



CALL FOR NOMINATIONS INTRODUCTION TO LEADERSHIP WORKSHOP

The Caribbean Centre for Development Administration (CARICAD) is pleased to invite Nominations for its **Introduction to Leadership Workshop**. This workshop is intended to equip mid to lower level managers and supervisors with the core leadership skills needed to effectively lead a team, deliver results and manage effective service delivery, particularly with the context of the new demands required to effectively respond to the COVID-19 pandemic, and other crises contexts.

DURATION

This workshop will be delivered virtually across four (4) 3.5 hour sessions on the following dates:

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| June 3, 2020 | 12:45 PM – 4:00 PM Eastern Caribbean Time (ECT) |
| June 10, 2020 | |
| June 17, 2020 | |
| June 24, 2020 | |

TARGET AUDIENCE AND SELECTION CRITERIA

The target audience for this workshop is lower or mid-level managers and supervisors who are required to:

- ◆ Have at least five (5) years' experience in the Public Service. Candidates with a shorter time at this level who can demonstrate a sound level of supervisory experience (i.e. managing a project team, or a unit with responsibility for people and performance) are invited to present a compelling case which will be taken into consideration.
- ◆ Have a minimum of eight (8) years of service remaining prior to being eligible to retire.
- ◆ Be permanently employed to their organization/public service.
- ◆ Supervise a team and can adequately describe the size and kind of team and function they manage.
- ◆ Have an ambition and drive to excel and be considered for promotion within reasonable timeframe.
- ◆ Have support from their manager for her/his participation and the study time required.



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All applicants for enrollment in the Workshop **must**:

- ◆ Be from a national government of a CARICAD member state;
- ◆ Have attained a minimum of a post-secondary certification from a duly accredited tertiary institution;
- ◆ Be willing, able and **fully committed** to participate in **all elements** of this fully virtual, experiential learning-oriented Programme;
- ◆ Be open to a leadership development learning experience which will stretch assumptions about themselves, learning and leading;
- ◆ Possess a proficiency in Windows (or Mac) operating systems and Microsoft Office Suite and sufficient technical equipment in order to be able to participate in the virtual learning components; access to a quiet working space to attend virtual sessions is essential.
- ◆ Proficiency in the English Language (as the workshop will be delivered in English).

APPROACH

The Introduction to Leadership Workshop applies an experiential, adult learning approach in the virtual learning environment. It is possible to teach new approaches and models, but the real learning only begins with the application to real life situations. The workshop approach is also tied to the world of Caribbean public sector mid and lower level leaders. Therefore, it introduces leaders to new concepts and approaches, and then through dialogue and practical exercises, helps them work out the implications of these ideas within their organisation as part of a broader system.

WORKSHOP OBJECTIVES AND EXPECTED OUTCOMES

The workshop focuses on three (3) core themes:

- **Leading Self** – Participants will be able to use Emotional Intelligence to build personal and team resilience, particularly in times of crisis;
- **Leading Teams** – Participants will be equipped with tools and techniques to help them create a high performing team culture, with special emphasis on leading virtual teams, and effective team engagement in times of crises;
- **Leading the delivery of citizen-centred service** – Participants will be equipped with a deeper understanding and tools to facilitate the delivery of citizen-centred service, with special emphasis on service delivery during times of crisis.



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All successful nominees will be provided with a full scholarship to cover course costs, including the provision of all workshop materials, and workshop facilitation. Successful nominees for the Introduction to Leadership Workshop will be required to commit to completing all the requirements of the Workshop which will run from June 3 – 24, 2020. The costs associated with the design, delivery and evaluation of the Workshop will be met by CARICAD.

HOW TO APPLY

Interested candidates are required to:

- ◆ Complete the [electronic LDP application form](#). (Hand-written application forms will not be accepted).
- ◆ Submit the [completed electronic LDP application form](#) to [the Designated National Coordinator](#);
- ◆ Please consult your [National Coordinator](#) for the deadline for submission of applications. Note that the selection process will be completed by mid-May 2020.
- ◆ Completed application packages must be submitted to applications@caribbeanleadership.org by the Designated National Coordinator and must be accompanied by an endorsement from the nominating country.

NB: CARICAD will only accept applications through the National Coordinators.

REQUIRED COMMITMENT

All persons admitted to the Workshop are required to participate fully in **all** online sessions. **Failure to do so, may result in the participant being removed from the Programme.**

FURTHER INFORMATION:

For further information, please contact us at info@caribbeanleadership.org. For additional information about the CARICAD Leadership Development Programme, please visit www.caribbeanleadership.org, and for information about CARICAD, please visit www.caricad.org