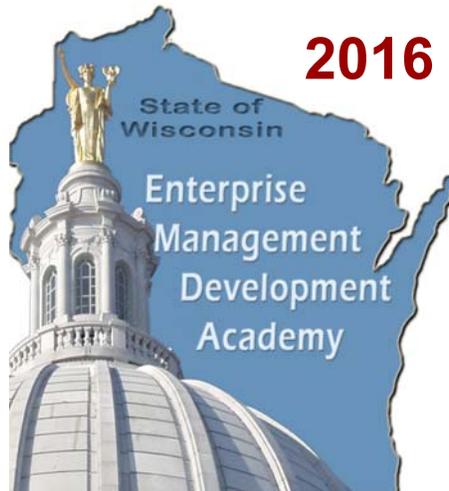


Looking to Improve the State of Your Career?

Take a Look at the 2016 Enterprise Management Development Academy!



WHAT IS EMDA?

- An academy-style management development program for aspiring and new/newer managers.
- Created in conjunction with the Wisconsin Certified Public Manager (CPM) program and University of Wisconsin-Madison.
- Develop skills to problem solve future challenges.
- Provides an opportunity for interagency networking and collaboration

WHO IS ELIGIBLE?

- A state of Wisconsin classified employee who possesses up to five years of supervisory or management experience, **or** aspires to attain management status in Wisconsin state government, and
- An individual who has a continuing desire to learn, ability to think critically, creatively problem-solve and apply new knowledge appropriately to their work environment.

The EMDA program strives for a diverse group of participants, including racial/ethnic backgrounds, gender, persons with disabilities, as well as geographic location, agency size and occupational/program areas.

HOW DO I APPLY?

Everything you need to know is at the www.emda.wi.gov website, which includes:

- A program overview
- Facts and Questions about EMDA
- Application/Nomination Form
- Policy and Guidelines
- Class schedules and curriculum
- Program dates and locations

The registration fee to participate in the entire year-long EMDA program is \$1295.





2016

Enterprise Management Development Academy Application, Nomination and Selection Process

An employee may either apply directly, or be nominated by someone else, for the State of Wisconsin Enterprise Management Development Academy (EMDA) Program. The application, nomination, and selections steps are as follows:

Step One: Identify Potential Participants

Potential participants will be State of Wisconsin employees who are aspiring managers, or new/newer State of Wisconsin managers or supervisors.

Please refer to the Nomination and Selection Criteria for additional guidance on the well-qualified candidate.

Step Two: Complete Application/Nomination Form

Potential participants can apply directly, or they can be nominated by a supervisor or other agency employee who is in a position as a manager or supervisor at the 81-03 pay range or higher, or in a counterpart position, or an unclassified administrator.

For self-nominations, the interested potential participant completes all relevant sections of the Application/Nomination form. For potential participants nominated by someone else, a qualified nominator will ensure that all relevant sections of the Application/Nomination Form are completed. The nominee will still need to provide information as indicated on the form.

Final approval of the application/nomination must be by signature of the agency head.

Note: For EMDA, interested employees are allowed to self-nominate.

The applicant/nominee must provide basic contact information, education history, past supervisory or management training courses taken, as well as a statement as to what the applicant believes he or she will gain from and can contribute to the EMDA program. **Applicants' statements will be a significant portion of scoring criteria. Applicants are encouraged to put significant thought into this part of their submission.**

Step Three: Submit Application/Nomination Form and any necessary attachments

Upon completion of Nomination and Application Forms and with agency head approval, submit the completed form (with any attachments) to:

**State of Wisconsin, Department of Administration
Division of Personnel Management -- Attn: EMDA
INTER-D: 101 E. Wilson Street, 4th Floor -or-
U.S. Mail: P.O. Box 7855, Madison, WI 53707-7855**

All nominations and application forms must be received by close of business on **January 27, 2016**.

(Continued next page)

EMDA Mission: To develop and enrich future state managers and supervisors who are diverse, global-thinking, visionary, and committed to excellence in state government.

"EMDA - Developing Collaborative, Dedicated Management for Wisconsin's Future"

Step Four: Selection Process

The Selection Committee may be comprised of representatives from: the Certified Public Manager program, the Office of State Employment Relations, Affirmative Action and other qualified individuals as identified. The committee will review all nomination applications and make their selection by approximately **February 5, 2016**. Up to **thirty-six (36)** candidates will be selected to participate in the EMDA program.

Step Five: Selection Notification

Selection notices will be sent out approximately the week of **February 8, 2016**, via email. A selected candidate will have until **February 15, 2016**, to provide formal, written acceptance of their reserved place in the EMDA class. Selected candidates will continue to receive more information as the program start date nears via email, inter-departmental mail or updates to the EMDA website.

Step Six: Program Begins

Classes for the 2016 Enterprise Management Development Academy program will begin on March 15, 2016. The curriculum overview gives a detailed account of class meeting dates and locations for the duration of the program.

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Application/Nomination for the State of Wisconsin Enterprise Management Development Academy (EMDA)



(Note: An applicant/nominee who has been notified of selection for the program should begin to work with his/her supervisor/manager to plan any necessary workload coverage during participation in the program.)

Applicant/Nominee Contact Information – Please provide all information requested

Name of Applicant/Nominee _____

Position _____

Agency _____

Work Address _____
street

city / state/ zip

Work Phone _____ **other** _____
Alternative (cell, home)

FAX (if any) _____ **Work E-mail** _____

Educational Background – Please provide any applicable information

Education	Name & Location	Degree/Diploma	Year	Major/Specialization

Past Supervisory, Management, Similar Training or Experience

Please list below past supervisory or management related training taken in the last five years. Training may include university credit or non-credit courses, state-sponsored classes (including required supervisory training), training offered by your unit, vocational/technical classes, and professional training seminars that focus on supervision or management. Classes may include topics such as:

- | | | |
|----------------------------------|-----------------------------|-----------------------------|
| Personnel/Human Resource System | Discipline/Grievance | EEO/Affirmative Action |
| Labor Relations | Introduction to Supervision | Planning/Goal Setting |
| Performance Planning/Evaluation | Motivation/Coaching | Leadership |
| Decision-Making, Problem-Solving | Group Process | Team-Building |
| Perceptive Communications | Conflict Management | Interpersonal Communication |
| Delegation | Time Management | Leading Meetings |

Program Name	Provider/Source of Training	Month/Year	# of Days
_____	_____	____/____	____
_____	_____	____/____	____
_____	_____	____/____	____
_____	_____	____/____	____

Nominator's Contact Information

(for nominations submitted by someone other than the applicant; if self-nomination leave blank & see next page)

Nominator's Name _____

Title _____

Agency _____

Work Phone _____

FAX (if any) _____ **Work E-mail** _____

Nomination by Manager/Supervisor

(for nominations submitted by manager/supervisor; leave this area blank if self-nomination—see below)

I, _____ nominate

_____ to participate in the EMDA Program. 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 _____

Please use the space below to comment on the applicant’s abilities, work record, professional potential and personal qualities. (Attach extra sheet if needed.)

Nomination by Self

I, _____ nominate myself to participate in the EMDA Program. 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.

Approval of Manager/Supervisor *(for Self-Nominations)*

I, _____ recognize the management abilities and potential of _____ and approve of his/her participation in the EMDA Program. 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.

Applicant Essay

(must be included whether the applicant self-nominates or is nominated by someone else)

Please attach a one-page statement describing why you want to participate in the EMDA program, what you believe you will gain from the program, and what you believe you can contribute to the success of the program.

Applicant Commitment

(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 program, I commit to full participation and to abide by all program policies and guidelines (see attached policies and guidelines).

Signature _____ Date _____

Billing Information

Where should the invoice be sent? Contact Name_____

Agency/Division/Bureau_____

Email_____ Phone_____

Work Address_____

City_____ State_____ Zip_____

Agency Head Approval

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

Signature _____ Date _____

Please submit complete application/nomination form by January 27, 2016, to:

**State of Wisconsin, Department of Administration
Division of Personnel Management -- Attn: EMDA
Inter-D: 101 E. Wilson Street, 4th Floor --or--
U.S. Mail: PO Box 7855, Madison, WI 53707-7855**

The following information is collected to enhance the programming efforts at the State of Wisconsin and is voluntary.

SEX: Female Male
DISABLED: Yes No If yes, state any special accommodations: _____
AGE GROUP: 18 to 24 25 to 34 35 to 44 45 to 54 55 to 64 65+
HERITAGE: American Indian Asian/Pacific Islander African
 Hispanic White or Other

The State of Wisconsin Enterprise Leadership Programs are committed to diversity and encourages applications by women, minorities and persons with disabilities.



2016

Enterprise Management Development Academy

Criteria for Application/Nomination and Selection

The Selection Criteria for applications/nominations for the **2016 State of Wisconsin Enterprise Management Development Academy (EMDA)** is as follows:

1. The well qualified applicant:
 - Is a new manager or supervisor who is a State of Wisconsin classified employee, ***or*** aspires to become one.
 - Possesses either up to five years of supervisory or management experience, ***or*** aspires to attaining management status in Wisconsin state government.
 - Has not completed the Certified Public Manager (CPM) program, or made substantial progress toward CPM completion.
 - Has a continuing desire to learn, ability to think critically, creatively problem-solve and apply new knowledge appropriately to their work environment.
2. No more than thirty-six (36) candidates will be selected to participate in the program.
3. Applications may be self-nominated with a letter of recommendation and approval from a supervisor, as well as an applicant essay. Supervisors or other agency managers at the pay range of 81-03 or higher (or in a counter position) or an unclassified administrator may also make a nomination with a letter of recommendation.
4. An applicant must be able to commit to the established classes for the period of the program and agree to abide by program policies and guidelines.
5. The Selection Committee will consider both the nomination form and the individual application to evaluate the candidate's potential for successful participation in the program.
6. The program strives to have a diverse group in terms of geographic location and agency size and occupation. The program will also strive for representation of women, minorities, people with disabilities and other protected groups.
7. An applicant must obtain Agency Head approval in addition to the above nomination requirement. The cost for participation in the entire year-long EMDA program is \$1295 per person.
8. Only **complete** application/nomination packets will be considered.

EMDA Mission: To develop and enrich future state managers and supervisors who are diverse, global-thinking, visionary, and committed to excellence in state government.

"EMDA - Developing Collaborative, Dedicated Management for Wisconsin's Future"

What is the EMDA program?

As a part of the State of Wisconsin's efforts to become a regional leader in management and leadership development, the Enterprise Management Development Academy (EMDA) program is part of the State's expanded enterprise management and leadership training effort. The goal of EMDA is to provide aspiring and new state managers and supervisors with opportunities to learn the skills necessary for the challenges.

Why do we need this?

Development of our state's managers and leaders is a high priority as we experience continuing retirements, loss of historical knowledge and increasing budget restraints. Ensuring our managers have the knowledge, skills and abilities to be successful and collaborative provides state citizens with high quality, cost-efficient services. The EMDA provides opportunities for managers and supervisors from across all agencies to build networks and address common problems.

Who is eligible to participate in the EMDA program?

An ideal candidate would be 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.

Are there other programs available like the EMDA program?

Some state agencies have an internal program. Contact your agency's training director for more information. The Certified Public Manager program as a stand-alone program also provides similar courses (see next question.) EMDA is unique because it provides training where individuals are able to participate in a cross-agency program, established exclusively for state employees to build networks across the enterprise.

How does this program compare to the Certified Public Manager program?

While some of the courses are similar to some of the CPM courses, all of the content is geared to state government employees and the state government environment. As such, even if you have taken some CPM courses, you will likely get some new information in the EMDA program, which will be relevant to your work. However, if you have completed the CPM program, or have made substantial progress toward CPM completion, this program would not be best suited to your advanced training.

Will I be able to use the hours earned in the EMDA program toward my Certified Public Manager certification?

Yes, a participant's EMDA program hours can count towards CPM certification.

How do I get nominated?

You will be able to self-nominate with a supervisor's approval and letter of recommendation, or you may be nominated by your manager/supervisor or another manager/supervisor in pay range 81-03 or higher.

How much will it cost?

The cost of the program will be \$1295 per participant.

Who will cover the cost?

State agencies will be billed directly for the cost.

What is the time commitment?

The 2016 EMDA program runs from March 15, 2016 through December 13, 2016. Sessions will be 1 day per month consisting of one day of in-class instruction with some project/reading assignments between classes. Participants are required to attend or complete all classes/coursework. A final, applied project will be presented by teams and a graduation ceremony will be held during the last session on December 13, 2016.

How do I ensure that I will be given the time needed to participate?

There is strong support at the highest levels for this program. Your agency leaders are aware of the time needed and are expected to support your participation by making time available to you for class attendance.

What will the curriculum include?

The curriculum can be viewed [here](#).

Additional questions?

Contact the DOA/DPM Training Office. OSEREMDA@wisconsin.gov



2016
Enterprise Management Development Academy

KEY DATES:

- | | |
|-----------------------|---|
| November 10, 2015: | Applications/Nominations Open |
| January 27, 2016: | Applications/Nominations are due to DOA/DPM |
| Jan. 28-Feb. 5, 2016: | Nomination selection committee meets and selection decisions complete |
| Week of Feb. 8, 2016: | Selection Notifications Sent |
| February 15, 2016: | Participant Acceptance/Declination Decision Due to DOA/DPM |
| March 15, 2016: | EMDA Program Begins |
| December 13, 2016: | EMDA Program Completion/Graduation |

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*"EMDA - Developing Collaborative, Dedicated Management
for Wisconsin's Future"*

ENTERPRISE MANAGEMENT DEVELOPMENT ACADEMY (EMDA) 2016

CURRICULUM

Program Location:

**Pyle Center, 702 Langdon St., Madison - University of Wisconsin campus
8:30am to 4:00pm each day**

DATE	CLASS TOPIC
March 15, 2016	Management Assessment (includes pre-class self-assessments)
April 19, 2016	Introduction to EMDA including team projects Wisconsin State Budget Public Management
May 10, 2016	Project Management
June 21, 2016	Human Resources (HR) Management
July 12, 2016	Agency Presentations Conflict Management & Negotiation
August 18, 2016	Change Management
September 20, 2016	Communication & Presentation Skills
October 18, 2016	Managing Others, Planning, & Team Building
November 15, 2016	Leadership Fundamentals
December 13, 2016	Project Presentations Graduation

Applicants are strongly encouraged (and expected) to be prepared, if selected for the program, to fully participate in the program on all of the scheduled dates. Scheduled dates are subject to change with advance notice.



Policies and Guidelines

Participants

1. Attendance:

Attendance at classes or other learning events demonstrates a commitment to the learning process and to your fellow participants. Participants are expected to attend all sessions in the program.

Participants may have an excused absence only for critical personal illness or emergency, or family emergency (such as the critical illness of a family member). Work-related absences will be considered excused only if it is a documented emergency (example: catastrophic event such as tornado or fire). Participants who miss a class are expected to connect with a fellow participant and/or the instructor(s) to ensure they have received the information from the class and any missed assignments are expected to be submitted at a date mutually agreed upon by the participant and instructor.

2. Confidentiality:

Participants are expected to treat personal or agency information they share or receive in class as confidential, and not to be repeated in either oral or written form outside the class.

3. Communication:

Participants are expected to keep their immediate supervisors or other key agency managers informed as to their progress in the program, information they have learned, concerns they have, etc.

4. Evaluation:

Evaluations are a key tool in helping to build a useful and effective program for future participants. Participants are expected to evaluate classes fairly and honestly, and to share concerns regarding the program directly with the program's administration and/or instructors.

Program Administration and Instructional Staff

1. Quality:

Program administration and staff are expected to develop and deliver the highest quality professional development program possible.

2. Responsiveness:

Program administration and staff are expected to respond in a timely manner to agency and participant concerns, and to modify the program to respond to those concerns if possible.

3. Ethics:

Program administration and staff are expected to abide by high ethical standards in the preparation and delivery of the program, and in their relationships with participants and agencies.

4. Confidentiality:

In accord with the United States Family Educational Rights and Privacy Act of 1974 ("the Buckley Amendment") and Chapter 19 (Section 36) of the Wisconsin Statutes regarding public records, all materials produced by students in the program, and all records regarding student performance in the program are not open to general public review. Use of student-produced materials in classes or in other public forums is strictly prohibited unless specific written permission is given by the student.

State of Wisconsin
Enterprise Management Development Academy (EMDA)

CANCELLATION/WITHDRAWAL POLICY & PROCEDURE

The application/nomination and selection process for the Enterprise Management Development (EMDA) includes advance notice of selection, and a requirement that the participant accepts or declines selection. If selected, we strongly urge Academy applicants to **prepare to attend all sessions as scheduled**, to block off time on their calendars for attendance and participation, and to plan in advance for work and coverage needs during their participation in the program.

This Cancellation/Withdrawal Policy should be viewed as applicable only to **extraordinary situations**. Please be certain to review other relevant sections of the EMDA policies and guidelines.

If a participant must cancel or withdraw enrollment in the Enterprise Management Development Academy, DOA/DPM must be notified **in writing**. This can be done via e-mail at OSEREMDA@Wisconsin.gov to the attention of EMDA at the Department of Administration, Division of Personnel Management.

CANCELLATION BEFORE START OF ACADEMY:

If written notice of cancellation is received **ten (10) or more calendar days** prior to the start date of the first academy session, there will be **no cancellation fee** except for any actual costs incurred up to that point.

If written notice of cancellation is received **one to nine calendar days** prior to the start date of the first academy session, there will be a cancellation fee equivalent to 10 percent of the total program participation fee.

WITHDRAWAL AFTER START OF ACADEMY:

Due to costs incurred, **full course fees** for the entire academy will be billed if a participant withdraws **after completing 30 percent of the scheduled academy program**, regardless of the reason for withdrawal.

If a participant withdraws **prior to completing 30 percent of the scheduled academy program** (including any portion of the first day of the first session), cancellation fees will include **any costs incurred up to that point**. This includes instructional costs for any portion of sessions attended; materials, supplies, equipment, and catering costs and any other costs incurred; plus an administrative fee.

CANCELLATION OF SESSIONS BY EMDA:

We expect to hold all EMDA sessions as scheduled. If an EMDA session must be cancelled for extraordinary reasons, participants will receive as much notice of cancellation as possible and the session will be rescheduled if at all possible. Participants should plan to attend the entire academy as scheduled.