**EMERGING LEADERS INSTITUTE**

# NOW ACCEPTING APPLICATIONS FOR 2024 – 2025

The Emerging Leaders Institute (ELI) is a cohort-based leadership development program designed to prepare future leaders in Minnesota government. For 2024-2025, ELI will be hosted in a virtual and/or in-person environment, twice per month, over the course of seven months. The Opening Ceremony and Graduation will be held in person in St. Paul at the State Capital and will have a livestream option. Participants will experience instruction from topical experts, small group interaction, interviews with other leaders, and 360° feedback assessments designed to build self- awareness in leadership context.

The ELI program will increase your knowledge of public sector leadership, individual leadership effectiveness, and develop important skills through critical thinking, interviews, study, and reflection. Join the hundreds of alumni who increased their effectiveness and expanded their leadership role as a result of completing the ELI program.

# Application deadline is June 17, 2024, by 4:30 pm.

Please work with your Human Resources and/or Training teams to find out if your agency has an earlier application deadline. Late and incomplete or emailed submissions will not be accepted. Receipt of your submission will be confirmed by email within five (5) business days of 6/17/2024. Please email ETD’s Leadership Program inbox. if you do not receive a confirmation email.

Selection committees will be held during the month of July. Applicants will be notified of acceptance into the ELI program between **August 12 - 16, 2024.**

## ELIGIBILITY

* Candidates must be employed by the state of Minnesota for at least two (2) years by

### September 13, 2024.

* Agency and Supervisor/chain of leadership support and sign-off by the agency Human Resource director is required.
* Candidates must commit to attend all classes and complete all assignments (see class schedule below).

## APPLICATION PROCESS

1. **Applicants are expected to follow their agency’s internal process and deadlines to apply for the ELI program.** Complete the fillable PDF application form. You can receive the application form from your HR or training representative starting 5/1/24.

### Obtain the required letters of support to accompany your application.

* 1. **Letter of recommendation**

This signed letter of recommendation must be from one person in your direct hierarchy/chain of leadership (supervisor, manager, director, or senior leader) on agency letterhead and must include the following:

* + - Name of Applicant (your name)
		- Description of how applicant exhibits leadership characteristics at work
		- Description of how the applicant, division, and state agency will benefit if applicant participates in this program
		- A statement of willingness to support the applicant’s participation in all classes and homework

Examples of leadership characteristics might include:

* + - Values accessibility, inclusion, equity, and diverse perspectives
		- Highly motivated/enthusiastic about participating in ELI
		- Works collaboratively
		- Accepts and utilizes feedback
		- Continually seeks personal and professional growth
		- Valued contributor and strong performer in current position
		- Interest in developing leadership skills and professional network
		- Demonstrates a strong commitment to use knowledge gained in service to the citizens of the State of Minnesota

### Letter of approval from HR

This second letter should be from the agency’s HR director to verify the agency has received and approved the candidate’s application. The letter must also confirm the candidate has completed two years of service with the state by 9/13/24. The 24 months of services does not need to be consecutive. The letter should only reference:

* + - The name of applicant
		- Confirm two years (24+) months of state service
		- Name and contact information for the HR director
		- HR director’s signature

Please note that this is not a letter of recommendation, but a letter of approval and will not be reviewed by the selection committee. Your agency may elect to send one letter for all ELI applicants. The letter must clearly include your name and eligibility.

Please do not send any additional letters or materials beyond what has been requested above..

1. Review ELI sessions dates. You will be assigned to one of the cohorts below. Participants are required to attend all classes for the dates below,:

Cohorts will meet in-person, virtually or hybrid (combination in-person and virtual) depending on participant feedback/preference. We will do our best to honor your preference. If you select the in-person option you may be placed in a virtual cohort, depending on demand.

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| **Time** | **Cohort 34** | **Cohort 35** | **Cohort 36** |
| 8:30 a.m. –1:00 p.m. | OPENING CEREMONY\*+Wed., September 11, 2024 | OPENING CEREMONY+Wed., September 11, 2024 | OPENING CEREMONY\*+Wed., September 11, 2024 |
| 8:30 a.m. –4:00 p.m. | Thurs., September 12, 2024 | Thurs., September 12, 2024 | Thurs., September 12, 2024 |
| 8:30 a.m. –1:45 p.m. | Tues., September 24, 2024 | +Wed., September 25, 2024 | Fri., September 27, 2024 |
| 8:30 a.m. –4:00 p.m. | Tues., October 8, 2024 | Wed., October 9, 2024 | Fri., October 11, 2024 |
| 8:30 a.m. –1:45 p.m. | Tues., October 22, 2024 | +Wed., October 23, 2024 | Fri., October 25, 2024 |
| 8:30 a.m. –4:00 p.m. | Tues., November 5, 2024 | Wed., November 6, 2024 | Fri., November 8, 2024 |
| 8:30 a.m. –1:45 p.m. | Tues., November 19, 2024 | +Wed., November 20, 2024 | Fri., November 22, 2024 |
| 8:30 a.m. –4:00 p.m. | Tues., December 10, 2024 | Wed., December 11, 2024 | Fri., December 13, 2024 |
| 8:30 a.m. –1:45 p.m. | Tues., January 7, 2025 | +Wed., January 8, 2025 | Fri., January 10, 2025 |

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| **Time** | **Cohort 33** | **Cohort 34** | **Cohort 36** |
| 8:30 a.m. –4:00 p.m. | Tues., January 21, 2025 | Wed., January 22, 2025 | Fri., January 24, 2025 |
| 8:30 a.m. –1:45 p.m. | Tues., February 4, 2025 | +Wed., February 5, 2025 | Fri., February 7, 2025 |
| 8:30 a.m. –4:00 p.m. | Tues., February 18, 2025 | Wed., February 19, 2025 | Fri., February 21, 2025 |
| 8:00 a.m. –4:30 p.m. | **Final Presentations:**Tues., March 4, 2025 | **Final Presentations:**Wed., March 5, 2025 | **Final Presentations:**Fri., March 7, 2025 |
| 1:30 p.m.-4:00 p.m. | **Graduation:**\*+Fri., March 14, 2025 | **Graduation:**\*+Fri., March 14, 2025 | **Graduation:**\*+Fri., March 14, 2025 |
| \*Days that are not Tues., Weds., or Fri. meeting days+Tentative in person sessions. These in person sessions are contingent on low COVID infection rates, and could be changed at any time |  |

If you have any questions on the ELI application process, please email ETD’s ELI and SLI team:

etd.leadership.shared.mailbox.mmb@state.mn.us