

## SENIOR LEADERSHIP INSTITUTE

# NOW ACCEPTING APPLICATIONS FOR 2019

The Senior Leadership Institute focuses on preparing more experienced **managers** and **directors** for higher administrative roles in leadership. SLI is a ten session program that begins in September and ends in November. It's delivered in partnership with the University of Minnesota Humphrey School of Public Affairs.

The content fosters creativity and innovation in state government and builds leadership skills. SLI equips leaders with the tools they need to positively impact the complexity of public issues in today's challenging environment.

**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](mailto: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.

Application materials are attached or can be downloaded at:  
<https://mn.gov/mmb/etd/enrollment/apply-for-program.jsp>

### ELIGIBILITY

- Candidates must be employed by the State of Minnesota for at least two years by Sept. 12, 2019
- Candidate must be in a managerial role or higher
- Agency and supervisor support and sign-off is required
- Participants must commit to attend all classes and complete all assignments

## APPLICATION PROCESS

**1. Complete the online form** provided by HR.

**2. Obtain the required recommendation letter below to accompany your application.**

A. This letter of recommendation is required from the agency's commissioner or deputy commissioner, written on department or division letterhead, and signed by the commissioner or deputy commissioner.

B. The letter must reference the name of the applicant, the name and contact information of the writer, provide specific examples of why the applicant is a good candidate for SLI, and describe how the applicant exhibits these characteristics in the workplace:

- Considered a thought leader by others
- Actions and decisions characterized by initiative and proactive behavior
- Utilizes emotional intelligence to build effective relationships
- Established a pattern of noteworthy results
- Possesses the potential for leadership opportunities with greater depth and breadth of responsibilities
- Continually seeks personal and professional growth
- Values diversity and diverse perspectives
- Valued contributor and strong performer in current position
- Demonstrates a strong commitment to use knowledge gained in service to the citizens of the State of Minnesota

C. The letter should also describe why this person is being recommended for SLI (i.e. how the applicant, the agency or work unit benefit if this individual participates).

**\*Please only send the required letter (above) with your application. Additional letters or materials are not required for consideration.**

**3. Review/acknowledge SLI session dates.** Participants are required to attend sessions on the dates below.

**Do you agree to adhere to this attendance policy?** Yes  No (Please check one)

Sept. 13, 20, and 27 (8:30 a.m. - 4:30 p.m.)

Oct. 4, 11, 18, and 25 (8:30 a.m. - 4:30 p.m.)

Nov. 1, 8, and 15 (8:30 a.m. - 4:30 p.m.)

## SENIOR LEADERSHIP INSTITUTE

**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

### 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 do you hope to gain by participating in the SLI program?**

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

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Final checklist:

- Application is complete, accurate and signed
- Accompanied by the one required letter of recommendation