



# Executive Leadership Development Program

of the U.S. 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  
August 10, 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 August 10, 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. **Due to the COVID-19 pandemic, sessions will be held virtually one time per quarter.** The location and dates for the 2020-2021 ELDP class:

- Session I September 13-18, 2020
- Session II December 6-11, 2020
- Session III February 28-March 5, 2021
- Session IV June 6-11, 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.

(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).

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*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 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 August 10, 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 August 21, 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 **August 10, 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

(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.

### 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, nine-month 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.** Each session are six days, scheduled for Sunday through Friday. The Executive Leadership Program described below is strategically designed around three program components:

## Training

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.

# ELDP PARTICIPANTS

(2008-2019)

PACIFIC AND VIRGIN ISLANDS



*Celebrating*  
149 Program Alumni!



2020-2021  
**SCHEDULE**  
FOR EXECUTIVE LEADERSHIP  
DEVELOPMENT PROGRAM  
U.S. Virgin Islands



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 August 10, 2020

**APPLICATION PROCESS CLOSES**

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 August 30, 2020

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

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 September 13-18, 2020

**Session #1 – Orientation Staging the Executive Leadership Journey**

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 December 6-11, 2020

**Session #2 – Building on the Executive Leadership Journey**

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 February 28-March 5, 2021

**Session #3 – Leading People**

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 June 6-11, 2021

**Session #4 – Graduation Week**

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*\*Please note:*

*Due to COVID-19 all classes will be held virtually*

  
**Graduate School USA**



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

 900 Fort Street Mall, Suite 1540,  
Honolulu, Hawaii 96813

 +1.808.523.1650

 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>.

