



Federal Executive Board of Minnesota

FOLD Program

"Serving as a premier inter-agency leadership program engineered for developing and supporting future leaders to deliver exceptional results in a dynamic environment"

Federal Outreach Leadership Development (FOLD) Program Application Process and Requirements

Applicant Selection: FOLD Participants are selected through a competitive review process by the FOLD Council. For quality purposes, the program is limited to 20 cohort members.

Applicant Requirements:

- Ideal applicants are GS-9 through GS-12 or equivalent (exceptions may be granted).
- Competitive applicants are highly motivated, seeking increased responsibility in the federal government, and possess a desire to improve their leadership skills.
- Must attend the first orientation session in July for a FOLD introduction and team building.
- Must attend the two-day Leadership Foundry Session in August.
- Upon securing agency support, applicants shall submit the complete application packet by **Sunday, May 15th, 2016.**

Requirements for Supporting Agencies:

- Agency must support FOLD participants in attending all of the 11 sessions to graduate from the program.
- Agency must provide FOLD participants time off to attend the FOLD graduation ceremony.
- Agency must pay the tuition fee in full by the deadline of **June 17th, 2016.**
- Agency must provide the Federal Executive Board with feedback about the program.

Program Commitment: The FOLD program consists of 11 sessions tailored to equip candidates to address the unique challenges faced by leaders in federal agencies; participants must commit to attending **all sessions**. Participants are expected to spend personal (non-work) time on reading and any tasks needed to prepare for program sessions.

Session activities will include: self-assessments, collaborative book reading discussions, continuous improvement tools, change management skills, conflict resolution training, public speaking and writing skills workshops, as well as federal, state, local, and military departmental visits. Classroom sessions are augmented by a mentorship program as well as opportunities to network with FOLD program alumni. FOLD Program graduates will be recognized during the Civil Servant of the Year award ceremony in May.

Additional program information may be found at <http://minnesota.feb.gov/programs/fold>.



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Pre-Application Contract for Federal Executive Board of Minnesota's FOLD Program

I, _____, wish to participate in the Federal Executive Board of Minnesota's FOLD Program. In order to apply for the program I must have the support of my agency and supervisor before continuing to fill out the application packet. I understand that in order to participate in the program I will be away from my normal work duties one day a month (two consecutive days in August) over an 11 month period. I understand that I must be at every session and any emergency absences must be approved by my supervisor and FOLD Chair/Vice-Chair. I understand that if I miss more than two sessions I will not be able to graduate from the program. I will spend personal (non-work) time on reading and other tasks related to the program. I am committed and willing to complete this program while performing other duties required in my job.

Applicant Signature

Date

I, _____, fully support the above applicant and his/her application to FOLD and believe he/she is a suitable candidate for the program. If he/she is selected, I will allow him/her to spend one day per month (two consecutive days in August) over an 11 month period away from work to attend the program sessions and will support his/her efforts to successfully complete the program. I understand that he/she must be at every session and any emergency absences must be approved by me and FOLD Chair/Vice-Chair. I understand that if he/she misses more than two sessions this will affect his/her graduation.

Supervisor Signature

Date



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Federal Outreach Leadership Development (FOLD) Program Application
Please complete this application thoroughly. Limit responses to the spaces provided: provide the information about yourself that you believe to be the most outstanding and relevant.

Name Last/First/MI

Position/Title/Series/Grade/Rank

Business Address

Business Phone/Email

Supervisor's Name/Email

Please attach the following documents to your application:

1. One single page letter of recommendation
2. A single page biography
3. Recent resume

The following questions will be used to assess your written communication skills. You may attach one additional page for all three questions if you are not able to answer in the space provided.

1. Given the opportunity to influence a significant change in the federal government, provide an example of an issue you would address. How would you address it? What approach would you take? Who would you work with and why? What resources would you need?

2. Why do you want to be selected for FOLD and what do you hope to gain from participating?

3. What are three qualities that you consider to be inherent in every superior leader? Explain why those qualities are important to effective leadership.



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APPLICANT/EMPLOYER AGREEMENT:

APPLICANT COMMITMENT: FOLD is an 11-month program (July-May). Class site-visits and classroom meetings are held once a month [July-April (two consecutive days in August)] from approximately 7:30a.m.-4:30p.m.; the graduation ceremony in May is held during the Civil Servant of the Year Award Ceremony. Participants are expected to attend ALL sessions with any absences approved in advance by employee's supervisor and FOLD Chair/Vice-Chair. Meeting and luncheon dates to be determined. Registration fees for the Civil Servant event are included in the tuition.

EMPLOYER COMMITMENT: Employer must approve and sign the Employee Agreement that acknowledges the time commitment expected of a program participant.

By signing this agreement, I acknowledge the foregoing conditions for participation in the FEB of Minnesota's FOLD Program.

Applicant's Signature Date

Supervisor's Printed Name/Phone Number

Supervisor's Signature Date

CLOSING DATE: Sunday, May 15, 2016 (applications must be received by this date)

TUITION FEE: \$1200.00 per person due by Friday, June 17, 2016
No refunds will be given after the orientation day.

Submit complete application package via one of the following:

MAIL APPLICATION TO: Federal Executive Board of Minnesota
Suite 2250, 1 Federal Drive, St. Paul, MN 55111

OR E-mail to: alyssa_bryan@ios.doi.gov

OR FAX to: (612) 725-1750

NOTE: All applicants will be notified of their acceptance or waitlist placement via email by Friday, June 3, 2016. Government checks or credit cards or personal credit card payments are accepted. All checks should be made out to FEB Treasurer. Payment of the \$1200.00 tuition fee is required by Friday, June 17, 2016. The fee will be used to cover self-assessment fees, classroom materials, books, the Civil Servant Event registration fee, transportation from some meeting sites and lunches. Thank you for your support and cooperation!