

The INCOSE Technical Leadership Institute

Instructions for Candidates

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

1. Your **endorsement letter*** from an INCOSE Leader (international Board Member, Director, Associate or Assistant Director, Chapter President, or CAB Representative) or inducted TLI member.
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 sponsor your participation during that period including required workshops and meetings which may occur during the workday.
3. A **personal statement** describing how participation in the program will benefit you 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 **endorsement letter** or **letter of recommendation and support** must describe a specific instance in which the candidate has demonstrated one or more of the following behaviors¹:

- Held the vision
- Thought strategically
- Fostered collaboration
- Communicated effectively
- Enabled others to be successful
- Demonstrated emotional intelligence

The evaluation team considers all aspects of the nomination with particular weight given to the personal statement and the description of the specific instance where leadership behaviors were demonstrated.

Application packages should be e-mailed to nominations@incose.net no later than **midnight, US PDT, 31 March 2026**. Packages for CAB candidates 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 nominations@incose.net and david.long@incose.net to ensure their package has been received.

Successful applicants will be notified of their selection not later than 30 April 2026. Remaining applicants will be notified at the same time.

Cohort members are expected to fully participate in the major year 1 workshops 13-17 July 2026 and 18-22 January 2027. 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.

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