



EXECUTIVE LEADERSHIP DEVELOPMENT PROGRAM OF THE PACIFIC ISLANDS



***Apply now to join the 2022-2023 class of the
Executive Leadership Development Program.***

The ELDP was developed in 2008 to assist the insular governments with developing and retaining the qualified and skilled staff needed to lead insular governments into the future. Join the 178 program alumni who are energized by their program experience!

2022-2023 APPLICATION GUIDELINES

APPLY NOW at <http://apply.pitiviti.org>

Applications are due by October 10, 2022.



ELDP APPLICATION for 2022-2023

Thank you for your interest in applying for the Executive Leadership Development Program (ELDP) administered by the Graduate School USA's Pacific & Virgin Islands Training Initiatives (www.pitiviti.org), with support from the U.S. Department of the Interior's Office of Insular Affairs (www.doi.gov/oia).

The ELDP was developed in 2008 to assist the insular governments with developing and retaining the qualified and skilled staff needed to lead insular governments into the future. Join the 178 program alumni who are energized by their program experience by applying now! The application deadline to join the ELDP 2022-2023 Cohort is October 10, 2022.

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 October 2022 you must have been continuously employed by your government since October 2020. 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. However, the program is open to all qualified government employees, including semi-autonomous agencies and component units, and diversity in professional experience is considered in the selection process.

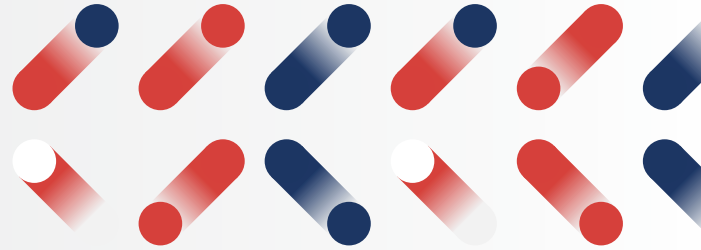
GOVERNMENT SUPPORT

You must submit a letter of support from your immediate supervisor as part of the application process. The letter should express the supervisor's recommendation that you be accepted into the program and that he/she will commit to supporting you throughout the year. (All travel expenses are covered by the PITI-VITI project.) Encourage your supervisor to explain how your leadership development will contribute to your organization. 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, one-week-long training sessions and virtual sessions to receive your Certificate of Completion. Sessions will be held in various locations. The location and dates for the 2022-2023 ELDP class:

- **Guam: December 12-17, 2022**
- **Virtual: December 19, 2022 - April 14, 2023**
- **Palau: April 17-22, 2023**
- **Virtual: April 24, 2023 - August 11, 2023**
- **CNMI: August 14-19, 2023**



Travel occurs before and after these dates as classes begin early Monday mornings and typically conclude Friday afternoons. Candidates who do not attend the entire week and virtual sessions will not be permitted to complete the program. Additionally, you must complete several assignments between sessions that require a significant amount of time. Please review the attached Program Description and Graduation Requirements for a more detailed explanation of the ELDP, training dates, inter-session assignments, and requirements that must be met for graduation.

FUNDING

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



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I feel ELDP embodies the spirit of inafamaolek which in my indigenous tongue, Chamorro, means “to make good, to make better.” I am now even more prepared than ever to do just this.



Bobby Cruz
CNMI, 2021

APPLICATION PROCESS

You must submit *five documents* to apply for the program. An optional sixth document is permitted if you include a letter of support from an ELDP graduate with your application. A complete list of ELDP graduates is available online at <http://eldp.pitiviti.org>.

1

APPLICATION FORM [required]

Complete the information sheet at <https://apply.pitiviti.org>. If you're unable to get started, then you can manually complete a form below

2

LETTER OF INTENT [required]

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 Selection Committee. Remember, the selection committee carefully considers your Letter of Intent as an indication of your commitment, desire to participate, and interest in serving the government.

3

LETTER OF SUPPORT FROM YOUR SUPERVISOR [required]

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 Program Description about the ELDP and will support you in this effort. Additionally, the supervisor should describe why you are being recommended for the program and give specific examples of your performance in your current position which indicate your potential for the program and as a future leader in your government.

4

RESUME [required]

Submit a current 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 [required]

Provide a brief personal biography that is suitable for public release. A sample biography is included below, and additional biographies for all prior ELDP graduates are available on the ELDP website at <http://eldp.pitiviti.org>.

6

OPTIONAL LETTER OF SUPPORT FROM AN ELDP GRADUATE [optional]

You may request an ELDP alumnus to submit a letter in support of your selection. Letters of support should explain the relationship between the ELDP applicant and ELDP graduate, and offer specific examples illustrating why the applicant will succeed in the program and in his/her career.

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The ELDP has been life-changing and has had a lasting impact on me personally and professionally.



Isabela Silk
RMI, 2019



We will not accept an incomplete application package. All five required items listed above must be included to complete your application process. The Letter of Support from an ELDP Graduate is not required, but will not be considered if submitted after the application closing date.

***YOUR APPLICATION MUST BE RECEIVED NO LATER THAN
OCTOBER 10, 2022.***

The 2022-2023 admissions screening committee will be comprised of two representatives from the Pacific and Virgin Islands Training Initiatives of the Graduate School USA. The final selection committee comprises two representatives from PITI-VITI, two representatives from the Department of the Interior's Office of Insular Affairs (DOI-OIA), and one independent reviewer. The committee will strive to create a diverse class that appropriately represents all the insular governments, technical areas, gender, and ethnicity. You will be notified of your admission status no later than November 7, 2022.

If you have **questions**, please contact info@pitiviti.org at the Pacific and Virgin Islands Training Initiatives (PITI-VITI) of the Graduate School USA. PITI-VITI can be also reached by calling (808) 523-1650.

***To start your ELDP application,
please visit 🌐 <https://apply.pitiviti.org>***

You will receive an e-mail notification once your application has been received. If receipt of your application has not been confirmed, or if you have any concerns about the status of your application, please contact info@pitiviti.org.

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

ELDP APPLICATION FORM

INFORMATION SHEET

(CLASS OF 2022-2023)

The Executive Leadership Development Program is accepting online applications to the 2022-2023 cohort prior to **October 10, 2022**. In order to begin the application process, please visit us online at <https://apply.pitiviti.org>.

If you are unable to complete the application online, you may complete the form below and email it, along with the five required attachments, to applications@pitiviti.org.

Personal Information	First Name	Last Name
	Email Address	Phone Number
Educational Background	High School Attended	Year of Graduation
	Highest Level of Education Degree/Diploma Conferred	School Name
	Year of Graduation	Major Area of Study
Current Employment	Insular Government	Department/Agency
	Position Title	Start Date for This Position
	Major Duties and Responsibilities	
	Number of Individuals you Directly Supervise	
Previous Applications	Have you applied to the ELDP previously? <input type="checkbox"/> Yes <input type="checkbox"/> No	If 'yes', please indicate which year(s) you applied.

REMINDER

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). An optional (6) letter of support from an ELDP graduate is recommended but not required.

Complete applications can be e-mailed to applications@pitiviti.org, faxed to **808.523.7634**, or sent by postal mail to **ELDP Applications, 900 Fort Street Mall, Suite 1540, Honolulu, Hawaii, 96813**.

SAMPLE PERSONAL BIOGRAPHY

(Erick Paul)

Erick Paul is currently the Assistant Secretary of the National Treasury in the Department of Finance and Administration, FSM-National Government. In this capacity, he supervises more than twenty-nine employees including those working at the treasury field offices in Kosrae, Chuuk, and Yap. Some of his fundamental responsibilities as an Assistant Secretary are managing the entire treasury with all of its functions as well as the field offices; ensuring compliance with enabling laws and regulations; providing accounting advice; and managing and monitoring accounting, payroll, receipts, and disbursements for all of the FSM. In addition, he is responsible for maintaining the Financial Management Regulations, providing sound policies regarding treasury matters or issues to the leadership, setting needed policies and procedures, providing cash management policies and cooperating with auditors to remedy any audit findings.

Mr. Paul began his career in 2013 at the Office of the National Public Auditor (ONPA) as the Auditor-In-Charge. Working as an auditor impacted his career and prepared him in to deal with clients, ensuring compliance, and most importantly learning about individual clients or government entities under audit.

Erik graduated from Chaminade University of Honolulu with a Bachelor's in Accounting.

NOTE:

Biographies for all ELDP graduates are online at <http://eldp.pitiviti.org>.

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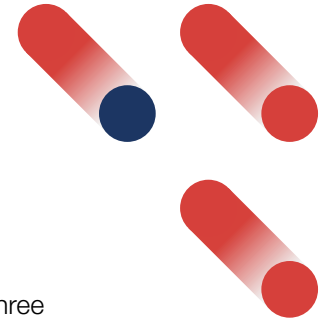
The ELDP taught me that everyone has a valid contribution to make and that they would rather make that contribution than not. Therefore, it is our duty as leaders to invite the best out of others.



Padwick Gallen
Pohnpei, 2021



ELDP GRADUATION REQUIREMENTS



Participants are required to attend all in-person and virtual class sessions. The first three in-person sessions are typically six days each, scheduled for Monday through Saturday; the last session is five days, Monday through Friday. The curriculum is described below but may be adjusted to accommodate the unique aspects of each ELDP class. A final schedule of deadlines and assignments will be provided during the opening session.

For participants to successfully graduate from the ELDP, they are expected to:

- Attend all virtual and in person sessions
- Actively engage and participate in all activities
- Communicate openly and in a timely manner with ELDP staff and participants
- Complete all assignments in a timely and comprehensive manner
- Build, monitor, and follow an Individual Leadership Development Plan
- Positively contribute to project teams

PROGRAM PREPARATION: *COMMUNICATION AND COMPLETE ASSIGNMENTS*

The program preparation phase includes initial communication with participants and the completion of key assignments. The goals are to provide a warm welcome, answer any participant questions, and set the stage for In Person Session #1. Assignments and deliverables include:

- Submit Biodata
- Obtain a signed Memorandum of Understanding from your supervisor
- Initiate team project preferences
- Complete Social Styles Inventory (participant, supervisor, peers, and subordinates)
- Complete Leadership Effectiveness Inventory (participant, supervisor, peers, and subordinates)
- Identify possible mentors
- Connect with ELDP alumni

IN PERSON SESSION #1: *LEADERSHIP FUNDAMENTALS - LEADING SELF AND TEAMS*

The IPS1 will serve as the official kick-off for the program and the first opportunity for all participants and instructors to meet one another. This session will leverage all the capabilities only afforded when people get together in person, such as enhanced comfort, deeper relationships, group learning opportunities, immediate feedback, and agile teaching and engagement methods. This first session will focus primarily on community building, self-awareness, project team building, and solidifying the foundation for a successful program. Objectives include:

- Participate in warm welcome to the ELDP and set the tone for the program
- Present program overview, timeline, assignments, and expectations
- Build community and relationships among participants, ELDP staff, and other stakeholders
- Begin the process of self-awareness as a leader
- Learn about the importance of feedback and how to make the most of it
- Develop a shared understanding of leadership fundamentals
- Establish project teams and set them up for success
- Provide numerous opportunities for questions, answers, and feedback

VIRTUAL SEQUENCE #1:

FIVE SEEDS OF LEADERSHIP – LEADING OTHERS (PART 1)

The success of the virtual sequences will be enabled by the deeper relationships developed from the IPS1, as virtual engagement is enhanced when participants already have established rapport and trust. Participants will also develop virtual competencies and etiquette to enhance engagement. In the virtual context, this sequence will involve the Five Seeds of Leadership, one-on-one coaching around the ILDP, and continued opportunities for project teams to practice their presentations and receive feedback. Finally, participants will engage in a variety of independent learning activities while receiving support from the program instructors. Objectives include:

- Share best practices for virtual etiquette and engagement
- Maintain progress on individual leadership development plans and meet one on one with coach
- Reinforce leadership concepts learned in IPS1
- Engage with mentors, conduct leader interviews, and read leadership materials
- Develop new leadership skills by knowing and sowing the Five Seeds of Leadership
- Maintain project team progress through presentations and feedback
- Support participants as they review their feedback and begin setting development goals

IN PERSON SESSION #2:

MICRO-POLY CASE STUDY – LEADING INSTITUTIONS

The IPS2 is all about leadership in action. This session will provide numerous opportunities for participants to bring all their learning to life through an in-depth case study called Micro-Poly. Participants will focus on achieving a specific set of goals associated with the case study, while also paying close attention to the team-dynamics creating successes and challenges. Teams will have opportunities to receive feedback, reflect on their process, and course-correct throughout the session. Objectives include:

- Continue to develop relationships and community amongst the cohort
- Interpret and use financial and economic information provided in government and consultancy reports
- Develop alternative policy reform options to address issues relevant to island jurisdictions
- Synthesize and communicate issues, findings, and policy recommendations to decision makers
- Demonstrate effective policy advocacy skills using various leadership concepts and principles
- Recognize individual and personal leadership skills in need of further development
- Undertake higher level leadership positions in communities, organizations, and governments



VIRTUAL SEQUENCE #2:

FIVE SEEDS OF LEADERSHIP – LEADING OTHERS (PART 2)

The VS2 will include part two of the Five Seeds of Leadership and provide the necessary support for continued learning and development of participants and project teams. Occurring four months into the program, the curriculum is partly left open for content based on the unique needs and desires of the cohort. This sequence will provide opportunities for project teams to practice, receive feedback, and work on their final preparations for IPS3. Participants will continue to engage in independent learning activities while receiving support from program instructors. Objectives include:

- Develop new leadership skills by knowing and sowing the Five Seeds of Leadership
- Maintain progress on team projects and Individual Leadership Development Plans
- Allow opportunity for demand-driven content (informed by ILDP group challenges)
- Present Team projects and receive feedback in final preparation for the last in person session
- Conduct leadership interviews and communicate with mentors
- Engage in one-on-one coaching

IN PERSON SESSION #3:

CAPSTONES, CELEBRATIONS, AND THE ROAD AHEAD

As the last session of the program, this week will include final capstone presentations, project team feedback, guest speakers, demand-driven content, and a graduation celebration. An important goal of this session is to synthesize all program content and help position participants for continued and sustainable development as leaders and professionals. It will end by gathering program feedback from participants. Objectives include:

- Synthesize lessons learned throughout the program
- Allow for demand-based content and activities based on cohort needs
- Prepare participants to sustain their leadership development beyond the ELDP
- Present final team presentations to esteemed panel of judges
- Examine lessons learned from team process and presentations
- Identify and commit to next steps with the ILDP
- Celebrate ELDP participants success and growth
- Obtain program feedback

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I learned that to become an influential leader I must first have a deeper understanding of who I am as an individual and how others perceive me.



Jovalyn Ilong Koshiba,
Palau, 2021



ELDP PARTICIPANTS

(2008-2021)

PACIFIC AND VIRGIN ISLANDS



2022-2023

SCHEDULE

FOR EXECUTIVE LEADERSHIP
DEVELOPMENT PROGRAM

September 5, 2022

Announce the ELDP 2022-23 application process

October 10, 2022

APPLICATION PROCESS CLOSES

November 7, 2022

Candidates for the ELDP class of 2022 announced

December 12-17, 2022

In Person Session #1 – Leadership Fundamentals - Leading Self and Teams

(Class hosted by Guam)

December 19, 2022 - April 14, 2023

Virtual Sequence #1 - Five Seeds of Leadership - Leading Others (Part 1)

April 17-22, 2023

In Person Session #2 – Micro-Poly Case Study - Leading Institutions

(Class hosted by Pohnpei)

April 24, 2023 - August 11, 2023

Virtual Sequence #2 - Five Seeds of Leadership - Leading Others (Part 2)

August 14, 2023 - August 19, 2023

In Person Session #3 - Capstones, Celebrations, and the Road Ahead

(Class held in CNMI)



Executive Leadership Development Program
Graduate School USA, PITI-VITI

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🌐 <http://eldp.pitiviti.org>

The Executive Leadership Development Program is managed by the Graduate School USA's Pacific & Virgin Islands Training Initiatives (PITI-VITI) with funding support from the United States Department of the Interior's Office of Insular Affairs. Additional program information is available online at <http://eldp.pitiviti.org>.

