



# Wisconsin Women in Government

## WISCONSIN WOMEN IN GOVERNMENT LEADERSHIP SEMINAR 2024

### CONFIDENTIAL APPLICATION

The Wisconsin Women in Government Leadership Seminar is a program of Wisconsin Women in Government (WWIG) offered in cooperation with the La Follette School of Public Affairs at the University of Wisconsin-Madison. The purpose is to provide management and leadership training to women currently working in federal, state, or local government, and women working in the private sector who interact with government.

The Wisconsin Women in Government Leadership Seminar Program is funded primarily through the annual WWIG Gala and generous sponsors, including the Wisconsin Counties Association and the League of Wisconsin Municipalities.

The deadline to apply for this program is **December 18, 2023**.

Letters of acceptance will be emailed by January 9, 2024 to notify selected applicants.

The Leadership Seminar will be held on March 1, 2024 and March 8, 2024 (see details below).

### WHO SHOULD APPLY?

- Women with management, government, or leadership experience who have demonstrated interest, motivation, and commitment to continued careers in Wisconsin government.
- Women who are committed to furthering their education and will attend both days of the seminar.
- Women with private sector management or leadership experience and women with leadership work in or around government who are seeking to enhance their management skills.
- Women who are Wisconsin residents currently employed in Wisconsin government, associations, or corporations.
- Women with at least a Bachelor's degree or equivalent experience.
- Women who seek advancement in state government and demonstrate leadership skills, initiative, and excellent verbal and written communication skills.

### TUITION

The Leadership Seminar is limited to approximately 25 women. The registration fee is \$400 per person and includes:

- 12 hours of instruction time by La Follette School faculty and guest speakers;
- Networking opportunities with other women in government who have similar experiences; and,
- Lunch and refreshments during breaks on each day of the Leadership Seminar.

The registration fee is due prior to the first day of the Leadership Seminar. Selected participants may request installment plans. Tuition is not refundable.



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### PROGRAM SCHEDULE

Friday, March 1, 2024

Friday, March 8, 2024

The Seminar will be held in-person on the University of Wisconsin-Madison campus.

### ATTENDANCE REQUIREMENTS

Participants are required to attend all scheduled hours on both days of the Leadership Seminar, and complete any assigned coursework. A Certificate of Completion will be provided upon successful completion of the program.

### INSTRUCTIONS TO APPLICANTS

See the Application Form for details. Complete all application materials by typing or printing legibly, and include your:

- Application;
- Résumé;
- Responses to all three essay questions; and,
- Two letters of recommendation from people familiar with your work and abilities.

**The application deadline is December 18, 2023.**

All materials should be emailed to [wwigquestions@gmail.com](mailto:wwigquestions@gmail.com) with “Leadership Seminar Application” in the subject line.



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## WISCONSIN WOMEN IN GOVERNMENT LEADERSHIP SEMINAR 2024

### APPLICATION FORM

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Applicant Name, Job Title, and Employer

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Permanent Address  CHECK IF PREFERRED City State Zip

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Work Address  CHECK IF PREFERRED City State Zip

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Preferred Phone Number

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Mobile Phone Number

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Preferred Email Address

If selected, WWIG and the La Follette School of Public Affairs have permission to share my personal information with other program participants. CHECK ONE:  Yes  No

Please submit all application materials by **December 18, 2023** via email to [wwigquestions@gmail.com](mailto:wwigquestions@gmail.com) with “Leadership Seminar Application” in the subject line, and include your completed:

- Application;
- Résumé;
- Responses to all three essay questions; and,
- Two letters of recommendation from people familiar with your work and abilities.

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Signature

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Date



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### ESSAY QUESTIONS

Please attach a separate page with your responses to the following questions, and limit your responses to one or two paragraphs for each question. (Please type or print legibly.) Email all application materials to [wwigquestions@gmail.com](mailto:wwigquestions@gmail.com) with “Leadership Seminar Application” in the subject line.

1. Why are you interested in participating in the Wisconsin Women in Government Leadership Seminar?
2. What are your career goals related to state and local government management/leadership?
3. List past and present professional, community, and/or business organizations (nonprofit and for-profit) in which you have been active. Explain how you have contributed to these groups and what you learned.

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Applicant Name

Date

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Applicant Address

City

State

Zip

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Employer Name

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Employer Address

City

State

Zip



# Wisconsin Women in Government

## WISCONSIN WOMEN IN GOVERNMENT LEADERSHIP SEMINAR 2024

### CONFIDENTIAL RECOMMENDATION FORM

_____		_____	
Applicant Name		Date	
_____		_____	
Name of Person Making Recommendation		Title	
_____			
Address	City	State	Zip
_____		_____	
Home Phone Number	Office Phone Number	Email Address	

The purpose of the Wisconsin Women in Government Leadership Seminar is to provide management/leadership training for women currently working in state and local government, and women working in the private sector who interact with government.

Thank you for taking the time to support this applicant with your recommendation, and for helping Wisconsin Women in Government make its decision. Please attach your responses to this form, and limit your responses to one paragraph per question. (Please type or print legibly.)

1. How long have you known the applicant and in what capacity? In what way do you believe management/leadership training will benefit the applicant?
2. Please describe the applicant's success in a public service, public administration, or government affairs career. Especially note her ability to follow through on goals, commitments, and responsibilities.
3. In what ways do the applicant's achievements distinguish her from her peers? (Please give two examples).
4. Please add any additional information you think would be important in evaluating this applicant.

Please provide your responses to the four questions and this completed recommendation form to the applicant.

**All application materials must be submitted by December 18, 2023.**



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## WISCONSIN WOMEN IN GOVERNMENT

### LEADERSHIP SEMINAR 2024

#### FREQUENTLY ASKED QUESTIONS

**1. Do attendees have to be in management? I have a graduate degree but am not currently in management.**

The Seminar is targeted to women in management and leadership positions, but women in a position to be promoted to management or leadership positions should also apply. Evaluators may give higher consideration to applicants currently in a management position.

**2. Must I have a bachelor's degree? What does "equivalent experience" mean?**

The WWIG Leadership Seminar best meets the needs of women with professional and/or managerial experience in the workplace who are looking to enhance their abilities in their current position and advance their careers to a higher level. The most qualified applicants will have career experiences that allow them to maximize this opportunity and contribute to the experience of the other participants in the Leadership Seminar. A bachelor's degree is not required in order to participate; however, because participants are selected on a competitive basis, a candidate with a bachelor's degree will rank higher than a candidate with similar experience without a bachelor's degree.

**3. Can I fax or mail the application materials?**

No. We no longer accept faxed or mailed application materials. Please email all application materials to [wwigquestions@gmail.com](mailto:wwigquestions@gmail.com) by the deadline.

**4. Do the letters of recommendation have to arrive with the application or can they arrive separately?**

We prefer that all application materials arrive together because it helps us administratively, but as long as each item arrives via email by the deadline, and recommendations clearly indicate the applicant's name, they may be emailed separately. Submitting materials together or separately will not be considered when evaluating applications, as long as all materials are received by the deadline.

**5. Do participants receive graduate credits?**

No. Participants will receive a Certificate of Completion.

**6. Is there a lot of outside "homework" for this class?**

Homework is part of this course. However, past participants have not noted that it is burdensome. Participants are expected to fulfill all aspects of the class, and women with multiple time constraints will need to carefully weigh their commitments.



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- 7. I work for a nonprofit that does not have a big budget. Is the registration fee due date flexible?**  
Applicants will be evaluated based on the merits of their application, and employees of nonprofit organizations are welcome to apply. The match between the applicant's job or goals and the seminar's goals may be considered in the evaluation process. It should be noted that priority is given to women working in and with government. While we encourage applicants to inquire with their employer regarding their ability to cover tuition, participants may reach out to WWIG to request an installment plan. Please note that the \$400 fee for the course is heavily subsidized and does not reflect the total cost of the program which is approximately \$1,000 per participant.
- 8. Does question 3 on the application (“list any awards or other recognition of achievement in either work or school”) refer to previous employers?**  
It is appropriate to include any awards received throughout your career, as well as any awards received in school.
- 9. Does the Confidential Applicant Recommendation Form serve the purpose of the recommendation letter or do you have to fill out the form and provide a letter in addition?**  
The form is intended as a guide for those who provide your letters of recommendation. Please have them fill out the form and then attach their letter with responses to the questions on the form.
- 10. Does the tuition go to the University or to WWIG?**  
The fee is paid to Wisconsin Women in Government, which then pays the La Follette School of Public Affairs.
- 11. Can you offer the seminar by Interactive Television Network?**  
We realize that travel to Madison to attend the Seminar is prohibitive for some, and we continue to explore the use of distance learning technology. However, it is cost-prohibitive at this time. We are keeping the option in mind for future years.
- 12. Is the seminar open to federal employees?**  
Women at all levels of government are welcome to apply. Keep in mind that the Seminar is geared towards women in Wisconsin state and local government, and evaluators may give preference to those candidates.
- 13. My employer is willing to pay the tuition, do I have to fill out an application?**  
Yes. All women interested in attending the Leadership Seminar must submit all of the application materials, which will then be evaluated and approximately 25 applicants will be selected to participate.
- 14. Who can I contact with additional questions?**  
Please email [wwigquestions@gmail.com](mailto:wwigquestions@gmail.com) and include “Leadership Seminar” in the subject line.