheduled. Generally, we will follow the NALHFA reporting advice and instructions.

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.