**EXECUTIVE LEADERSHIP ACADEMY FOR WOMEN
Application Process and Criteria**

The **Executive Leadership Academy for Women (ELAW)** is designed to provide professional development for Georgia State University’s junior and senior leaders. The goal of this program is:

* To provide the skills necessary to help advance female staff into senior leadership positions.

Qualified applicants will meet the following:

* Hold the position of Assistant Director (or equivalent) or higher for at least one-year of full-time service with Georgia State University
* Demonstrate high performance in professional experience
* Considered a “high potential” applicant for future advancement

Each applicant must have an official Georgia State sponsor who signs the participant’s application and submits a letter of recommendation. The sponsor must be an Assistant Dean, Assistant Vice President or higher held position. **An additional letter of recommendation is required from an immediate supervisor if not an Assistant Dean, Assistant Vice President or higher held position.** The sponsor can only recommend one potential candidate from the same department/unit.

A selection committee reviews application materials and selects applicants for in-person interviews. The interviews are based upon the overall strength of the applicant, and looks specifically to the leadership characteristics, skills presented, diversity, educational and experiential backgrounds.

Attendance is mandatory for program events, including the orientation kickoff, workshops, and graduation. Prior to submitting an application, applicants are encouraged to review the [Program Summary](http://aofw.gsu.edu/files/2015/09/2016Agenda_Summary.pdf).

Submit the completed application packets electronically by December 1, 2016 to aofw@gsu.edu. All applicants are notified by January 13, 2017. Interviews will take place during the last two weeks of January.

### ****Executive Leadership Academy for Women****

#### Application

Application Due: **December 01, 2015 at 5:00 pm**

**I. PERSONAL INFORMATION**NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SCHOOL/UNIT: \_\_\_\_\_\_\_\_\_\_\_\_
CAMPUS ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL: \_\_\_\_\_\_\_\_ \_\_\_

**II. GEORGIA STATE SPONSOR (DEAN, VP OR PRESIDENT)**Sponsor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Sponsor Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
School/Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sponsor Phone: \_\_\_\_\_\_\_\_\_\_
Sponsor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**III. APPLICANT SUPPORTING DOCUMENTS** –Please provide the following information.

**A. ESSAY** – On an attached sheet no longer than one page please answer the following four questions:

(1) What is leadership to you?

(2) What leadership qualities do you possess?

(3) How will you personally contribute to the Executive Leadership Academy for Women (ELAW) Program?

(4) How will your participation in this program benefit Georgia State University?

**B. RESUME** – Please attach a current resume or curriculum vitae. Please include Georgia State University experience, other work experience (if applicable), education and other management/leadership training.

**C. LETTERS OF RECOMMENDATION FROM SPONSOR AND DIRECT LEADER ARE REQUIRED.** – Please attach your letter of recommendation from a sponsor. An additional letter of recommendation is required from an immediate supervisor if not an Assistant Dean, Assistant Vice President or higher held position. Your letters of recommendation do not have to be submitted with your application on Dec. 1, but must be submitted by Jan. 13. You will not be considered for the program unless your recommendations have been submitted.

**D. ADDITIONAL INFORMATION** – Please use this space to offer any additional information that you wish to share regarding your interest in this program.

**Executive Leadership Academy**

**Characteristics, Skills and Competencies**

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| **Georgia State Leadership Competencies** | **Definition** |
| **1. Building Trust** | Interacting with others in a way that gives them confidence in one’s intentions and those of the organization.  |
| **2. Change Leadership** | Continuously seeking (or encouraging others to seek) opportunities for different and innovative approaches to addressing organizational problems and opportunities.  |
| **3. Coaching/Teaching** | Providing timely coaching, guidance, and feedback to help others excel on the job and meet key accountabilities.  |
| **4. Communication with Impact** | Expressing thoughts, feelings, and ideas in a clear, succinct, and compelling manner in both individual and group situations; adjusting language to capture the attention of the audience. |
| **5. Customer Orientation** | Cultivating strategic customer relationships and ensuring that the customer perspective is the driving force behind all value-added activities. |
| **6. Developing Strategic Relationships** | Using appropriate interpersonal styles and communication methods to influence and build effective relationships with business partners (e.g., peers, functional partners, external vendors, and alliance partners). |
| **7. Empowerment/Delegation** | Using appropriate delegation to create a sense of ownership of higher-level organizational issues and encouraging individuals to stretch beyond their current capabilities. |
| **8. Establishing Strategic Direction** | Establishing and committing to a long-range course of action to accomplish a long-range goal or vision after analyzing factual information and assumptions; taking into consideration resources, constraints, and organizational objectives. |
| **9. Executive Presence** | Conveying an image that is consistent with the organization’s values; demonstrating the qualities, traits and demeanor (excluding intelligence, competence, or special talents) that command leadership respect.  |
| **10. Financial Acumen** | Understanding and utilizing economic, financial, and industry data to accurately diagnose organizational strengths and weaknesses, identifying key issues, and developing strategies and plans.  |
| **11. Influencing Others** | Using appropriate interpersonal styles and technique to persuade others to accept a point of view, adopt a specific agenda, or take a course of action that will advance business goals; modifying one’s own behavior to accommodate motivations, situations, tasks, and individuals involved.  |
| **12. Operational Decision Making** | Relating and comparing; securing relevant information and identifying key issues; committing to an action after developing alternative course of action that take into consideration resources, constraints, and organizational values.  |
| **13. Selling the Vision** | Passionately selling an organizational strategy; creating a clear view of the future state by helping others understand and feel how things will be different when the future vision is achieved.  |
| **14. Team Development** | Using appropriate methods and interpersonal styles to develop, motivate, and guide a team toward successful outcomes and attainment of business objectives.  |
| **15. Valuing Diversity** | Creating and maintaining an environment that naturally enables all participants to contribute to their full potential in pursuit of organizational objectives. |

**Executive Leadership Academy for Women**

**Overview and Expectations**

**Process**

* Complete application
* Candidate recommended by sponsor
* In-person interview with several members of the Advancement of Women committee
* After ELAW acceptance; candidate attends orientation and one year of monthly workshops

**Overview**

* Designed to provide professional development for Georgia State University's junior and senior leaders
* ELAW curriculum is designed to develop and enhance leadership skills
* ELAW goal is to provide the skills necessary to help advance female staff into senior leadership positions

**Expectations**

* Be an ambassador for women among the university
* Help support and further the mission of the Advancement of Women

**Time commitment**

* 9-month term (March through December)
* Attend monthly program events

Advancement of Women

Executive Leadership Academy for Women

Program Summary 2017

The Executive Leadership Academy for Women is a nine-month long program that runs from late March to early December with daylong workshops that are held once a month. Here is a range of topics that may be covered during the length of the program:

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| **How the University Works** |
| **Diversity Training** |
| **The Profile of An Executive Leader** |
| **Adaptive Leadership** |
| **Women’s Leadership Forum – Cobb Galleria** |
| **Negotiation** |
| **Assertiveness Training** |
| **Strategic Leadership** |
| **Conflicts Management and Work/Balance** |
| **Leadership Development Plan** |
| **Executive Communication** |
| **Strategic Planning** |

*(Topics are subject to change)*