

# Executive Leadership Development Program of the Pacific Islands

## ELDP Class of 2025 APPLICATION GUIDELINES

***Apply now to join the 2025 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 206 program alumni who are energized by their program experience!



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

***Applications are due by  
November 1, 2024.***



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# ELDP APPLICATION CLASS of 2025

*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, with funding support from the U.S. Department of the Interior's Office of Insular Affairs.*

## HERE ARE A FEW ISSUES FOR YOUR CONSIDERATION BEFORE APPLYING TO THE ELDP:

### **Minimum Qualifications:**

To be eligible for the program, you must have been employed full-time with your government for the past two years as of the date of your application. For example, if you are applying in August 2024, you must have been continuously employed since August 2022. While a bachelor's degree is highly recommended, it is not mandatory. We especially encourage applications from individuals working in finance, accounting, budget, and audit. However, the ELDP is open to all qualified government employees, including those from semi-autonomous agencies and component units. We value diversity in professional experience in our selection process.

### **Government Support:**

As part of the application process, you must submit a letter of support from your immediate supervisor. This letter should include your supervisor's recommendation for your acceptance into the program and their commitment to supporting you throughout the year. It is important to encourage your supervisor to explain how your leadership development will benefit your organization. Ensure you allow ample time to obtain this important letter. Additionally, please be sure to follow your government's protocols and formal guidelines when requesting the letter of support.

## Time Commitment

Participation in the ELDP requires attending three, one-week-long training sessions and two virtual sequences to receive your Certificate of Completion. On-site sessions will be held in Guam, Majuro, and Palau, as follows:

January 13-17, 2025

**In-Person Session #1** – Leading Self: Leadership Fundamentals  
(Class hosted by Guam)



February 3, 2025 – March 13, 2025

Virtual Sequence #2 - Leading Others: The Five Seeds of Leadership



April 7-11, 2025

In-Person Session #3 – Leading Change: The Republic of Micro-Poly Case Study  
(Class hosted by Majuro, RMI)



April 21, 2025 – July 4, 2025

Virtual Sequence #4 - Leading Others: The Five Seeds of Leadership



July 30, 2025 to August 6, 2025

In-Person Session #5 - Leading into the Future: Capstones, Celebrations,  
and the Road Ahead



Travel typically occurs several days before and after in-person event dates, so please plan appropriately. It is essential to plan to attend the entire week of on-site sessions and the full duration of virtual sessions. Candidates who do not complete the full program will not be allowed to continue or permitted to graduate.

Participants are also required to complete several assignments between sessions, some of which require a significant time commitment. These assignments include leadership interviews, book reviews, team projects, and meetings with coaches and mentors, among others. Please review the [ELDP Pacific 2025 Program Description](#) for detailed information on training dates, inter-session assignments, and graduation requirements.

## 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 cover the costs associated with your travel and participation in the ELDP. They will also fund all costs related to delivering and administering the program.

The ELDP presents a unique opportunity to enhance your leadership skills and advance your career in the context of island government. We look forward to receiving your application.

# APPLICATION PROCESS

To apply for the Executive Leadership Development Program (ELDP), you must submit five required documents. An optional sixth document may be included if you opt to provide a letter of support from a prior ELDP program graduate. 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 are unable to access the online form, you may manually complete the form provided on page 7 of this document.

2

## **Letter of Intent** [required]

Compose a letter addressed to the ELDP Selection Committee, detailing your interest in the program, your reasons for pursuing a career in public service, how you believe the ELDP will benefit your career, and your commitment to completing the program. The selection committee carefully considers your Letter of Intent as an indication of your dedication, desire to participate, and interest in serving the government.

3

## **Letter of Support from Your Supervisor** [required]

Your supervisor plays a crucial role in ensuring you have the time to complete assignments and attend sessions. They must write a letter of support indicating they have read the attached Program Description and will support you in this endeavor. The supervisor should also explain why you are being recommended for the program and provide specific examples of your performance in your current position that demonstrate 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. You may use a format of your choice, but please do not exceed two pages.

5

## **Personal Biography** [required]

Provide a brief personal biography that is suitable for public release. A sample biography may be found on page 8 of this document, and biographies for all prior ELDP graduates are available on the ELDP website at <http://go.pitiviti.org/bios>.

6

## **Optional Letter of Support from an ELDP Graduate** [optional]

You may request an ELDP alumnus to submit a letter in support of your application. The letter should explain the relationship between you and the ELDP graduate and provide specific examples illustrating why you will succeed in the program and in your career. Past ELDP participants by jurisdiction are available at <http://go.pitiviti.org/bios>.

# APPLICATION DETAILS

- \* We will only accept complete application packages. All five required items must be submitted for your application to be complete. The optional Letter of Support from an ELDP Graduate will not be considered if submitted after the application closing date.
- \* Your completed application must be received no later than November 1, 2024.
- \* You will be notified of your admission status no later than December 6, 2024.
- \* Questions may be directed to [info@pitiviti.org](mailto:info@pitiviti.org) or +1.808.523.1650.
- \* To start your ELDP application, please visit <https://apply.pitiviti.org>. You will receive an email confirmation once your application has been received. If you do not receive confirmation of your application receipt or have any concerns about the status of your application, please contact [info@pitiviti.org](mailto:info@pitiviti.org).

The ELDP 2025 admissions screening committee is comprised of two representatives from the Pacific and Virgin Islands Training Initiatives of the Graduate School USA. The final selection committee includes 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 strives to create a diverse class representing a broad range of insular area governments, technical subject areas, gender, and experience.

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

“Helped me cultivate  
authenticity within myself,  
and helped foster genuine  
connections with colleagues.”

**Chirag Bhojwani**

Guam



# ELDP APPLICATION FORM INFORMATION SHEET (CLASS OF 2025)

The Executive Leadership Development Program is accepting applications to the 2025 cohort prior to November 1, 2024. 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](mailto:applications@pitiviti.org).

## Personal Information

## Educational Background

## Current Employment

## Previous Applications

Have you applied to the ELDP previously?

Yes

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 may be e-mailed to [applications@pitiviti.org](mailto:applications@pitiviti.org), or sent by postal mail to ELDP Applications, 900 Fort Street Mall, Suite 1540, Honolulu, Hawaii, 96813. Please contact us at [info@pitiviti.org](mailto:info@pitiviti.org) with any questions or concerns.

## Sample Personal Biography

(Tiffany Crisostomo )

Tiffany Crisostomo, as the Commonwealth Healthcare Corporation's (CHCC) Director of Revenue, oversees all revenue cycle activities in Saipan, Rota, and Tinian. Ms. Crisostomo also serves as the key contact for payer partners, vendors, and stakeholders across the organization. Along with revenue cycle activities, she manages the CHCC's outpatient pharmacy business operations and has recently been appointed to oversee the business activities of the health system network program, also known as the medical referral program for the CNMI. In this capacity, she supervises more than fifty employees working in Rota, Tinian, Guam, and Hawaii. Ms. Crisostomo gained experience as a psychosocial rehabilitative worker providing direct and indirect clinical services to patients enhancing psychosocial rehab and basic skills for children and their families. Her financial background includes experience as a treasury analyst and serving in financial institutions. Her clinical and financial background impacted her career and prepared her to deal with patients, ensuring accuracy with processes and complying with healthcare regulations.

Ms. Crisostomo holds a Bachelor's degree in Management Information Systems from the University of Nevada Las Vegas, a Master's degree in Psychology from the University of the Rockies, and a Master's degree in Business Administration specializing in Healthcare Management from Western Governors University.

### Note:

For additional examples, biographies for all prior ELDP program participants are available to view online at <http://go.pitiviti.org/bios>.



“Allowed me to be vulnerable and to grow as a young, emerging leader.”

*Claret ChongGum*  
RMI





# ELDP GRADUATION REQUIREMENTS

*The Executive Leadership Development Program (ELDP) is an intensive, year-long program that includes on-site sessions, virtual sessions, and between-session assignments. To graduate from the ELDP, participants must:*

- \* 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 promptly and comprehensively.
- \* Build, monitor, and follow an Individual Leadership Development Plan (ILDP).
- \* Contribute positively to project teams.

The ELDP curriculum, outlined below, may be adjusted to accommodate the unique needs of each ELDP cohort. A final schedule with corresponding deadlines will be shared during the opening session of the ELDP. The anticipated assignments and deadlines are as follows:

## **During Program Preparation**

All participants must complete two extensive surveys: the Leadership Effectiveness Inventory (LEI) and the Social Style Model (SS). These surveys, completed by participants, their supervisors, peers, and subordinates, provide 360° feedback on leadership and management behaviors. Participants must ensure their assessors complete the LEI and SS surveys promptly.

Prior to traveling to participate in the first session of the ELDP, the following activities must be delivered:

- \* Complete the LEI/SS (participant).
- \* Ensure completion of the LEI/SS by the participant's supervisor.
- \* Ensure completion of the LEI/SS by three of the participant's peers.
- \* Ensure completion of the LEI/SS by three of the participant's subordinates (if applicable).
- \* Obtain a signed Memorandum of Understanding between the participant's supervisor and ELDP managers.
- \* Indicate project team preferences.
- \* Participate in a virtual orientation session

## During In Person Session #1

The kickoff session, scheduled for January 13-17, 2025, in Guam, includes various activities to help participants build an ILDP and initiate long-term activities. During this session, participants will:

- \* Develop relationships with participants, program instructors, and other stakeholders.
- \* Recognize their behavioral preferences, professional strengths, and areas for growth.
- \* Identify their social style and appreciate style versatility.
- \* Enhance self-awareness as a leader and learn leadership fundamentals.
- \* Discover the stages of team development and be assigned to a team project.
- \* Engage in team-building activities to facilitate successful team dynamics.
- \* Complete a draft project plan for team projects.
- \* Draft an ILDP based on insights gained during the week.

## During Virtual Sequence #2

Assignments during Virtual Sequence #2 are derivative of the first in-person session, serving as a roadmap for subsequent weeks. Participants will:

- \* Select a mentor and complete a mentoring contract
- \* Write a status report on mentoring meetings
- \* Seek approval of their Individual Leadership Development Plan (ILDP)
- \* Write a status report on the progress of their ILDP
- \* Conduct and report on leadership interviews
- \* Complete assignments on a selected leadership book

Virtual Sequence #1 also creates an opportunity to think about leadership in the context of the Pacific Islands and the challenges unique to island governments. Specifically, participants will:

- \* Learn about the “5 Seeds of Leadership”
- \* Report on and adjust their ILDP
- \* Present the status of their team project

## During In Person Session #3

The second in-person session, scheduled for April 7-11, 2025, in the Republic of the Marshall Islands, focuses on an in-depth case study of “Micro-Poly,” a fictional government facing challenges common to Pacific island governments. Participants will:

- \* Meet individually with program advisors to update their ILDP.
- \* Learn about the process of working on a team.

## During Virtual Sequence #4

Virtual Sequence #4 includes demand-based content and learning activities. As participants move toward the final in-person session, they will:

- \* Conduct and report on leader interviews.
- \* Write a summary of what they have learned from leader interviews.
- \* Write a summary of ILDP accomplishments.
- \* Prepare for their final team project presentation.

## In Person Session #5

The capstone session, scheduled for July 30-August 5, 2025, in the Republic of Palau, features guest speakers, topics of interest to the participant class, and a final presentation of team projects. During this session, participants will:

- \* Engage in demand-based learning.
- \* Hear from guest speakers.
- \* Participate in capstone activities.
- \* Present their final team project report to a panel of advisors, including representatives from the Department of Interior's Office of Insular Affairs.
- \* Write a Program Impact Paper describing their learning over the course of the program.

“Among the top, most memorable, life-changing experiences I’ve ever encountered.”

*Andy Choor*  
Yap





# ELDP PARTICIPANTS

(2008-2023) PACIFIC AND VIRGIN ISLANDS




*Celebrating 206 Program Participants!*

# 2024-2025 SCHEDULE

FOR ELDP CLASS OF 2025

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 August 30, 2024


**Announce the ELDP 2025 application process**

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 November 1, 2024


**APPLICATION PROCESS CLOSES**

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 December 6, 2024

**Candidates for the ELDP class of 2025 announced**

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 December 9, 2024 - January 12, 2025

**Program Preparation:**

Communication and Assignments


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 January 13, 2025 - January 17, 2025

**In-Person Session #1 - Leading Self**

Leadership Fundamentals


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 February 3, 2025 - March 10, 2025

**Virtual Sequence #2 - Leading Others**

The Five Seeds of Leadership


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 April 7, 2025 - April 11, 2025

**In-Person Session #3 - Leading Change**

The Republic of Micro-Poly Case Study


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 April 21, 2025 - June 30, 2025

**Virtual Sequence #4 - Leading Others**

The Five Seeds of Leadership

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 July 30, 2025 - August 5, 2025

**In-Person Session #5 - Leading into the Future**

Capstones, Celebrations, and the Road Ahead

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# ELDP 2025 Program Schedule

All dates are Guam time (one day earlier for American Samoa and Hawaii)

## August 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## September 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## October 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## November 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- ELDP Applications Open
- ELDP Virtual Information Sessions
- EDLP Application Deadline
- ELDP Acceptance Notifications
- ELDP New Cohort Virtual Orientation

## January 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## March 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## April 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## May 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## June 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## July 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## August 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- ELDP On-Site Session 1 – Guam
- ELDP Sequence 2 – Virtual
- ELDP On-Site Session 3 – RMI
- EDLP Sequence 4 – Virtual
- ELDP On-Site Session 5 - Palau





**APPLY NOW** at [apply.pitiviti.org](http://apply.pitiviti.org)

*Applications are due by November 1, 2024.*



**Download the ELDP 2025  
Program Description at**  
*[go.pitiviti.org/eldp-prog](http://go.pitiviti.org/eldp-prog)*



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>.

**Graduate School** USA



**Executive Leadership Development Program  
Graduate School USA, PITI-VITI**

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