



Invitation to Nominate

2012 Program Outline and Nomination Form
Due by Friday 11 November 2011

Program overview

The LGPro Emerging Leaders Program (ELP) provides a unique year of leadership-focused activities and experiences designed to develop and inspire emerging leaders in Local Government in Victoria. The program is based on an experiential learning model and provides extensive interaction among participants.

Key elements include:

- Exposure to a broad range of experiences and observations.
- Local Government case studies and relevant material that can be readily applied to daily leadership and management practices in a Local Government setting.
- An active role for participants in the management and implementation of the program.
- A “learning by doing” approach.

Objectives

The objectives of the program are to:

- Develop people who will lead Local Government in Victoria in the future.
- Develop people who will lead at all levels in their respective Councils.
- Provide an opportunity for participants to network with emerging leaders from different professions to build stronger links and understanding between professions.
- Increase appreciation of the wider issues in Local Government in Victoria.
- Utilise the resources of the Local Government sector to provide practical experiences of leadership within the Local Government context.
- Provide training for emerging leaders that is not necessarily “management” focused.
- Retain emerging leaders within the Local Government sector.

What participants can expect

Successful candidates can expect an intense, enriching year of seminars, visits, tours, discussions, interactive activity and debate. They will gain access to a cross section of leaders from within and outside the sector who will share their knowledge, expertise, insights and opinions.

Participants will explore their own values, beliefs, philosophies and prejudices through reflection and candid discussion and will learn from interaction with peers from professions and backgrounds different from their own.

What is expected from participants

Successful candidates will be expected to:

- Put their leadership learnings into practice as they work on challenges and opportunities that arise within the complex environment of Local Government and the communities they serve.
- To express their thoughts and ideas and to act on the difference they would like to make.
- Join the ELP Graduate Network and participate in ongoing projects and initiatives that contribute toward the common good of Local Government.

Program outline and dates

Program Welcome Session (Dinner optional):

23 February 2012

The 2012 ELP will open with a Welcome Session which is designed to provide an opportunity for participants to meet each other and to review the program. The two hour session coincides with the 2012 LGPro Annual Conference Dinner at which the participants have an option to attend and are formally introduced to the general assembly.

Introductory Forum:

1 & 2 March 2012

The program will formally commence with a two-day residential Introductory Forum which will focus on the participant's self awareness and self development as emerging leaders. The forum will include both individual and group work and practical applications covering the following topics:

- Contemporary leadership styles
- Understanding yourself as a leader
- Understanding and working with others
- Managing your own development
- Future directions
- Action planning, goal setting and motivation.

The desired outcomes of the Introductory Forum are to:

- Provide inspiration for new thinking and practices
- Enhance knowledge and understanding of "leadership"
- Explore contemporary thinking on leadership
- Enhance knowledge and skills in goal setting and motivation
- Provide a platform for the exchange of ideas and approaches to leadership and management.

Participative Sessions:

March–Nov 2012

Additional to the welcome session and introductory forum, the 2012 ELP comprises a further eight (8) "hands-on" participative sessions examining different aspects of leadership and incorporating content and activities relevant to emerging and current leaders in Local Government.

These one-day sessions are hosted by metropolitan, interface and rural Councils throughout Victoria. The dates, topics and objectives for the ELP Participative Sessions in 2012 are noted on the following page.

#	Topic	Objective/Notes	Date
1	Program Welcome Session	A forum for participants to meet each other and review the program. The session coincides with the 2012 LGPro Annual Conference Dinner at which the participants are formally introduced to the general assembly (Dinner component is optional and cost is not included in ELP fees)	23 Feb 2012
2	Introductory Forum	A two-day residential Introductory Forum to formally start the program. This session focuses on the participants self awareness and self development as emerging leaders	1 & 2 March 2012
3	Mentoring & Coaching (1/2 day session)	To examine the characteristics, benefits and relationships associated with mentoring and coaching activities.	29 Mar 2012
4	Local Government: The Political Context	To develop an understanding of the nature of Local Government, its relationship at State and Federal levels, and its operation in the political context.	3 May 2012
5	Leading & Communicating	To examine leadership and leadership style in the context of interaction and communication with peers, staff and the community.	7 June 2012
6	Community Engagement	To examine the issue of community engagement: What is it? Why do we have it? Is it worthwhile? What are the pitfalls? How can we do it better?	17 July 2012
7	Exposure to Local Government: Metropolitan Perspective	To examine the key issues/local solutions for metropolitan Local Government with particular reference to the political and operational perspectives.	23 Aug 2012
8	Exposure to Local Government: Rural Perspective	To examine the key issues/local solutions for rural Local Government with particular reference to the political and operational perspectives.	20 Sept 2012
9	Maintaining a Leading & Learning Perspective	To examine the skills and knowledge required for maintaining a fresh approach to leadership and learning, both as an individual and in regard to those you work with; keeping your leadership style relevant and up to date.	17 Oct 2012
10	Participants to determine the objective and content of the session	Participants to determine this session objective and content.	15 Nov 2012
11.	Closing forum	An opportunity for reflection, learnings and moving forward. In addition, there will also be an opportunity to explore your own career development and planning.	February 2013

Whilst each session has a clear objective, the ELP participants will contribute to the planning, development and implementation of the sessions which is designed to contribute to the learning outcome.

Mentoring Relationship:

April 2012-February 2013

Early in the program participants will be asked to nominate a mentor at senior management level to support their personal and professional growth by sharing their knowledge and insights for the duration of the program.

As well as the mentoring arrangements negotiated between the mentor and participant, mentors will also be invited to join participants at certain intervals during the program.

Nominees do not need to make any preliminary arrangements to secure a mentor. Further information will be provided to successful candidates during the program welcome session.

Project Deliverable:

Due by 31 December 2012

In addition to the sessions, participants are assigned a group project in the form of development and presentation of a Project Report on a specified, pre-determined topic. The Project Report is to be provided to the ELP Steering Committee by 31 December 2012. The 2012 program will conclude with a group presentation of the Project Report to the 2013 LGPro Annual Conference assembly.

Time commitment

In addition to the scheduled requirements of the program, participants will set their own agenda and decide their own time commitments for meeting and working on the Project Report. For past participants this additional time requirement has been up to an additional half to one full day per month for the duration of the program.

These time commitments do not include incidental requirements such as mentor meetings or travel considerations which will vary for every participant.

Councils, and in particular direct managers, should be supportive of the overall time commitment of the program.

Session outlines

While the format and content of every session is unique, most sessions will include expert guest speaker/s and a practical component targeting the completion of a group project that will be managed by program participants.

Further information will be provided to successful participants at the time of offer.

To view a copy of the 2010 ELP schedule, visit www.lgpro.com/ELP

Credits for a masters program

As at 2011, participants who attend the LGPro Emerging Leaders Program and successfully complete a set assessment task may be eligible for a credit against an elective in the RMIT MBA Program for a period of 5 years.

Most recognised universities will give a similar credit for completion of this program for a unit within an accredited postgraduate program. However, enrolment of participants into an MBA program would be subject to the usual entrance requirements, and all universities will have entry criteria regarding previous qualifications and work experience.

Participants with an interest in pursuing this option need to register their intention at the commencement of the program.

Who should apply

The LGPro Emerging Leaders Program is open to current leaders, to those who aspire to positions of leadership and to those who aspire to provide leadership in a particular area of interest.

Applicants are required to have two (2) years' experience in Local Government.

There are no age restrictions for selection to the program.

There are no position or level requirements for selection to the program.

The selected 24 "emerging leaders" will be from regional and metropolitan Councils from across Victoria and will represent a mix of professions, locations, age groups and gender.

Program fees

The Council fee for participation in the 2012 Emerging Leaders Program varies on the basis of Council Classification as follows:

The fee per participant for a small Council is \$3,150.00*
The fee per participant for a medium Council is \$3,590.00*
The fee per participant for a large Council is \$4,030.00*

*Prices exclusive of GST

To confirm your Council's classification please visit www.lgpro.com/ELP

The 2012 fees provide for attendance and catering associated with all scheduled sessions including the two residential introductory & closing forums (meals & one night accommodation) and all program materials.

Scholarships

LGPro is currently working with the State Government and the Municipal Engineering Foundation Victoria to provide for a number of full and partial scholarships for people from smaller rural Councils who are engaged in, or associated with, economic development, information technology or engineering activities. If we are able to secure these scholarships, a further announcement will be sent.

If your nomination is dependent on receiving a scholarship, please indicate on the nomination form.

Should we receive more applications than we have scholarships, the Program Selection Panel will determine who will be awarded the places.

Terms and Conditions

The Council organisation and in particular direct managers and CEOs, must be supportive of the participant's overall time commitment to the program as demonstrated through the nominee and CEOs (or CEO's delegate) authorisation of the nomination.

ELP participants are expected to attend all sessions of the program.

Please note that the introductory forum is mandatory.

Before you complete the application, it is important that you read the criteria for nomination in the Nomination Form.

Selection criteria and process

Complete, sign and return the nomination form by Friday 11 November 2011

All nomination forms require authorisation by the CEO or an appointed CEO delegate.

Participants will be selected from the applications received by a Selection Panel drawn from the Emerging Leaders Program Steering Committee.

Return your completed **original and four copies of the form with the original signed by the CEO or CEO delegate by 5.00pm Friday 11 November 2011** to LGPro:

Postal & Courier Address	Email
Local Government Professionals Inc. PO Box 409 Suite 4, 27-33 Raglan Street South Melbourne Vic 3205	info@lgpro.com When emailing, please save the document and email the saved document.

Receipt of Nomination

An acknowledgement of receipt will be emailed to the nominee within 48 hours of receipt of the nomination.

Short listed candidates interviewed

The ELP selection panel will review all applications and short list candidates for interview. A brief (10-15 minute) interview will be conducted over the phone.

Further advice is provided to short listed candidates within three weeks of the closing date of nominations.

All applicants advised of the outcome

All applicants will be advised of the outcome of their application in December.

Letters of offer will be forwarded to the selected 24 participants via the Council Chief Executive Officer. Note: Where an offer is declined, the placement is then offered to the next short listed nominee.

Important Note: The LGPro Emerging Leaders Program is an initiative of LGPro. A panel appointed by LGPro will select program participants. The Selection Panel's decision will be final and no correspondence will be entered into in relation to their decision.

Further information

For further information or assistance regarding the ELP nomination process please contact the LGPro office on 03 9268 6401 or email leanneb@lgpro.com

2012 LGPro Emerging Leaders Program Nomination Form

To be completed by the Nominee:

Name:	
Position:	
Council:	
Address:	
Phone:	
Email:	
Age Range:	<input type="checkbox"/> 18 – 25 <input type="checkbox"/> 26 – 35 <input type="checkbox"/> 36 – 45 <input type="checkbox"/> 46 – 55 <input type="checkbox"/> 56+
Educational Qualifications:	
Is your nomination contingent on receiving a scholarship?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously been nominated for ELP?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year?

Using a few phrases, describe yourself (up to 70 words)

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Employment History (up to the last 10 years only)

Employer	Responsibility/Title	Years from & to	Achievements/ Reason for leaving

Select the industry sector or profession that you are primarily involved in.					
Economic Dev/Tourism	<input type="checkbox"/>	Finance	<input type="checkbox"/>	Information Tech (IT)	<input type="checkbox"/>
Engineering	<input type="checkbox"/>	Environmental	<input type="checkbox"/>	Arts & Culture	<input type="checkbox"/>
Recreation	<input type="checkbox"/>	Marketing and/or Communications	<input type="checkbox"/>	Administration	<input type="checkbox"/>
Human Services	<input type="checkbox"/>	Human Resources	<input type="checkbox"/>	Statutory Services	<input type="checkbox"/>
Planning	<input type="checkbox"/>	Governance	<input type="checkbox"/>	Waste Management	<input type="checkbox"/>
Other, please specify					

What do you hope to gain from your participation in the LGPro Emerging Leaders Program? (Approx. 150 words)

Why do you believe you should be selected to participate in the 2012 LGPro Program? Please outline the benefits as you see them to you and your Council organisation. (Up to 150 words)

How would your participation add value to the ELP? (up to 100 words)

Nomination Declaration:

I declare that all statements on this nomination form are true and correct.

Nominee Name:	
Signed:	

To be completed by the Nominator or CEO:

Name:	
Position:	
Organisation/Council:	
Phone:	
Email:	
Relationship to Nominee:	
Time known nominee:	

Why do you believe the Nominee should be selected to participate in the LGPro 2012 Emerging Leaders Program? (Approx. 150 words)

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Nomination Endorsement (CEO or authorised CEO Delegate):

- I am the CEO of the organisation that employs the applicant; or
 the authorised CEO Delegate.

I understand the time commitment required of the applicant and give my full support for the applicant to participate in the LGPro Emerging Leaders Program.

Name		Title	
Organisation		Email	
Signature			