

**PROGRAM GUIDELINES  
HEALTH AND SOCIAL SERVICES  
EXECUTIVE LEADERSHIP DEVELOPMENT PROGRAM**

**1. Program Description**

The Executive Leadership Development Program (ELDP) provides developmental opportunities for individuals to develop their leadership skills and core competencies to take on a future leadership role as a senior manager<sup>1</sup> within the Health and Social Services (HSS) system.

**2. Program Objective**

The objectives of ELDP are to:

- Develop individuals to attain the required senior leadership and management competencies to succeed at a senior management level within a Northwest Territories Health and Social Services Authority;
- Support succession planning within the HSS system; and
- Build northern leadership capacity.

**3. Program Eligibility**

The program is open to individuals with an interest in developing senior management level competencies in a health and social services setting.

**4. Program Length**

Program participants are provided with support for up to two years, commencing the date of acceptance into the program.

**5. Program Funding**

Funding is available from the Department of Health and Social Services (DHSS) to provide for full or partial expenses of participants for ELDP-related activities including:

- Academic support;

---

<sup>1</sup> Senior manager means Chief Executive Officer, Chief Operating Officer, Executive Director, Assistant Deputy Minister and Director.

- Travel, accommodation and per diems related to the attainment of the academic component, e.g. required in-person attendance at the academic institution;
- External mentorship and/or coaching support; and
- Competency assessment.

## 6. Program Capacity

Up to three individuals are approved for participation to ELDP per fiscal year.

## 7. Program Deadline

There is no set deadline for this program, intake is based on need.

## 8. Application Process

Selection is done in accordance with applicable staffing options that include conducting an open competition or following an expression of interest process. In the event an open competition process is used, the competition may be restricted to a specific geographic area or areas within the NWT and/or to individuals provided with priority hiring as per the provisions of the GNWT Affirmative Action Policy for GNWT positions identified under ELDP.

*For applications for open competitions:*

The opportunity to submit your application to a position identified under ELDP is posted on the Government of the Northwest Territories (GNWT) Careers website: <http://careers.hr.gov.nt.ca/en/search/job> Your application must include:

- Cover letter, outlining your interest in participating in the ELDP; and
- Current resume, including identification of your status under the Affirmative Action Policy.

*For applications for expressions of interest:*

An expression of interest opportunity is sent to all employees within the HSS system. Your application must include:

- Letter of intent, outlining your interest in participating in the ELDP;
- Current resume, including identification of your status under the Affirmative Action Policy for GNWT positions;
- Job description for your current position; and
- Letter of recommendation from your current supervisor.

## 9. Selection Process

The selection of participants to the program is done by representatives of the Steering Committee who form the Selection Committee responsible to oversee the selection of ELDP participants.

Selection is done in accordance with applicable staffing guidelines and the GNWT Affirmative Action Policy for applicants applying on GNWT positions and is a two stage process:

1. Review and screening of application packages as per the criteria established for the position (which is included in the job advertisement or expression of interest;
2. The interview process which may involve a competency based interview, written assignments, presentations and/or other screening tools as determined by the Selection Committee.

## 10. Program Components

Successful applicants to the program are placed in a position at one of the NTHSSA regions, the Tẖcẖ CSA, Hay River HSSA or at the DHSS on a term or transfer assignment basis for up to two years.

While in the position, participants may be required to participate in an academic component; participate in an orientation and regular meetings of ELDP participants; undertake program development and implementation; participate in an assessment process to determine competency strengths and weaknesses; and contribute to HSS system and/or GNWT goals through a variety of assigned activities. The Steering Committee may waive any or all of these components, depending on the program participant's academic background, work experience, and/or results of the competency assessments.

Participants are supported throughout the program through an individualized learning and development plan; ongoing feedback on performance by their direct supervisor; mentoring and/or coaching supports; and other tools and resources that may be required by the participants.

Additional information on Program Components:

*Academic Component*

- Enrolment in an applicable health and social services graduate-level education program. Candidates are provided with financial support towards the completion of this degree. Participants with equivalent education may be exempt from this aspect of the program, subject to review and approval by the CEO/COO/DHSS DM.

#### *Orientation / Regular Meetings*

- All participants are required to participate in a group orientation within the first six months of their acceptance into the program. The purpose of the orientation is to provide participants with broad information and context on the GNWT and the HSS system.
- Meetings for all ELDP participants to attend are scheduled on a regular basis, to bring participants together to share issues and concerns, network, participate in a group learning activity, and other activities to assist ELDP participants with their learning and development plans.

#### *Project Development and Implementation*

- Participants are required to develop and implement a major initiative, either as part of a Master's program or as part of the learning and development plan. Projects are substantive in nature and may encompass, among others, one or several of the following areas:
  - Capital and fiscal planning
  - Financial management, budgeting and reporting
  - Team building
  - Change management
  - Strategic and business planning
  - Negotiation skills
  - Decision-making skills
  - Communication skills

#### *Experiential Activities*

- Candidates are provided with opportunities to take part in broader HSS system and/or GNWT strategic activities. This may entail attending Joint Senior Management Council (JSMC) or Board meetings, learning first-hand about community governance, Ministerial briefings, etc.

#### *Competency Assessments*

- Participants may undertake a competency assessment to determine their strengths and weaknesses.

#### *Coaching/Mentoring*

- Participants may be provided with external professional coaching and/or mentoring support, based on the results of their competency assessment.

#### *Learning and Development*

- Participants are provided with a learning and development plan that incorporates project development and implementation; coaching and mentoring; results of the competency assessment, and others as required. The learning and development plan includes targeted and practical plans to attain the competencies required for senior management positions.

While there is no guarantee of employment upon a participant's completion of ELDP, it is anticipated that individuals who complete the program have the required competencies to successfully compete on senior management vacant positions, if and when available.

## **11. Roles and Responsibilities**

#### *System Human Resource Planning Division*

- Provides program funding and administration; and
- Develops tools and resources to support participants and their supervisors in the program including learning and development plan templates; ideas for potential experiential learning opportunities; assistance with competency assessments; arrangements for mentorship and/or coaching supports; and other tools and resources that may be required for supervisors and participants.

#### *Supervisor of Participants*

- Implementation and monitoring of program participants' learning and development plans; and
- Ongoing feedback on participant's performance including regular progress check-ins.

#### *Participants*

- Enrolment and successful completion of the applicable health and social services graduate-level education, if required; and
- Commitment and active engagement in all activities outlined on the learning and development plan and program requirements.

### **For More Information**

Please contact the System Human Resource Planning Division  
at: [HSSPrograms@gov.nt.ca](mailto:HSSPrograms@gov.nt.ca)