

The New York Public Transit
LEADERSHIP INSTITUTE

*Today's executive must be global...
tomorrow's must be ready!*



A PROGRAM OFFERED BY

nypta

NEW YORK
PUBLIC TRANSIT
ASSOCIATION, INC.

The Public Transit Leadership Institute (PTLI) is a year-long series of events, webinars and hands-on activities for mid- to senior-level managers aspiring to serve in an executive leadership role.

The curriculum, under the instruction and mentoring of experienced NYPTA and transit industry executives, will provide enhanced opportunities for professional development and career advancement in the transit industry.

Inside the Leadership Institute

The Public Transit Leadership Institute will give participants a first-hand look at — and in many instances hands-on experience in — the role of a transit agency executive. Each participant will be assigned a Dean to instruct, explain and mentor him or her through the activities designed to help prepare him or her to manage and lead a transit organization. The activities will include tours of transit operations large and small, roundtable discussions, webinars, advocacy events, observation of boards of directors meetings, small independent assignments and more.

The Institute begins each year at the New York Public Transit Fall Conference. Enrollees attend an orientation session, meet the Institute's mentors, participate in roundtable discussions, engage in networking exercises and take a field trip to visit and tour the New York State Department of Transportation.

CURRICULUM

- » Leadership
 - » Strategic Management
 - » Operations & Management
 - » Advocacy
 - » Procurement/Contractor Relationships
 - » Finance & Budgeting
 - » Crisis Management
 - » Board & Labor Relations
 - » Public Speaking & Media Relations
 - » Hiring/Employee Motivation
 - » Women in Transit
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ELIGIBILITY

The New York Public Transit Leadership Institute is open to mid- to senior-level transit professionals with two to three years' preferred experience in transit management. *A candidate must be nominated for acceptance by a senior- or executive-level manager at his or her current place of employment, to whom he or she has reported. Self-nominations are accepted along with a letter of recommendation.*

The class will be limited to eight people. The program seeks to have a diverse cross-section of participants. Candidates whose applications are not accepted may reapply.

APPLICATION PROCESS

Please fill out the enclosed application form and submit it with all required supporting documents, including the letter of nomination and a \$50 application fee. To apply online, go to www.nytransit.org. Be sure to attach the supporting documents and remit the application fee. Nominations must be received by August 15, 2017. Selected applicants will be notified no later than September 15, 2017.

ENROLLMENT

Selected applicants must enroll by remitting full tuition payment by October 10, 2017. Checks are payable to NYPTA/PTLI, and mailed to the New York Public Transit Association, 136 Everett Rd. Albany, NY 12205. To enroll online, go to www.nytransit.org. Questions? Please call 518.434.9060.

TUITION

Tuition for the Leadership Institute is \$1,495 for NYPTA members and \$1,995 for non-members. Tuition includes each of the 10 monthly activities, the orientation, and all program materials. Cancellations made prior to 10 business days before the start of the program (day one of the New York State Public Transit Fall Conference) will be refunded. A cancellation received within 10 business days of the start of the program, or after the program has begun, is not eligible for refund. **RTAP systems** are encouraged to contact NYSDOT to confirm eligibility for RTAP reimbursement.

COMMITMENT

Acceptance into the Leadership Institute requires a commitment to attend the activities, perform required assignments, and actively participate in the designated opportunities. Participants who miss more than two sessions may apply to make it up in the following class year. Completion of the entire program is required for graduation.

GRADUATION

Graduates will be recognized during the Public Transit Fall Conference for their completion of the Leadership Institute course of study. They will be presented a Certificate of Excellence noting their commitment to the transit industry and their professional development. All graduates will be listed on the New York Public Transit Association website. Graduates also will be asked to evaluate the program and provide input into the future of the Institute and its programs.

Program Deans

Leadership Institute Deans are presidents/CEOs, executive staff, senior management, and directors of local, state, and national transit organizations, who are distinguished professionals with notable achievements and successes in the transit industry. The Deans serve as discussion leaders and mentors who will also be in contact with you throughout the year to help facilitate your program, and answer questions. The Leadership Institute Deans include:

Carm Basile

*Chief Executive Officer
Capital District Transportation Authority*

Bill Carpenter

*Chief Executive Officer
Rochester Genesee Regional Transportation Authority*

Ronald Epstein

*Chief Financial Officer
NYS Department of Transportation*

KellyAnne Gallagher, CAE

*Director, Reg. Affairs, Corp. Standards, Benchmarking
State of NY Metropolitan Transportation Authority*

Tom George

*Director, Public Transit
Niagara Frontier Transportation Authority*

Michael Setzer

*Chief Executive Officer
Transdev, Nassau County*

Scott Sopczyk

*Transportation Director
Greater Glens Falls Transit*



Program Schedule *(subject to change)*

FALL CONFERENCE: OCTOBER 16-18, 2017 **LEADERSHIP, FINANCE, AND STATE AND** **FEDERAL AGENCY RELATIONS (ONSITE)**

Leadership Institute participants begin the program with a full three days at the New York Public Transit Fall Conference. Participants are engaged in a leadership track designed just for them. The program includes a brief orientation and reception, along with the following sessions:

- » **Leadership Transit Style:** A roundtable discussion on the roles and responsibilities of today's transit executives.
- » **Transit and Finance:** Fewer resources and higher expectations of service are a reality for today's transit leader. Balancing the needs of your community with limited resources takes planning, decision-making and consensus-building.
- » **Public Speaking and Media Relations:** Transit executives are regularly called upon to speak for their agencies: To their boards, lawmakers, stakeholders, and the public. The final track of the Leadership Institute will be a seminar on crafting and delivering your message, engaging your audience in a public setting, and effective use of the media, both when you initiate the contact and when they do.
- » **The Federal Transit Administration, Region II** provides grant support and guidance on environmental, planning and other critical elements for metropolitan planning organizations, public transit operators, and local and state governments in the states of New York and New Jersey. Meet the people at the highest levels of the organization, and understand their expectations of you.
- » **Tour and System Performance Measurement:** Transit executives must continually monitor how their customers' changing needs are being met within their transit systems. Peak efficiencies are not self-sustaining. In this track, participants will tour a public transit system and learn the methods for measuring, assessing, interpreting and reacting to the performance level of a transit system.

NOVEMBER 2017

HIRING AND EMPLOYEE MOTIVATION (Webinar)

Two webinars scheduled for November will address employee relations. The first will train on effective hiring practices; the second addresses how to engage and motivate employees to achieve peak performance.

DECEMBER 2017

CRISIS MANAGEMENT (Webinar)

Your agency and community will look to you during a time of crisis. Join this webinar to discuss the process and procedures for creating, amending and executing a crisis management plan.

JANUARY 2018

ADVOCACY (Onsite – Albany)

Transit industry leaders from around the state participate in Transit Awareness Day to secure funding and educate lawmakers about the importance of public transit to the economy and our communities. This two-day program will provide a hands-on look at how the transit industry interacts with the legislative process.

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- » **Day One:** Tour the NYS Capitol and Legislative Office Building, participate in a roundtable with NYSDOT decision-makers and procurement staff, attend an interactive session with NYPTA's policy analyst, lobbyists and Legislative Committee chairman on transit and politics, and enjoy dinner with Institute Deans to discuss the importance of advocacy on behalf of your transit agency.
- » **Day Two:** This day is advocacy in action, with a first-hand look at transit-legislator relationships and how to make the case for public transportation.

FEBRUARY 2018

BOARD RELATIONS (Webinar)

No factor is more critical in determining a transit leader's success than a partnership with the board of directors. Those who build a close, positive and productive working relationship with their boards tend to thrive over the long run, achieving their leadership goals and advancing their transit agencies as well as their careers. This webinar provides CEO-aspirants with detailed, practical, tested guidance in building a rock-solid partnership with their boards.

MARCH 2018

BUDGETING (Webinar)

In addition to advocating for transit funding on the state and federal level, transit managers have the greater responsibility of managing the funds the agency receives. Transit agency budgets must be developed, adopted and then implemented with the input and involvement of a number of key players agency-wide. This March webinar will address how to develop and maintain a sound transit agency budget amid a far-reaching spectrum of community needs.

MAY 2018

BOARD AND LABOR RELATIONS (Onsite – Albany)

Participants travel to Albany for a one-day program on two important topics: Board and labor relations. The first half of the program will address labor relations and contract negotiations. After a brief lunch, participants will then engage in an interactive session on building strong board relationships, running effective board meetings and navigating controversial board issues.

TRANSIT AS A CUSTOMER-ORIENTED BUSINESS (Webinar)

This webinar will address valuing the customer and the importance of public outreach in achieving optimal customer service.

JUNE 2018

WOMEN IN TRANSIT (Webinar)

An interactive session about the professional nuances of all employees as well as the pathways and opportunities transit offers female professionals.

JULY/AUGUST 2018

TOUR AND SHADOW DAY (Offsite)

The leadership program's cornerstone events are a tour of the Metropolitan Transportation Authority (MTA) and the PTLI Shadowing Day, where the participant can shadow a mentor and see exactly what being a Transit Executive entails.

FALL CONFERENCE: OCTOBER 2018

BOARD PRESENTATION AND GRADUATION (Onsite)

Participants will conclude the program with a presentation to the NYPTA Board of Directors on their experience, in addition to a graduation ceremony. Graduates will be recognized for their commitment to the transit industry.

Candidate Information

DATE

FULL NAME

TITLE

YEARS IN CURRENT POSITION

ORGANIZATION

ADDRESS

CITY/STATE/ZIP

PHONE

FAX

EMAIL ADDRESS

Sponsor Information

NOMINATED BY

TITLE

ORGANIZATION

ADDRESS

CITY/STATE/ZIP

PHONE

Required Submission Materials

- » Application form (due August 15, 2017)
- » Current resume
- » A letter of nomination from the person who is supporting your participation in PTLI detailing his/her experience in working with you in a supervisory position, the specific qualities and traits that you have exhibited that would translate to your success as a transit executive, and any other reasons why he/she believes you would benefit from the Public Transit Leadership Institute.
- » Processing Fee: \$50

Briefly state what you hope to gain from PTLI (50-100 words)
