

CCSF & MEA Leadership Development Program

Sponsored by the City and County of San Francisco Department of Human Resources and the Municipal Executives Association.



Applicant Requirements

Applicants must meet the following requirements:

- ✓ MEA-represented manager, or unrepresented manager (an unrepresented manager is typically an executive level manager that is not represented by any union) with direct reports.
- ✓ Completion of a basic supervision program with 24 contact hours. Examples of acceptable programs: 24 PLUS or equivalent programs, including performance management programs offered at GSA, AIR, PUC or HSA.
- ✓ Interest in the topics and commitment to attend all sessions.
- ✓ Sign off by Department Head or designee and manager to support nomination and attendance.

Important Dates

- Applications will be accepted from February 28 – March 25, 2022
- Acceptance email will be sent: By March 31, 2022
- Program start date: April 13, 2022
- Applicants must be able to attend all sessions: April 13, April 19, April 26, May 4, May 10, May 11, May 26, June 1, June 8, June 16

Application Steps

- Download the application from the Leadership Webpage @ <https://sfdhr.org/ccsf-and-mea-leadership-development-program>
- Complete the application
- Application must be signed by the applicant's manager.
- Send application via email to: DHR.Leadership@sfgov.org
- Applications will be considered in the order they are received; only complete applications will be reviewed.

Program Fee

- This cohort program is offered one to two times a year, for a total of 26 participants per session, at no cost to the participant or department.
- Funds encumbered by the CCSF/MEA contract will cover full program costs. Departments, however, will may be charged the full cost of the program if a departmental participant is absent from any portion of the program.



Department of Human Resources

Workforce Development Division
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103

Website: www.sfdhr.org

Contact: DHR.Leadership@sfgov.org

Program Overview

Leadership is all about engaging others in conversations that move people to action. The core focus of the Leadership Development program is to help city leaders build skills to successfully engage with key stakeholders, colleagues, managers, and individual team members. As part of this three-month cohort, leaders will take part in a workshop series to learn and practice models for communicating in a variety of situations. Each workshop meets for multiple sessions to give participants time to apply key concepts to their own real work issues and get feedback from their cohort colleagues.

Workshops include:

Communicating for Success

Leaders discuss and practice strategies for communicating with stakeholders on controversial issues. The art of storytelling and professional presentation skills will be included.

Unleash Your Team's Potential Through Coaching / Successful Conflict Conversations:

Leaders learn an easy to use coaching model to conduct development conversations and address performance gaps with employees. Tools for having difficult conversation are practiced independently and within the workshop.

Facilitation Skills: A Leader's Toolkit

Leaders learn and practice how to coordinate both people and processes to bring out the best in individual players while orchestrating group efforts.

The Cohort Experience

Leaders will have the opportunity to develop relationships with other city leaders. The following program components will allow cohort members to support one another throughout the program and beyond:

- ✓ ***Leadership Forum***

Leaders will attend a forum in which a panel of city leaders will share their career paths and lessons learned.

- ✓ ***Alumni Opportunities***

Those who complete the program will have the opportunity to attend future forums or serve as a coach to future cohort members.

Departmental Support

Department managers will be asked to work with participants to create a plan for covering the participant's work on training days. Managers are also expected to meet periodically with the participant to discuss applying what they are learning on the job. The importance of departmental support for the participating leader cannot be emphasized enough.

Program Participation Technical Support

Facilitator-led sessions will be held via Zoom, an interactive online platform that uses both video and audio features. **Accessible equipment is mandatory for the program.** Please ensure training is in a private space, as potentially confidential information is discussed. If a private space is not available, use of a headset with microphone function is highly encouraged.

Leadership Learning Map & Program Schedule

