



CCSF and MEA Leadership & Change Management Program Application Form Spring 2024

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

1. PARTICIPANT INFORMATION

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

2. PROGRAM PRE-REQUISITE REQUIREMENT

This program requires completion of a basic supervision program, such as DHR's 24-PLUS, 24-PLUS Enhanced or the completion of an equivalent City-focused performance management program. Please indicate the program that you have completed from the drop down list. If you met the requirement with a program that is not on the list please indicate the name of the training program and the program provider or department.

Completion of Basic Supervisory Program (Select Program Completed)	If OTHER program, please indicate the name of the program, when and where you took the program
Date of Completion	Approximate hours completed

3. DEPARTMENTAL SUPPORT OF APPLICANT AND ATTENDANCE

Participation in this program requires the support of the participant's Manager. The participant's Director or Department Head must also sign off to indicate support of this application. Attendance at all workshops is required.

Manager's Agreement:	
<ul style="list-style-type: none"> • I support the applicant and if selected, I will support their attendance at all sessions and completion of program assignments. I will commit to working with the participant to create a plan to cover work while they attend all workshop sessions. • I support this applicant's proposed change project. I confirm that they will have responsibility in leading or co-leading this change project for the 2024 calendar year. • I will support this applicant's participation in the CCSF and MEA Leadership & Change Management Program by meeting with them periodically to discuss application of program content to this change project. 	
Applicant's Manager (Print)	Signature
Phone	E-Mail
Department Head/Director Approval:	
<ul style="list-style-type: none"> • I support the applicant and if selected, I will support their attendance at all sessions, completion of program assignments, and application of program content to a unit/department change project. 	
Department Head/Director's Name (Print)	Department Head/Department's Signature

4. CHANGE PROJECT PROPOSAL

Participating leaders need to identify a Change Project you will be responsible for leading, or co-leading and begin implementing within your unit or department in 2024. Please [use the link](#) to describe a unit or department change project that you will be responsible for leading in the 2024 calendar year or co-leading as part of a project lead team. The change project can be in its early stages of planning/development with departmental executive support. The project should be substantial in nature (for example, a change or shift in policy, service or a way of doing things).

The application will be considered incomplete if this form in the link is not completed.

5. IMPORTANT PROGRAM INFORMATION

Program Dates:

This series has in person and virtual online sessions - all sessions must be attended.

- **Orientation, Peer Networks & Leadership Assessment: Wednesday, February 28**
(9:00am – 4:00pm): In Person, 1 South Van Ness, 4th floor
- **Vision & Strategy Part 1: Wednesday March 6**
(9:00am - 12:30pm): Virtual Session
- **Vision & Strategy Part 2: Wednesday March 13**
(9:00 am - 12:30pm): Virtual Session
- **Implementation with Equitable Outcomes Part 1: Wednesday March 20**
(9:00am - 12:30pm): Virtual Session
- **Implementation with Equitable Outcomes Part 2: Wednesday March 27**
(9:00am - 12:30pm): Virtual Session
- **Reflections and Graduation: Wednesday, April 3**
(9:00am - 12:30pm - presentations, 1:30pm - 4:00pm - graduation) - In Person
1 South Van Ness, 4th floor

Attendance Policy

Attendance is required for all program sessions, and departmental support for attendance is essential for maintaining program continuity for all attendees. This program is offered only 1-2 times per year, with 26 seats available per cohort. Because of this, we ask nominees to consider carefully whether they 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 for any reason other than illness or a personal emergency may be asked to discontinue the program. The Department Head will be contacted, and the department will still be charged the full cost of the program.

The nominee and the nominee's manager are expected to work out a work coverage plan prior to start of the program. Please note that attendance at meetings and most work-related conflicts would not be considered acceptable excuses for absences. **Unexcused absences may result in the loss of the department's ability to nominate applicants for future cohorts.**

6. APPLICATION SUBMISSION INFORMATION

Application Dates

Nominations will be accepted from January 16th through February 9th 2024. Nominees will be informed of acceptance via email.

Submit Nomination Forms: E-Mail forms to hdr.leadershipchangemgmt@sfgov.org

Please contact hdr.leadershipchangemgmt@sfgov.org if you have any questions.