The INCOSE Technical Leadership Institute
Instructions for Applicants

Candidates who have been nominated by an INCOSE leader to participate in the INCOSE Institute for Technical Leadership are requested to submit an application package containing the following four exhibits:

1. Your **nomination letter** from an INCOSE Board Member, Director, Associate or Assistant Director, Chapter President, or CAB Member. This nominating letter should describe a <u>specific instance</u> in which the candidate has demonstrated one or more of the following behaviors[1]:
   - Held the vision
   - Thought strategically
   - Fostered collaboration
   - Communicated effectively
   - Enabled others to be successful
   - Demonstrated emotional intelligence

   The clear framing of this specific instance is a key component of the package and is weighted accordingly during the evaluation process.
2. A **letter of recommendation and support** from your home organization that describes your leadership accomplishments to date and your potential for assuming greater leadership roles in the future. The letter must also acknowledge the commitments required of participants during the initial two-year experience and agree to support your participation during that period.
3. A **personal statement** describing <u>how participation in the program will benefit you</u> as an individual, your home organization, and INCOSE.
4. A **resume** identifying the positions you have held, the systems engineering results you have produced, and concrete evidence that supports those results.

The evaluation team considers all aspects of the nomination with particular weight given to the nominating letter and the personal statement.

Application packages should be zipped in a single file and e-mailed to <u>nominations@incose.net</u> no later than **midnight, US PDT, 29 March 2024**. Packages for CAB nominees should cc the CAB Chair.

Submitters will receive an acknowledgement of their submission within 2 business days. If they do not, they should follow up with <u>nominations@incose.net</u> and <u>david.long@incose.net</u> to ensure their package has been received.

Successful applicants will be notified of their selection not later than 30 April 2024. Remaining applicants will be notified at the same time.

Successful applicants are expected to fully participate in the two major year 1 workshops 17-21 June 2024 and 13-17 January 2025. Specific timing of the sessions will be determined based upon demographics of the cohort. Until final timing is defined, applicants are expected to block the schedule for these two weeks.

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[1] Ref: Godfrey, *Building a Technical Leadership Model*, Invited Paper, INCOSE 2016 International Symposium