Guidelines for applying to the Supervisory Leadership Program

Before applying

Priority is given to NASA staff who supervise other NASA staff, however all U of A staff in a formal supervisory role are encouraged to apply. Non-supervisors will only be considered on a case-by-case basis if we cannot fill the class with current Supervisors and Managers. Non-supervisors are encouraged to enroll in the U of A Advantage Program.

Prior to applying, please review the details about the program on our website. This is a highly sought-after program and understanding of the program will help you in submitting a strong application.

What to consider when applying

Please fill out all the required fields on the application form.

Competitive applicants put effort into providing details regarding their Learning Objectives and Leadership Opportunity Project by leveraging the information about the program and their own experiences.

Personal learning goals/objectives are related to what you hope to attain or accomplish by participating in the Supervisory Leadership Program.

Follow these do's and don'ts when answering the question about your personal learning goals and objectives.

Do's	Don'ts
Be specific	Don't be vague
Be authentic	Don't be impersonal
Relate to the objectives of the program	Do not copy and paste the objectives from the website
Provide details in a succinct manner on the impact of this program on your current and future professional and personal life.	Do not leave out details on the benefits of this program on your professional and personal life.

The Supervisory Leadership Program requires that participants complete a **workplace-based Leadership Opportunity Project** in order to graduate.

Follow these do's and don'ts when answering the question about your idea for a project. (**Note**: We do not expect you to undertake this exact project, but we do want to know what you are considering)

Do's	Don'ts
Be specific	Don't be unclear
Be concise	Don't be overly generic
It should be a SMART project (Specific, Measurable, Achievable, Relevant, Time Bound)	Don't choose a project that is not SMART (Specific, Measurable, Achievable, Relevant, Time Bound)
Consult with your supervisor/manager to receive buy-in for the feasibility of the project	Don't pick a project that will have no impact on yourself or your work

Note that your supervisor/manager may also choose to endorse your application. By filling out the Supervisor's endorsement form on our website, they can provide some input on why they feel you would be a good applicant and how they intend to support your learning both while in the program and over the long run.

How does the selection process work?

Step 1: We prioritize applicants who are current supervisors.
Step 2: We then look at the individuals goals and learning objectives and ideas for a leadership opportunity project to ensure these align with the program outcomes.
Step 3: If we have more qualified applications than seats, we then look at the timing of the submission of the qualified applications and select the first 25.
Step 4: All other qualified applicants are placed on a waiting list in order of their application submission.
Step 5: Any qualified applicant who does not get into the current program offering is added to an advance application opportunity for the next offering.

Questions?

Contact org.effectiveness@ualberta.ca