



## *Appointing Authorities' Selection Tips*

- **ENGAGE** your executive team by discussing the leadership needs of your agency and identifying those employees who are serving in critical roles throughout your agency.
- **DETERMINE** the executive and senior leaders who would like to attend to ensure the agency has top leadership involvement in the initiative.
- **DETERMINE** the number of high potential, emerging leaders that would benefit the agency's succession planning process.
- **INVITE** input from your people managers as to who are the high potentials, top talent, emerging leaders, etc.
- **COLLABORATE** with your executive and senior level teams about which leaders need to represent your agency and who could help transfer their learning to the agency so there is opportunity for continual improvement.
- **FOCUS** on new and current leaders, i.e., Deputy Commissioners, Assistant Commissioners, Directors and high potential leaders
- **SELECT** participants who are:
  - Well respected
  - Trusted
  - Able to model top leadership behaviors
  - Willing to keep learning and growing
  - Executive and/or senior level leadership and high potential leaders
- **CONTACT** Dr. Trish Holliday, Assistant Commissioner and Chief Learning Officer, for consultation on developing a selection process customized for your needs.

**Deadline for Participant Forms: September 30, 2016**

**Orientation: November 7, 2016**

**To determine the number of seats available for your agency  
see Agency Seat Availability chart.**