



SAMPLE Curriculum & FAQs Management Development Academy (Cohort VI)

ANTICIPATED TIMELINE

Timeline & Action Items	Dates: COHORT VI
Academy VI Program underway. Participating employees attend leadership programs, take virtual & in-person courses, and pursue self-study.	COHORT VI: 4/1/2026 – 7/31/2027 (16-month timeframe) Graduation: July 2027
Applications accepted now until 12/31/25	November – December, 2025
Initial interviews held via Webex, and Applicants take 2 pre-requisite courses.	December 2025 – January 2026
Panel Interviews with Executive Leadership	January - February 2026
Employees Notified	March 2026
COHORT VI begins	April 2026
Overview and Events	Towne University (Suffolk)
Welcome & Kickoff	April 2026
Workshops	Throughout program
Executive Speakers	4 engagement events
Group Volunteer Activity	Examples include: Day of Caring / Salvation Army Depot / etc.
Reading Assignments	2 books: Hug your Customers & The Heart Led Leader
Academy Mentor Program	6-month timeframe (@ October 2026 – March 2027)
Final Assignment & Graduation	
Presentation Skills Class	April 2027
Project Due	June 2027
Graduation	July 2027

SAMPLE CURRICULUM:

The information below provides an overview of the Towne Academy, based on information and courses available at this time. Additional opportunities for speakers and workshops may be added to enhance the experience and, if a specific course becomes unavailable through a vendor partner, a course with similar content may be substituted. Employee course selections for Continuing Ed. have a maximum dollar limit.

_____ Completion of 'Introduction to Management' and 'Banking Today' through CFTEA. (Online)

_____ H.R. 101 & 201 topics, including employee relations, EAP, FMLA, coaching, etc. (Towne class)

- _____ Participation in an employee resource group with Diversity & Belonging. (Conference calls)
 - ☐ Online inclusion and Diversity courses. (Towne Learning Zone)
- _____ Coaching and Supervisory Topics:
 - ☐ Introduction to Coaching and 3 Pep Talks by Casey Moore. (Towne Learning Zone)
 - ☐ Online supervisory curriculum. (Towne Learning Zone)
- _____ Continuing Education courses (to be selected with assistance of Learning & Development team):
 - ☐ A semester-long course (18 hours) on management, leadership, etc. (Online/In-person)
 - ☐ 1 additional CFTEA course (minimum of 3 hours) (Online/In-person)
- _____ Excelerate Professional Development Series by Patti Hawkins (Online/In-person) Usually 2-5:30 pm
 - ☐ Communication Skills
 - ☐ Advanced Communication Skills
 - ☐ Managing for Maximum Performance
 - ☐ Build a More Effective Team
 - ☐ Managing Conflict Effectively
- _____ Mentor Matching with a Towne Family member over a 6-month period. (Conference Call / In-person)
 - ☐ Mentor discussion and goal sheets provided.
- _____ Participation in 2 community volunteer activities during the program. Individual & group. (In-person)
- _____ Attendance at evening Executive Management sessions. (In-person)

Topics similar to: '360 degree view of TowneBank, affiliates, and overall business functions,' 'Investor Presentations: How Towne creates value for our shareholders and community,' 'Culture, Caring & Collaboration,' 'Behind the Numbers.' and more.
- _____ Attendance at Workshops (Daytime sessions / In-person / Video conference.)

Topics focused on service excellence and leadership – productivity, effective presentations, team building, goal setting, becoming a leader, and effective communication.
- _____ Final culminating PowerPoint project and group presentation, applying business concepts learned in the Academy to the bank, or to a line of business. Participants will provide background research and a proposal to improve a process, capitalize on opportunities, enhance service delivery, etc.
- _____ Recognition Ceremony and Graduation.

FAQs begin on page 3

TOWNE ACADEMY QUESTIONS & ANSWERS:

Q. Are there pre-requisites for the Academy application and/or program?

- A. Yes, please refer to Towne's SharePoint site for the Towne Academy Informational Flyer and the Application. A personal statement of interest, demonstrated leadership ability, a minimum of 2 years' tenure with Towne, executive leadership approval, and a written management recommendation are required.

For the pre-requisite requirement, each applicant will be asked to enroll in the CFTEA 'Introduction to Management' online course and the 'Banking Today' online course. If successfully completed, there is no cost to the employee to take these 2 courses. TowneBank's Learning & Development team will assist with registrations and will provide applicants with a CFTEA enrollment form.

Q. What is a Cohort Group?

- A. We are currently accepting applications for **Cohort VI** – which will begin in April 2026. Team members selected for this program will be on track to graduate together in July 2027.

(Prior classes include: 63 employees from **Cohort I, II, III, and IV** who have successfully completed the requirements of the program. **Cohort V**, which is underway, will graduate in July of 2026.)

Q. What is the anticipated timeframe of the Towne Academy?

- A. The schedule has been created so that most employees can complete the program in about 16 months, and graduation ceremonies will be held at that time. Participants are able to work at their own pace and may complete the coursework sooner; however, graduation timeframes are pre-set.

Q. Are family members throughout the company eligible? How about all regions?

- A. Yes and yes! Family members from our affiliate companies, as well as those employees outside the Hampton Roads region, are welcome to apply. The Academy curriculum has been designed with a mix of online, self-paced, and onsite activities at Towne University. It should be noted that some travel is required to Hampton Roads for the workshops/speakers, and in those cases travel allowance/mileage is covered for participating employees.

Q. Who should I contact with questions?

- A. There are several individuals on the Towne Learning and Development team and the H.R. team who can assist you. You may email: Training-Learning-Development@townebank.net or reach out to Sharon Byrd, Kim Ritter, or Denise Counce by email or phone. They would be pleased to assist you.