

APPLICATION PACKAGE

Application Deadline:
Wednesday, February 3, 2016

Program Dates:
March 2016 - June 2016



The New York City LEADERSHIP INSTITUTE

NYC

Bill de Blasio
Mayor

Citywide
Administrative
Services

Lisette Camilo
Commissioner

Citywide
Organizational & Executive
Development Programs

New York City Leadership Institute

Mission

The New York City Leadership Institute is an intensive four-month program for outstanding middle-level New York City managers. The Leadership Institute identifies excellent City managers and provides them with specialized training in strategic change management. This training, and the access to key people and resources, will enable participants to be successful in change initiatives in their current work, and will continue to have value in any senior City management position to which they aspire. Follow-up seminars and related activities are also provided for all graduates. By drawing on the best resources around the City to provide initial and ongoing training, the Leadership Institute seeks to develop a cadre of skilled managers to assist change efforts in New York City.

Curriculum & Faculty

The Institute assumes a proficiency among its participants in daily management and crisis management. The curriculum focuses on how to bring about a strategic change and how to bring a large group of people through the change process. The curriculum is organized into three sections - organizational diagnosis, direction setting, and implementation strategy -and looks at management frameworks and tools as well as their application to organizational change in the public sector. Topics are taught by experts within City government, the academic community, and the private sector. The Institute constantly updates and focuses its curriculum to make certain it is relevant and applicable for the unique and changing demands that confront NYC managers.

Continuing Service

In addition to the program curriculum, the Leadership Institute provides several long-term benefits to its participants. The professional network, which Institute members build themselves, will be supported by follow-up seminars and related activities for all Institute graduates. Graduates may also have the opportunity to serve as faculty and curriculum advisors on future programs. By providing initial and ongoing training as well as continuing exposure to senior managers and other developmental resources, the Leadership Institute seeks to assist its participants in achieving their organizational and career goals in NYC government.

Qualifications

Applicants to the Leadership Institute should be outstanding middle-level managers who are in an appropriate position to bring about strategic change, and who have several years of management experience. A candidate for the Leadership Institute is usually a manager who has sufficient decision-making authority in his/her area of work and is, at most, two positions away from a senior management position in the agency. Some managers from small agencies and offices may have a smaller span of control, but should have a significant policy making role in their agencies or the City. Candidates should be committed to public service and to working in a diverse environment. Finally, they should be eager to take on broader and/or more increased responsibilities with the goal of becoming senior managers in City government.

Fees

Agencies will be assessed a nominal fee of **\$3,000** for each candidate selected to participate in the Leadership Institute.

Submitting the Application:

Send the original completed and signed application, including all supporting materials, to:

Citywide Organizational & Executive Development Programs
The Leadership Institute
New York City Department of Citywide Administrative Services
1 Centre Street, Room 2445
New York, NY 10007

IMPORTANT: This application will not be considered unless it is fully completed and signed, and includes all supporting materials.

Program inquiries should be directed to:

Citywide Organizational & Executive Development Programs
(212) 386-0004

www.nyc.gov/executivedevelopment



New York City Leadership Institute

Candidate Background Section:

Candidate Profile Data:

Today's Date: _____

Last Name: _____ First Name: _____

Work ID/Reference #: _____

Office Title: _____

Current Civil Service Title: _____

Agency: _____

Agency Address: _____

Business Telephone: _____

Business E-Mail: _____

Fax Number: _____

Optional Candidate Information (for reporting purposes only):

Ethnicity: White (not of Hispanic origin) Black (not of Hispanic origin)

Hispanic Asian or Pacific Islander

American Indian or Alaskan Native Other

Gender: Male Female

New York City Leadership Institute

Candidate Write-Up Instructions

Please respond to the following five (5) statements/questions on separate sheets of paper and attach to this form for submission. Limit your responses to approximately 350 words per question.

Background

1. Attach an updated copy of your resume, and list any other management development programs in which you have participated.

Experience

2. Briefly, explain the following: a) the basic responsibilities of your position; b) the numbers and levels of staff that you directly and indirectly supervise; and c) any policy role you may have. (Also, attach an organizational chart that includes the levels between you and the Agency Head.)
3. The curriculum of the Leadership Institute is focused on strategic change management. Give one example of a strategic change you hope to accomplish at your agency. Explain how this change will benefit the agency and some of the strategic challenges which must be addressed.
4. Provide an analysis of a strategic or organizational problem you have addressed already in your current position. Reflect on your role in this situation. Explain sources and obstacles that were present. Describe what you consider the successes in the project and what would you do differently.
5. Leadership Institute participants benefit from exposure to a wide range of perspectives. Participant input is critical to the success of the program. Describe the contribution, in terms of strengths or unique experience, you will bring to the participant group. What content areas do you think will be helpful in your leadership development?

Candidate Statement of Understanding

I understand that participation in the Leadership Institute will require a time commitment of one day per week (generally from 9:00 am – 2:30 pm) for approximately 16 sessions during the **Spring 2016**. I also understand that participation in the Institute will require my involvement in outside assignments and agency-based application projects. If selected to participate in the Leadership Institute, I will, to the best of my ability, meet all participation requirements.

Candidate's Signature

Date

Please send the original completed and signed application, including all supporting materials, to the following address by **February 3, 2016**:

Citywide Organizational and Executive Development Programs
The Leadership Institute
New York City Department of Citywide Administrative Services
1 Centre Street, Room 2445
New York, NY 10007

New York City Leadership Institute

Recommender/Agency Head Section:

Candidate Information (from Part I):

Last Name: _____ First Name: _____

Office Title: _____

Agency: _____

Agency Address: _____

Recommender Profile: (NOTE: A Recommender should be a current or former supervisor.)

Last Name: _____ First Name: _____

Title: _____

Agency: _____

Business Telephone: _____ E-mail: _____

Candidate Endorsement:

- Briefly explain why you believe the employee is an excellent candidate for the Leadership Institute. You can use either the space below for your response, or a separate sheet of paper that you will need to attach to this form for submission. (In either case, limit your response to 350 characters.)
- When finished, sign and date this section of the form below.

Recommender/Evaluator's Signature

Date

New York City Leadership Institute

Agency Head Endorsement:

(To Be Completed Only By the Agency Head)

Agency Head Recommendation

Please select one of the options below that best describes how much you recommend the candidate to participate in the Leadership Institute:

Very Highly Recommend Highly Recommend Recommend

Agency Head Statement of Understanding

I understand that participation in the Leadership Institute will require a time commitment of one day per week (generally from 9:00 am – 2:30 pm) for approximately 16 sessions during the **Spring 2016**. This candidate has my full support and will be released to fully participate if he or she is selected to participate in the program.

Please note: Your agency will be assessed \$3,000 for each employee selected to participate in the Institute.

Agency Head's Signature

Date

IMPORTANT: This application will not be considered unless it is fully completed and signed, and includes all supporting materials.

Submitting the Application:

The original signed and completed application package (i.e., Parts I and II), including all supporting materials, must be submitted to the following address by **February 3, 2016**:

**Citywide Organizational & Executive Development Programs
Leadership Institute**

NYC Department of Citywide Administrative Services
1 Centre Street, Room 2445
New York, NY 10007
(212) 386-0004

& Development

Citywide Learning



THE LEADERSHIP INSTITUTE

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