

EMERGING LEADERS INSTITUTE

NOW ACCEPTING APPLICATIONS FOR 2019-2020

The Emerging Leaders Institute is a cohort-based leadership development program designed to prepare future leaders in Minnesota government. Over the course of seven months, participants experience instruction from topical experts, small group interaction, interviews with other leaders, and 360 feedback assessments designed to build self-awareness in a leadership context.

The ELI program will increase your knowledge of public sector leadership and help you 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 ELI.

Application deadline is June 6, 2019 at midnight. Late, incomplete or emailed submissions will not be accepted. Receipt of your submission will be confirmed by email within five business days. Please email etd.training@state.mn.us if you do not receive a confirmation email. Applicants will be notified of acceptance into the program by Aug. 8, 2019.

ELIGIBILITY

- Candidates must be employed by the State of Minnesota for at least two years by Sept. 12, 2019
- Agency and Supervisor support and sign-off by the agency HR director is required
- Participants must commit to attend all classes and complete all assignments

APPLICATION PROCESS

1. Complete online form (HR can provide the link)

2. Obtain the required letters below to accompany your application.

A. Letter of supervisory/managerial support:

This letter of recommendation must be from your direct supervisor/manager. It must be written on department or division letterhead, signed by your supervisor/manager, and include: name of applicant, description of how applicant exhibits leadership characteristics at work, and description of how the applicant, division, and state agencies will benefit if applicant participates in this program.

Examples of leadership characteristics might include:

- Values diversity 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

Additionally, the supervisor/manager must state willingness to support the applicant's time away from work to attend all sessions and complete assignments.

B. Letter of approval from human resources

This second letter should be from the agency's HR director to verify the agency has received and approved the candidate's application. This letter should only reference the name of applicant, name and contact information for the HR director, and the 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. Please only send the required two letters (above) with your application. Additional letters or materials are not required for consideration.

3. Review/acknowledge ELI session dates. You will be assigned to one of the cohorts below.

Participants are required to attend all sessions for the dates below, depending on your cohort:

Do you agree to adhere to this attendance policy? Yes No (Required)

Cohort 21:

Thursdays – 9/12, 10/10, 11/14, 12/5, 1/9, and 2/6 (1:00pm - 4:30pm)

Fridays – 9/13, 10/11, 11/15, 12/6, 1/10, and 2/7 (8:30am - 4:30pm)

Final Presentations: 3/11/20 (12:30pm - 4:30pm) and 3/12/20 (8:30am - 12:00pm)

Graduation: 3/13/20 (2:00pm - 4:00pm) Reception: (4:00pm - 5:00pm)

Cohort 22:

Thursdays – 9/12, 10/24, 11/14, 12/19, 1/23, and 2/20 (1:00pm - 4:30pm)

Fridays – 9/13, 10/25, 11/15, 12/20, 1/24, and 2/21 (8:30am - 4:30pm)

Final Presentations: 3/12/20 (12:30pm - 4:30pm) and 3/13/20 (8:30am - 12:00pm)

Graduation: 3/13/20 (2:00pm - 4:00pm) Reception: (4:00pm - 5:00pm)

Indicate your cohort preference by checking the box next to your choice below. Please indicate if you have a conflict with either schedule. (Preferences will be taken into consideration, but not guaranteed.)

I can attend either Cohort 21 or 22

I can only attend Cohort 21

I can only attend Cohort 22

For more information, email etd.training@state.mn.us or call **651-259-3646**.

APPLICATION:

Complete this page with your information. **All sections are required for consideration.**

Applicant Data:

Name _____

Agency _____

Email Address _____

Employee Number _____

Current Classification _____

Working Title _____

Work Address _____

Work Phone _____

Have you applied in the past? (if yes, check box)

Department Data:

Supervisor Name and Title _____

Supervisor Email Address _____

Head of Agency/Commissioner Name _____

Head of Agency/Commissioner Email _____

Agency Training Coordinator/Manager Name _____

Agency Training Coordinator/Manager Email _____

Agency Human Resources Manager or Representative _____

Agency Human Resources Manager or Representative Email _____

When did you start working for an agency of the state executive branch? (select month & year)

Briefly describe the responsibilities of your current position: (please list any direct reports)

APPLICATION: Applicant Responses

Please respond to the following questions using specific examples whenever possible and appropriate. You are limited to 1000 characters per response.

1. Which qualities are important in future leaders in public service?

2. How do you exhibit these qualities in your current role?

3. What are your future aspirations or goals as a leader?

4. What leadership skills do you hope to develop by participating in the ELI program?

5. How will participating in this program benefit your agency and help further the statewide goals and strategic initiatives of state government?

Signature _____ **Date** _____

Final checklist:

- Application is complete, accurate and signed
- Application is accompanied by the two required letters