



APPLICATION/NOMINATION FOR THE 2020-2021 STATE OF WISCONSIN ENTERPRISE MANAGEMENT DEVELOPMENT ACADEMY (EMDA)

EMDA is an academy-style management development program for aspiring and new managers or supervisors. The goal of the program is to provide participants opportunities to learn the skills necessary for the challenges they face in state service.

Eligible candidates are any new or aspiring manager. A new manager is an individual who has less than five years supervisory experience, preferably in the public sector. An aspiring manager is an individual who has made a personal career commitment to become a supervisor or manager in Wisconsin State Government.

You may be nominated by your manager/supervisor or another manager/supervisor in pay range 81-03 or higher (complete Section 2A), or you may self-nominate with a recommendation letter from any manager/supervisor in pay range 81-03 or higher and your current supervisor's approval (complete Section 2B).

Your agency has an internal selection process for EMDA. Please consult with your management before submitting this application.

Section 1 (Required)

Applicant/Nominee Information

Name of Applicant/Nominee _____

Position _____

Agency _____

Work Address _____

Work Phone _____ Alternative Phone _____

FAX _____ Work Email _____

Past Supervisory, Management, Similar Training or Experience

- Are you currently a supervisor with the State of Wisconsin? Yes No
- If yes, how many years have you been a supervisor in the *public* sector? _____
If you have 5+ years as a supervisor in Wisconsin State Government, you are ineligible for this program.
- Nomination by a Manger/Supervisor? Yes No If yes, complete section 2A.
- Nomination by Self? Yes No If yes, complete section 2B.



Section 2A

This section is for nominations submitted by manager/supervisor only. Nominator must be at or higher than 81-03 pay range or equivalent, or an unclassified administrator. Leave this area blank for self-nominations and continue to the 'Nomination by Self', Section 2B.

Nomination by Manager/Supervisor

I, _____ nominate _____ to participate in the EMDA. In nominating him/her for the program, I am recognizing her/his management abilities and potential. I am also recognizing that her/his participation will require time away from work, and that the organization will encourage this professional development activity, within the constraints of organizational demands.

Signature _____ Date _____ Job Class (e.g. 81-03) _____

Current Manager/Supervisor Approval

Complete only if current manager/supervisor is different than nominating manager/supervisor

I, _____ recognize the management abilities and potential of _____ and approve of his/her participation in the EMDA. I am also recognizing that her/his participation will require time away from work, and that the organization will encourage this professional development activity, within the constraints of organizational demands.

Additional Requirements:

- **Recommendation Letter by Nominating Manager/Supervisor**
Include a one-page recommendation letter focusing on applicant's leadership potential, skills, abilities, strengths, and contributions to a team they have worked on.
- **Applicant Essay**
Include a one-page statement that includes relevant examples of how you have cultivated your leadership skills and your plans to apply new knowledge gained in the program appropriately in your work environment.



Section 2B

This section is for nominations by self. Leave this area blank for nominations by manager/supervisor and complete the 'Nomination by Manager/Supervisor', Section 2A.

Nomination by Self

I, _____ nominate myself to participate in the EMDA. In nominating myself for the program, I am recognizing my management abilities and potential. I am also recognizing that my participation will require time away from work, and that the organization will encourage this professional development activity, within the constraints of organizational demands.

Current Manager/Supervisor Approval

I, _____ recognize the management abilities and potential of _____ and approve of his/her participation in the EMDA. I am also recognizing that her/his participation will require time away from work, and that the organization will encourage this professional development activity, within the constraints of organizational demands.

Additional Requirements:

- **Recommendation Letter by any Manager/Supervisor in Your Department**

Include a one-page recommendation letter focusing on applicant's leadership potential, skills, abilities, strengths, and contributions to a team they have worked on.

For self-nominations, a letter of recommendation from any manager or supervisor in your department must be included. This need not be from your immediate manager or supervisor. Supervisors must be at or higher than 81-03 pay range or equivalent, or an unclassified administrator. Self-nominations without a letter of recommendation will not be accepted.

- **Applicant Essay**

Include a one-page statement that includes relevant examples of how you have cultivated your leadership skills and your plans to apply new knowledge gained in the program appropriately in your work environment.



Section 3 (Required)

Applicant Commitment

This must be completed whether the applicant self-nominates or is nominated by someone else.

I verify that the above information is accurate to the best of my knowledge. If selected to participate in the EMDA, I commit to full participation and to abide by all program policies and guidelines (see attached policies and guidelines).

Signature _____ Date _____

Section 4 (Required)

Agency Head Approval

This must be completed whether the applicant self-nominates or is nominated by someone else.

It is my professional opinion that this individual should be admitted to the EMDA.

Name (print) _____ Title _____

Signature _____ Dept. _____ Date _____

Applicant Checklist

To be considered, your application must include all the following:

Nominations by Manger/Supervisor:

- Completed Application (includes both Manager/Supervisor and Agency Head Approval)
- Letter of recommendation from nominating manager/supervisor
- Applicant essay

Self-Nominations:

- Completed Application (includes both Manager/Supervisor and Agency Head Approval)
- Letter of recommendation from any supervisor in your department
- Applicant essay

To Submit

Please email completed application/nomination to the point of contact at your agency by the date indicated by your HR Director. All final aproved applications are due to DOA-DPM August 3, 2020

EMDA is committed to diversity and encourages applications by women, minorities and persons with disabilities.



2020-2021 EMDA CURRICULUM OVERVIEW

Quarter 1

BEING A LEADER

Sept. 8th	Emotional Intelligence <ul style="list-style-type: none">- Understanding your own Emotional Intelligence- Leveraging Emotional Intelligence in your teams (Emotional Intelligence 2.0 assessment)
Oct. 13th	Communication <ul style="list-style-type: none">- Team Communication- Meeting Management- Delegation
Nov. 10th	Time and Stress Management <ul style="list-style-type: none">- Understanding stress in teams- 5 stages of burnout- Effective time management

Quarter 2

BUILDING A TEAM

Dec. 8th	Team Development <ul style="list-style-type: none">- Multi-generational teams- Developing Trust within a team- Working with multiple types of people (MBTI Assessment)
Jan. 12th	Accountability <ul style="list-style-type: none">- Developing an accountability framework- Goal setting
Feb. 9th	Managing Conflict <ul style="list-style-type: none">- Difficult Conversations- Conversational Intelligence- Influence

Quarter 3

BEING A MANAGER IN STATE SERVICE

March 9th	Understanding the budget process
April 13th	Leveraging HR as a business partner
May 11th	Employment Relations (Investigations, Discipline, Work Rules)

Quarter 4

SUSTAINING YOUR TEAM

June 8th	Coaching Your Team <ul style="list-style-type: none">- Coaching questions- Developing a coaching mindset- Co-active coaching- 10 habits of coaching
July 13th	Managing Change <ul style="list-style-type: none">- Time management tips and tricks- Strategies for implementation- Change and influence
Aug. 10th	Process Improvement <ul style="list-style-type: none">- LEAN Methodologies- Continuous Improvement