

# LEADERS IN ACTION PATHWAY APPLICATION MATERIALS

*Submission Deadline: Noon March 1, 2019*

Please send a Word document or scanned files to Alaina Roach O'Keefe at the Public Service Commission with the following information:

- a completed Application Form including the responses to the questions below
- a completed Applicant Commitment Form
- a completed Department Commitment Form
- your most current learning plan or indicate that you do not have a current learning plan by checking this circle
- your current resumé, including a list of learning opportunities completed within the past three years
- contact information for two references from within the public service that the Public Service Commission may contact during the selection process

If you have any questions, contact:

Alaina Roach O'Keefe, 902-368-4186, [alroachokeefe@gov.pe.ca](mailto:alroachokeefe@gov.pe.ca)

APPLICANT INFORMATION	
Name:	
Position Title:	Department:
Supervisor/ Manager/ Director's name:	Email:
Work Location:	
Telephone:	Work E-Mail

## QUESTIONS

Please be as clear and concise as possible. Any answer should be no longer than one page, using Arial 12 font, single spaced.

1. What is your vision of the public service five years from now?
2. What is the fundamental reason you want to participate in the Leaders in Action Pathway?
3. Describe three of your personal skills and/or characteristics which demonstrate leadership in the public service.
4. Briefly describe three strategies to modernize and renew the PEI Public Service.
5. What skills do you need to develop and/or want to develop by participating in this program?
6. What measures will you use as a benchmark to determine the success of your participation in the program? (skills developed, knowledge gained, experiences and opportunities)

### LEADERS IN ACTION PATHWAY

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## Departmental Commitment Form

For an applicant to be accepted into the Leaders in Action Pathway, the following must be in place and mutually supported by the applicant and the direct supervisor:

- The employee must have sufficient time during work hours to take courses and engage in learning projects, including a corporate project (up to two days per month plus project time).
- The department will ensure that the employee's workload is monitored given the demands of both the program and the employee's position.
- The applicant's supervisor agrees to participate in a half day orientation.
- The applicant's supervisor, director and deputy minister agree to participate in a half day closing session.

<i>I support this application by agreeing to the above items.</i>	
Date::	Signature of Applicant
Date::	Signature of Director:

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## Applicant's Commitment Form to the Leaders in Action Pathway

In applying for participation in the Leaders in Action Pathway, I agree to:

- Attend one to two days of pre-scheduled learning sessions (leadership and management topics) each month over an eighteen month to twenty-four month period.
- Develop a personal learning plan.
- Complete five hours on average per month on individual learning, reading, and coaching to supplement the program materials.
- Participate in a corporate project.
- Provide ongoing feedback to the Public Service Commission through both formal (eg evaluation forms) and informal feedback methods (e.g. conversations, telephone calls).

Date:	Signature of Applicant
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