



USVI ELDP Application for 2018-2019

Thank you for your interest in applying for the Executive Leadership Development Program (ELDP) sponsored by the U.S. Department of Interior's Office of Insular Affairs and the Graduate School USA. The ELDP is designed to identify individuals with promotion potential within your government and create career opportunities for them. Here are a few issues for your consideration before applying to the ELDP:

Minimum Qualifications: You must be employed with your government on a full-time basis for the past two calendar years from the date of your application. For example, if you are applying in June 2018 you must have been continuously employed by your government since June 2016. Although a bachelor's degree is strongly recommended, it is not required. We encourage individuals employed in the areas of finance, accounting, budget, and audit to apply, although the program is open to anyone, including semi-autonomous agencies and component units.

Government Support: You must have a letter of support from your immediate supervisor as part of the application process. Be sure you allow ample time to obtain this important letter of recommendation. Also, please research and follow your government's protocols and formal guidelines when requesting the letter of commitment from your supervisor.

Time Commitment: You must attend four, week-long training sessions to receive your Certificate of Completion. Sessions will be held one time per quarter in various locations. The first session is scheduled to be held during the week of September 16-21, 2018 in Norfolk, Virginia. Dates for the other three sessions are listed on the attached program announcement. You must also complete several assignments between sessions that require a significant amount of time. Please review the attached program announcement for the complete list of training dates, details about the inter-session assignments, and requirements that must be met for graduation.

Funding: If you are accepted into the program, the Graduate School USA's Virgin Islands Training Initiative, with funding support from the U.S. Department of the Interior's Office of Insular Affairs, will fund all the costs associated with your travel and participation in the program. It will also fund all costs associated with delivering and administering the program.

(Note: US Virgin Islands participants selected for the ELDP will take part in the "Executive Leadership Program" that is managed by the Graduate School USA's Center for Leadership and Management.)

Application Process:

You must submit **five documents** to apply for the program.

1. Application Form. Complete the information sheet attached below.
2. Letter of Intent. Compose a letter that describes your interest in the program, why you want to develop a career in public service, how you believe the ELDP will contribute to your career, and your commitment to completing the ELDP. Address the letter to the *ELDP Admissions Committee*.
3. Letter of Support from Your Supervisor. Your supervisor will play a critical role in ensuring you have time to complete assignments and attend the sessions. He or she must write a letter of support indicating he/she has read the attached information on the program and will support you in this effort. Additionally, the supervisor should describe why you are being recommended for the program and give one or two examples of your performance in your current position which indicates your potential for the program and as a future leader in your government.
4. Resume. Submit a resume that includes your formal education, professional positions, and volunteer activities. Use a format of your choice, but do not exceed two pages.
5. Personal Biography. Provide a brief personal biography that is suitable for public release. A sample biography is included below, and biographies for all of the ELDP graduates are available on the ELDP website at <http://eldp.pitiviti.org>.

We will not accept an incomplete application package. All five items must be included.

Your application must be received no later than July 1, 2018. Strict adherence to this date is necessary to arrange travel from the U.S. Virgin Islands to Norfolk, Virginia for the start of the program on September 11. The 2018 - 2019 ELDP admissions screening committee will consist of representatives from the Virgin Islands Training Initiative (VITI) of the Graduate School USA and the U.S. Department of the Interior's Office of Insular Affairs. You will be notified of your admission status no later than July 22, 2018.

If you have questions, please contact Jason Aubuchon of the Virgin Islands Training Initiative (VITI) of the Graduate School USA. Jason can be reached by e-mail (Jason.aubuchon@graduateschool.edu) or telephone at (808) 772-5772.

Please email your final, complete application to: applications@pitiviti.org, or send by postal mail to:

ELDP Applications
Attn: Jason Aubuchon
900 Fort Street Mall, Suite1540
Honolulu, HI 96813

Thank you again for your interest in applying to the ELDP. We look forward to receiving your application.

USVI ELDP Application Form Information Sheet (Class of 2018-2019)

Name:

High School Attended and Year of Graduation:

Have you applied to the ELDP previously? If so, which year?

Insular Government, Department, Agency:

Current Position Title:

Begin Date (this position):

Major Responsibilities and Duties:

Number of individuals that you directly supervise:

REMANDER: A complete application includes (1) this information sheet, (2) a letter of intent, (3) a letter of support from a supervisor, (4) a resume, and (5) a personal biography (sample below). Complete applications can be e-mailed to: applications@pitiviti.org, faxed to 808.523.7634, or sent by postal mail to ELDP Applications, Attn: Jason Aubuchon, 900 Fort Street Mall, Suite 1540, Honolulu, Hawaii, 96813.

Sample Personal Biography (Clarrisa R. Warrington)

Clarrisa R. Warrington serves as the Director of Federal Grants for the Virgin Islands Department of Education on St. Thomas. In this capacity, Ms. Warrington supervises five (5) employees tasked with monitoring of federal grant programs to ensure administrative efficiency and compliance with federal and local laws and standards. Additionally, Ms. Warrington is tasked with working with the Third Party Fiduciary assigned to the Virgin Islands in setting policy and procedures for ensuring compliance with local and federal laws in timely obligation and liquidation of the Department of Education Federal Funds.

Prior to joining the Department of Education, Ms. Warrington served at the Department of Human Services in several capacities, the most recent including Chief Financial Officer and the Special Assistant to the Commissioner for non-profit management / monitoring and other projects.

Ms. Warrington holds a Masters in Business Administration from the University of the Virgin Islands and is very interested in educational opportunities such as the Executive Leadership Development Program which will contribute towards improvement of her skills and effective and quality services to the Virgin Islands community.

About the Executive Leadership Program

- Session I September 16-21, 2018 Norfolk, VA
- Session II December 2-7, 2018 Tampa, FL
- Session III March 3-8, 2019 Hampton, VA
- Session IV June 2-7, 2019 Towson, VA

The Executive Leadership Program is strategically designed around three program components:

Training

Participants are required to attend four one-week residential training sessions, beginning on Sunday evening and ending each week at noon on Friday. Key training is developed under the Executive Core Qualifications designed by the Office of Personnel Management with an emphasis on Leading People. Training focuses on competencies such as Team Building, Conflict Management, External Awareness and Critical Thinking. There is a special emphasis on the study of Emotional Intelligence, Mentoring and Coaching. A 360 Group Report identifies additional training that may be critical to a specific cohort of students.

Leading Teams

Program participants work with an experiential learning team throughout the nine-month program. Teams consist of peers representing diverse agencies and job series. The team environment provides an opportunity for participants to practice new leadership concepts. Additionally, each team is tasked with developing a team project and delivering their final results to their class peers. The ELP emphasizes sharpening skills that define the role of a leader on a team. The Myers-Briggs Type Indicator® (MBTI) is used as a tool to help teams better understand member preferences resulting in successful team engagement.

Developmental Assignments

Developing the self as well as others is critical to personal and professional growth. This change occurs when ELP participants are exposed to new ideas and new thinking as presented through a number of developmental activities. These activities are required of all program participants:

Leadership Development Planning. Participants complete Graduate School USA's Leadership Effectiveness Inventory (LEI), a 360 assessment, to determine strengths and developmental needs. Through feedback, participants design a Leadership Development Plan, which is used as a road map for the nine-month program as well as for career planning. ELP staff and trainers coach participants in writing a well-defined plan that targets strong personal and professional objectives. Support and final approval for this plan are coordinated with the first-line supervisor and agency program coordinator.

Mentor. Participants are required to have a mentor during the ELP. The benefits of having a mentor are significant in helping define goals and providing support and encouragement.

Developmental Work Assignments. Developmental work assignments are designed to provide exposure to different leadership/managerial experiences and perspectives. At a minimum, participants complete one eight-week developmental assignment outside of the position of record. Assignments are to be completed during the nine-month program.

Shadowing Assignment. Participants complete a three-day assignment "shadowing" a federal manager or executive at the GS-13 to Senior Executive Service (SES) level. By observing executives in action, participants gain exposure to managerial duties, responsibilities, and various leadership styles. They observe how the concepts learned in the program are applied in real-world situations.

Executive Interviews. Participants interview five or more federal managers/executives including one equivalent manager in the private sector. Executive interviews provide participants the opportunity to interact at the highest levels of management and gain critical information for long-term networking and career planning.

Leadership Readings. Participants read and review three or more books on leadership and management issues. This component helps broaden knowledge of the field and strengthen analytical skills. A leadership reading list is provided at the orientation session.

Community Service. Participants are required to complete eight hours of community service to demonstrate a commitment to serve the public.