



# Executive Leadership Development Program

of the Pacific and Virgin Islands

2020-2021

# APPLICATION GUIDELINES

***Apply now to join the 2020-2021 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 149 program alumni who are energized by their program experience!

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

***Applications are due by***  
***April 30, 2020.***



# ELDP APPLICATION

for 2020-2021

*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](http://www.pitiviti.org)), with support from the U.S. Department of the Interior's Office of Insular Affairs ([www.doi.gov/oia](http://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 149 program alumni who are energized by their program experience by applying now! The deadline for applications to join the ELDP 2020-2021 Cohort is April 30, 2020.*

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 March 2020 you must have been continuously employed by your government since March 2018. 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 to receive your Certificate of Completion. Sessions will be held one time per quarter in various locations. The location and dates for the 2020-2021 ELDP class:

- Guam: August 17-22, 2020
- Majuro, RMI: November 2-7, 2020
- Saipan, CNMI: February 1-6, 2021
- Honolulu: June 7-12, 2021



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 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.

“  
*Provided the courage  
to overcome challenges  
rather than running  
around them.*”

**RYAN CAMACHO, JR**  
(CNMI, 2019)



# 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 attached 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 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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*I am sincerely humbled and grateful the ELDP experience, which has truly has contributed to the fullness of my life.*

**CRYSTAL SANA-EKICHY**  
*Chuuk 2017*



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 April 30, 2020.*

The 2020-2021 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 June 15, 2020.

If you have **questions**, please contact Jason Aubuchon (jason.aubuchon@graduateschool.edu) at the Pacific and Virgin Islands Training Initiatives (PITI-VITI) of the Graduate School USA. He can be reached by email or by calling (808) 523-1650.

**To start your ELDP application, please visit <http://eldp.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 Jason Aubuchon at the e-mail address above.

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 2020-2021)

*The Executive Leadership Development Program is accepting online applications to the 2020-2021 cohort prior to **April 30, 2020**. In order to begin the application process, please visit us online at <http://eldp.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).*

<b>Personal Information</b>	First Name	Last Name
	Email Address	Phone Number
<b>Educational Background</b>	High School Attended	Year of Graduation
	Highest Level of Education Degree/Diploma Conferred	School Name
	Year of Graduation	Major Area of Study
<b>Current Employment</b>	Insular Government	Department/Agency
	Position Title	Start Date for This Position
	Major Duties and Responsibilities	
	Number of Individuals you Directly Supervise	
<b>Previous Applications</b>	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](mailto: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 has been life-changing and has had a lasting impact on me personally and professionally.*

**ISABELA SILK**  
(RMI, 2019)



# ELDP GRADUATION REQUIREMENTS

*The Executive Leadership Development Program (ELDP) is an intensive, year-long program that includes both in-class and between-session assignments. To graduate from the program, participants must attend all four sessions and complete all ELDP required assignments and activities.*

**Participants are required to attend all class sessions and every day during the sessions.**

The first three 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. The anticipated assignments and the time during the program which they are due are:

## Prior to the First Session

All participants must complete two extensive surveys: the *Leadership Effective Inventory (LEI)*, and *Social Style Model (SS)*. In addition to your own self-assessments, both surveys are required to be completed by your supervisor, peers, and subordinates to provide you with 360° feedback on your leadership and management behaviors. You are responsible for ensuring that your assessors complete the LEI and SS surveys in a timely manner.

**The following must be completed prior to Session One:**

- Complete the LEI/SS (ELDP participant).
- Complete the LEI/SS (participant's supervisor).
- Complete the LEI/SS (three of the participant's peers).
- Complete the LEI/SS (three of the participant's subordinates - if applicable).
- Obtain signed Memorandum of Understanding between the ELDP participant's supervisor and the ELDP program managers.

## During the First Session

The kickoff session, **August 10-15, 2020**, includes a variety of sessions designed to help you build an individual development plan (ILDP) and initiate several other long-term activities.

**During the first session you will:**

- Begin to recognize your behavioral preferences, professional strengths and areas for growth
- Identify your own social style and begin to appreciate style versatility
- Learn the meaning of two key leadership skills: diagnosis and flexibility
- Discover the stages of team development and be assigned to a team project
- Complete a draft project plan for your team project
- Draft your Individual Development Plan (ILDP) based on insights gained during the week



## Prior to the Second Session

Assignments completed prior to the second session consist of homework from the first session that will serve as a roadmap throughout subsequent weeks and months.

**You will communicate with an instructor as you:**

- Select a mentor
- Complete a mentoring contract
- Seek approval of your Individual Leadership Development Plan (ILDLP)
- Report on your ILDP progress
- Conduct and report on 2 leadership interviews with leaders that you choose
- Complete a 2-3 page report on a management book selected for this program

## During the Second Session

The second session, scheduled for **November 2-7, 2020**, creates an opportunity to think about leadership in the context of the Pacific Islands and the challenges unique to island governments. Additionally, you will meet individually with instructors as you advance in your ILDP.

**Specifically, you will:**

- Learn about the "5 Seeds of Leadership"
- Report on and make adjustments to your ILDP
- Present the status of your team project

## Prior to the Third Session

At this point you will have made significant progress on a variety of assignments.

**Before the third session you will complete the following:**

- A status report on the progress of your ILDP
- A status report on your mentoring relationship
- Conduct and report on two more leadership interviews with leaders that you choose
- Preparatory work for Session III

## During the Third Session

The third session, scheduled for **February 1-6, 2021**, is an in-depth case study of "The Republic of Micro-Poly," a fictional government facing a variety of challenges common to Pacific island governments. Your team will spend the majority of time examining the case study and preparing policy recommendations to address problems assigned to your team.

**Additionally, you will:**

- Present an update on your team project
- Meet individually with instructors to update your ILDP

## Prior to the Fourth Session

As we move toward the final week, you will complete the remainder of your assignments, including:

- Conduct and report on two final leader interviews with leaders that you choose
- Write a summary of what you have learned from your six leader interviews
- Write a summary of what you have accomplished in your ILDP
- Write a Program Impact Paper describing what you have learned over the course of the ten months
- Prepare for your final team project presentation

## During the Fourth Session

The capstone session, scheduled for **June 7-12, 2021 in Honolulu**, is a combination of guest speakers, topics of particular interest to your class, and a final presentation of your team project. It is a celebration of all you have accomplished during the year.

During the week you will:

- Participate in "capstone" program activities
- Present your final team project report to a panel of advisors, including representatives from the Department of Interior's Office of Insular Affairs.
- Complete an end of program evaluation



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*The ELDP helped me realize what I want to become and showed me how to get there.*

**Roxanne Blesam**  
(Palau, 2015)

# ELDP PARTICIPANTS

(2008-2019)

PACIFIC AND VIRGIN ISLANDS



*Celebrating*  
149 Program Alumni!

2020-2021

# SCHEDULE

FOR EXECUTIVE LEADERSHIP  
DEVELOPMENT PROGRAM

 February 15, 2020

**Announce the ELDP 2020-21 application process**

 April 30, 2020

**APPLICATION PROCESS CLOSES**

 June 15, 2020

**Candidates for the ELDP class of 2021 announced**

 August 17-22, 2020

**Session #1 – Leading Self**

(Class hosted by Guam)

 November 2-7, 2020

**Session #2 - Leading Others**

(Class hosted by the Marshall Islands)

 February 1-6, 2021

**Session #3 – Leading Institutions**

(Class hosted by CNMI)

 June 7-12, 2021

**Session #4 - Capstone – Looking to the Future**

(Class held in Honolulu, HI)

  
**Graduate School USA**



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

 900 Fort Street Mall, Suite 1540,  
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 [eldp@pitiviti.org](mailto:eldp@pitiviti.org)

 <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>.

