



## **APPLICATION/NOMINATION FOR THE 2022-2023 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 approved applications are due to DOA-DPM July 22, 2022**

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

# 2022-2023 EMDA CURRICULUM OVERVIEW

## Quarter 1

## BEING A LEADER

C.7. Sept. 6 <sup>th</sup> C.8. Sept 27 <sup>th</sup>	<b>Emotional Intelligence</b> <ul style="list-style-type: none"> <li>- Understanding your own Emotional Intelligence</li> <li>- Leveraging Emotional Intelligence in your teams (Emotional Intelligence 2.0 assessment)</li> </ul>
C.7. Oct.11 <sup>th</sup> C.8. Oct 18 <sup>th</sup>	<b>Communication</b> <ul style="list-style-type: none"> <li>- Team communication</li> <li>- Meeting management</li> <li>- Delegation</li> </ul>
C.7. Nov. 8 <sup>th</sup> C.8. Nov.15 <sup>th</sup>	<b>Wellness</b> <ul style="list-style-type: none"> <li>- Understanding stress in teams</li> <li>- 5 stages of burnout</li> <li>- Effective time management</li> </ul>

## Quarter 2

## BUILDING A TEAM

C.7. Dec. 6 <sup>th</sup> C.8. Dec. 13 <sup>th</sup>	<b>Team Development</b> <ul style="list-style-type: none"> <li>- Multi-generational teams</li> <li>- Developing trust within a team</li> <li>- Working with multiple types of people (MBTI assessment)</li> </ul>
C.7. Jan.3 <sup>rd</sup> C.8. Jan.10 <sup>th</sup>	<b>Accountability</b> <ul style="list-style-type: none"> <li>- Developing an accountability framework</li> <li>- Goal setting</li> </ul>
C.7. Feb.7 <sup>th</sup> C.8. Feb.14 <sup>th</sup>	<b>Managing Conflict</b> <ul style="list-style-type: none"> <li>- Conversational Intelligence</li> <li>- Influence</li> </ul>

## Quarter 3

## BEING A MANAGER IN STATE SERVICE

C.7. March 7 <sup>th</sup> C.8. March 14 <sup>th</sup>	<b>Understanding the Budget Process</b>
C.7. April 4 <sup>th</sup> C.8. April 11 <sup>th</sup>	<b>Leveraging HR as a Business Partner</b>
C.7. May 9 <sup>th</sup> C.8. May 16 <sup>th</sup>	<b>Employment Relations</b> <ul style="list-style-type: none"> <li>- Investigations, discipline, work rules</li> <li>- Difficult conversations</li> </ul>

## Quarter 4

## SUSTAINING YOUR TEAM

C.7. June 6 <sup>th</sup> C.8. June 13 <sup>th</sup>	<b>Coaching Your Team</b> <ul style="list-style-type: none"> <li>- Coaching questions</li> <li>- Developing a coaching mindset</li> <li>- Co-active coaching</li> <li>- 10 habits of coaching</li> </ul>
C.7. July 11 <sup>th</sup> C.8. July 18 <sup>th</sup>	<b>Managing Change</b> <ul style="list-style-type: none"> <li>- Time management tips and tricks</li> <li>- Strategies for implementation</li> <li>- Change and influence</li> </ul>
C.7. Aug. 8 <sup>th</sup> C.8. Aug.15 <sup>th</sup>	<b>Process Improvement</b> <ul style="list-style-type: none"> <li>- LEAN methodologies</li> <li>- Continuous Improvement</li> </ul>