



City and County of SF and MEA Leadership Development Program

Nomination Form

Fall 2023

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

1. PARTICIPANT INFORMATION

Nominee Name	DSW #	Email
Job Code (Class & Title)		Work Phone
City Department		Number of years working for the City

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 list the program and date of completion that you have completed in the box below. The nominee must currently have at least 1 direct report.

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

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.

Some of the 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.

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

Department Head Approval: <ul style="list-style-type: none"> • 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

Fall 2023 Program Dates: There will be in person sessions as well as sessions held through a virtual online platform:

- **Welcome Orientation:** September 20 **
- **Leadership and Communicating for Success:** September 27, October 4
- **Case Study:** October 13**
- **Unleash Your Team's Potential through Coaching:** October 18
- **Successful Conflict Conversations:** October 24, October 25
- **City Leaders Forum:** October 27**
- **Facilitation Skills - A Leader's Tool Box:** November 1, November 8
- **Final workshop and Graduation:** November 15**

**** denotes in person sessions at 1 South Van Ness, 4th floor or other nearby location TBD**

(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
- ✓ Is interested in the program topics for each session

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 time 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 August 15th through September 7th. Nominees will be informed of acceptance by September 13th.

Submit Nomination Forms:

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