



## CCSF and MEA Leadership 1.0 Program Nomination Form Spring 2022

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

### 1. PARTICIPANT INFORMATION

<b>Nominee Name</b>	<b>DSW #</b>	<b>Email</b>
<b>Job Code (Class &amp; Title)</b>		<b>Work Phone</b>
<b>City Department</b>		<b>Number of years working for the City</b>

### 2. PROGRAM ELIGIBILITY REQUIREMENTS

This program requires completion of a basic supervision program with 24 contact hours, such as: 24-PLUS, 24-PLUS Enhanced, or an equivalent City-specific performance management program. Please indicate the program that you have completed in the box below. The nominee must currently have at least 1 direct report.

<b>Completion of Basic Supervisory Program (List Name of Program Completed)</b>	<b>Date of Completion</b>
<b>Approximate hours completed</b>	<b>Number of Direct Reports</b>

### 3. DEPARTMENTAL SUPPORT OF NOMINATION, ATTENDANCE AND TECHNOLOGY REQUIREMENTS

Participation in this program requires the support of the nominee's Department Head and Manager. Attendance at all workshops is required. The nominee's manager must commit to working with the nominee to create a coverage plan to cover work while they attend all workshop sessions. (Please review Program Brochure and Schedule.) In addition, the manager is expected to meet periodically with the nominee to discuss applying what they are learning to their job.

Facilitator-led sessions will be held via Zoom, an interactive online platform that uses both video and audio features. If you do not have the equipment to access the training with video, contact your Manager or IT department, as **this equipment is mandatory for the program.**

Please ensure you are attending this training in a private space, as we will be discussing potentially confidential information. If a private space is not available, use of a headset with microphone function is highly encouraged.

<b>Direct Manager Approval:</b> • I support the nominee and will support their attendance at all required sessions.	
<b>Nominee's Manager (Print Name)</b>	<b>Signature</b>
<b>Phone</b>	<b>E-Mail</b>

**Department Head Approval:**

- I support the nominee and will support their attendance at all required sessions.
- I understand that if a nominee does not attend all required sessions, the department will be charged the full cost of the training program and will not be allowed to send any departmental staff to the next session.

**Department Head's Name (Print)**

**Department Head's Signature**

**4. IMPORTANT PROGRAM INFORMATION**

**SPRING 2022 Program Dates:** All sessions will be held through a virtual online platform:

- **Welcome Orientation:** April 13
  - **Communicating for Success:** April 19, April 26
  - **Unleash Your Team's Potential Through Coaching:** May 4
  - **Successful Conflict Conversations:** May 10, May 11
  - **City Leaders Forum:** May 26
  - **Facilitation Skills - A Leader's Tool Box:** June 1, June 8
  - **Final workshop and Graduation:** June 16
- Pre-work and coaching sessions required, self-scheduled*

**An Ideal Candidate Exhibits the Following Qualities:**

- ✓ Shows a willingness and ability to meet commitments
- ✓ Is open to learning and has a strong desire to grow and develop
- ✓ Is proactive and self-motivated
- ✓ Is self-aware
- ✓ Has good time management skills

**Attendance Policy**

This program is supported by a joint agreement between DHR and MEA, and the cost of the program is covered by this agreement. This program is offered 1-2 times per year, and there are 26 seats available per cohort session. The program is a rare opportunity to receive high quality professional development at no cost to either the individual or the department. Because of this, we ask nominees to consider carefully whether they have an interest in the topics and can meet the commitment of the full program.

Participants who are admitted to the program will be required to set aside time to attend all sessions and will be required to attend the full length of each session. Those who do not attend a session or a portion of a session may be asked to discontinue the program, the Department Head will be contacted, and the department will be charged the full cost of the program.

## 5. NOMINATION FORM SUBMISSION INFORMATION

### Important Dates

Nominations will be accepted from February 28 - March 24, 2022

Nominees will be informed of acceptance by March 31, 2021.

### Submit Nomination Forms:

- E-Mail forms to [DHR.Leadership@sfgov.org](mailto:DHR.Leadership@sfgov.org)
- If you have any questions, please email Denise Van Alstine at [denise.vanalstine@sfgov.org](mailto:denise.vanalstine@sfgov.org)