



State of Minnesota Emerging Leaders Institute

Application & Instructions



Background

The Emerging Leaders Institute (ELI) is a cohort-based leadership development program designed to prepare future leaders in Minnesota government. Over the course of seven (7) 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. Two (2) groups of thirty (30) participants embark each September on a journey that increases knowledge of public sector leadership, individual leadership effectiveness, and develops important skills through critical thinking, interviews, study, and reflection. Join the hundreds of ELI alumni that have increased their responsibilities and received promotions in state government as a result of completing the Emerging Leadership Institute.

Application Process 1-3:

1. Complete sections I and II of the application form. Please limit responses to questions in section II to two hundred fifty (250) words each to convey your message.
2. Obtain the required letters to accompany your application. Both letters must accompany the application.

A. Letter of Supervisory/Managerial Support.

This letter must be from the employee's direct supervisor or manager and describe why she/he recommends the employee for ELI. The letter must be written on department or division letterhead and signed by the supervisor or manager and include the following: a) the name of the applicant, b) a description of how the applicant exhibits leadership characteristics at work, and c) describe how the applicant, the division, and State of Minnesota will benefit if this individual participates.

Use these as ideas for describing leadership characteristics:

- Is highly motivated and enthusiastic
- Enjoys working collaboratively
- Is willing to receive feedback
- Seeks continuous personal and professional growth
- Values diversity and diverse perspectives
- Is a valued contributor and strong performer in his or her current position
- Has an enthusiastic interest in developing leadership skills and a professional network
- Agrees to be actively engaged and to fully participate in all activities, discussions, and simulations
- Demonstrates a strong commitment to utilize knowledge gained in service to the State of Minnesota, both now and in the future

Additionally, the supervisor/manager must state his/her willingness to support the applicant with time to attend all sessions and to complete assignments.

B. Letter of approval from HR.

The second letter should be from the agency HR director, which verifies the agency has received and approved the candidate's application to ELD. The HR letter must reference the name of the applicant, the name and contact information of the HR director and the HR director's signature.

Only two (2) letters and the application will be considered. Do not send additional letters or materials.

3. Must commit to attending all scheduled ELI class sessions. (**Attendance is Mandatory**)

A. Do you agree to adhere to the attendance policy? Yes No

B. You will be assigned to one of the following ELI cohort class schedules.

Please indicate if you have a conflict with either of the schedules. (Preferences will be taken into consideration, but cannot be guaranteed.) Indicate your preference by placing an “x” in the box next to your choice. Both cohorts will have classes for 1 ½ days a month.

Cohort 15 class schedule is as follows:

Thursday’s from 1:00 - 4:30 p.m. on the following dates: 9/15/16, 10/13/16, 11/10/16, 12/08/16, 01/12/17 and 02/09/17.

Friday’s from 8:30 – 4:30 p.m. on the following dates: 9/16/16, 10/14/16, 11/11/16, 12/09/16, 01/13/17 ad 02/10/17.

Final presentations and graduation dates are as follows: 03/15/17 from 1:00 – 4:30 p.m., 03/16/17 from 8:30 – 12:00 p.m., and 03/17/17 from 2:30 -4:30 p.m.

Cohort 16 class schedule is as follows:

Thursday’s from 1:00 - 4:30 p.m. on the following dates: 9/15/16, 10/27/16, 11/17/16, 12/15/16, 01/26/17 and 02/23/17.

Friday’s from 8:30 – 4:30 p.m. on the following dates: 9/30/16, 10/28/16, 11/18/16, 12/16/16, 01/27/17 ad 02/24/17.

Final presentations and graduation dates are as follows: 03/16/17 from 1:00 – 4:30 p.m., 03/17/17 from 8:30 – 12:00 p.m., and 03/17/17 from 2:30 -4:30 p.m.

I can attend either Cohort 15 or 16 **I can attend only Cohort 15**

I can attend only Cohort 16

Signatures may be scanned if electronically submitted. Application deadline is 3:00 p.m., Monday, June 13, 2016. Receipt will be confirmed via e-mail. If you do not receive a confirmation email within five business days of submission, email us at eld.training@state.mn.us to verify receipt of your application.

State of Minnesota Emerging Leaders Institute Application 2016-2017

Section I. Applicant Data

Name:

Agency:

Current Classification:

Working Title:

Work Address:

Work Phone:

E-mail address:

Supervisor (name and title):

Supervisor e-mail address:

Agency Training Coordinator Name (print or type clearly):

When did you start working for the State of Minnesota?

Month

Year

Briefly describe the responsibilities of your current position:

