

## **STEPS TO APPLY FOR THE 2009-2010 CEW ADVANCED LEADERSHIP SEMINAR**

*\*\* Please read thoroughly. Only completed packets will be considered for selection. \*\**

1. Interested candidate prints application packet from this site. Components are Application, Personal Statement, Statement of Department Support and Endorsement.

2. Employee applicant completes the:

- Application and
- Brief Personal Statement, then
- Secures supervisor's signature on the "Statement of Department Support" and includes the form with the completed application.

**Please type your application responses. Handwritten applications will not be considered.**

3. Employee applicant identifies two people to write an endorsement – supervisor, and/or department dean, director or chair. Employee forwards the endorsement form to this person, who completes and sends it to CEW by Friday, July 24, 2009 via the methods noted below.

For selected participants, the fee for the series is \$500 and is due by October 31, 2009.

**4. CEW will accept all completed packets received by 5:00 p.m. Friday, July 24, 2009. Choose any of the four ways below to submit your packet.**

■ **FAX** to Dr. Kirsten Elling, CEW Assoc. Director for Counseling, Programs & Services: (734) 998-6203 fax

■ **HAND DELIVER** to CEW:  
330 East Liberty Street (corner of Division and Liberty)  
(Hours: Monday – Friday, 8:00 am – 5:00 pm)

■ **CAMPUS MAIL:**  
Attention: Dr. Kirsten Elling, Associate Director  
Center for the Education of Women  
330 East Liberty Street  
Ann Arbor, MI 48104-2289

■ **EMAIL to ALS-admin@umich.edu**  
(Originals of the recommendation/nomination letters and the Statement of Department Support form must be faxed, mailed or hand-delivered with the original signatures.)

5. Applicants will receive notification of their application outcome on Friday, August 21st, via e-mail.

**APPLICATION: The CEW Advanced Leadership Seminar**

Name \_\_\_\_\_

E-mail \_\_\_\_\_

Title \_\_\_\_\_

Department/Unit \_\_\_\_\_

Length of Service at UM \_\_\_\_\_ Service in current position \_\_\_\_\_

UMID # \_\_\_\_\_ Campus Phone \_\_\_\_\_

Campus address and zip code \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you applied for the ALS program in the past? If yes, when? \_\_\_\_\_

Please attach a current resume to this form.

\*\*\*\*\*

Name of Nominating Administrator/Supervisor:

\_\_\_\_\_

Title \_\_\_\_\_

Email/Telephone \_\_\_\_\_

\*\*\*\*\*

Name of Department Business Administrator:

\_\_\_\_\_

Title \_\_\_\_\_

Email/Telephone \_\_\_\_\_

## PERSONAL STATEMENT

**Name** \_\_\_\_\_

*As you considered applying to the Advanced Leadership Seminar at CEW, the opportunity made sense to you at a personal and professional level. Through careful review of the content and format, you are aware that this program features a supportive group learning environment as well as self-directed learning through readings and a change project. Please consider the following questions and respond in the space provided, using a few sentences per question.*

Remember to type your answers. Handwritten submissions will not be considered.

Upon reading the description of this opportunity, what draws you to apply to the ALS program?

What forces have shaped your experience and future aspirations in leadership?

Assess your ability and confidence with self-directed learning. Describe.

Do you have a vision for yourself as a leader? (Impact on others? Impact on unit/institution, personal growth?)

## **Page 2 – Personal Statement**

Describe your experience managing/leading through change. Examples of projects, transitions, etc. you've managed in the past are helpful.

And individual change project (as described in the ALS overview on our website) is an essential component of the ALS program. Please share your preliminary thoughts/ideas on what your change project might entail.

*Continue to next page for Statement of Department Support.*

**STATEMENT OF DEPARTMENT SUPPORT  
for**

Applicant Name \_\_\_\_\_

Successful outcomes of participation in the Advanced Leadership Seminar at CEW are maximized by full participation. Please review and prepare for attendance at all six workshop sessions.

In my supervisory role, I support \_\_\_\_\_'s full participation to attend all sessions of the 2009-2010 Advanced Leadership Seminar at the UM Center for the Education of Women.

Wednesday, September 23	1:00 pm - 5:00 pm
Wednesday, October 7	2:00 pm - 5:00 pm
Wednesday, October 21	1:00 pm - 5:00 pm
Wednesday, November 4	2:00 pm - 5:00 pm
Wednesday, November 18	1:30 pm - 5:00 pm
Wednesday, December 2	2:00 pm - 5:00 pm

December 2009 - March 2010      Project Planning Sessions  
- Groups of trios & quads, and individual consultations with senior CEW staff

Wednesday, February 17, 2010	Project Follow-up Session	3:00-5:00 p.m.
Wednesday, March 25, 2010	Project Presentations	2:00-5:00 p.m.
Wednesday, March 31, 2010	Project Presentations	2:00-5:00 p.m.
Wednesday, April 7, 2010	Project Presentations	2:00-5:00 p.m.

Tuesday, May 4, 2010    ALS Reception & Poster Presentations      4:00-5:30 p.m.  
Michigan League

These are the leadership and management topics that will be offered as part of the ALS curriculum: Leadership, Vision & Values; UM Organization & Culture; Emotional Intelligence in Leadership; Systems Change Management; Intercultural Communications; and Negotiations Skills.

All sessions will meet in the conference room at the UM Center for the Education of Women, 330 East Liberty Street (corner Liberty@ Division) unless otherwise noted.

**Our department supports the fee of \$500. I understand that our candidate, if selected, will receive a billing form at the first session Wednesday, September 23, 2009, which is to be completed by our department and returned to CEW by October 31, 2009.**

\_\_\_\_\_  
(print name)

(Name of Department Supervisor/Sponsor submitting this form)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(email)

*This form is to be returned to the applicant for inclusion with their ALS application. Thank you.*

# Nomination for the CEW 2008-09 Advanced Leadership Seminar

ENDORSEMENT for \_\_\_\_\_

For how long, and in what capacity have you known the applicant?

In the space below, please write a statement of support for the applicant to participate in the Advanced Leadership Seminar at CEW. Please speak to the applicant's leadership qualities, accomplishments, and potential for growth as a leader.

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Recommendation letter must be received by 5:00 p.m., on Friday, July 24, 2009.

Fax: 734-998-6203 to the attention of: Kirsten Elling

Campus mail:  
Dr. Kirsten Elling  
Associate Director  
CEW, 330 East Liberty  
Campus Zip: 2289  
E-mail: ALS-admin@umich.edu