

Emerging City Leaders Workshop Series Nomination Form

Spring 2018

The City and County of San Francisco Department of Human Resources



1. PARTICIPANT INFORMATION

Nominee Name	DSW #	Email
Job Code (Class & Title)		Work Phone
City Department		Number of Direct Reports

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 and where you took the program
Date of Completion	Approximate hours completed

3. DEPARTMENTAL SUPPORT OF NOMINATION AND ATTENDANCE

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 he/she attends all workshop sessions (see attached program schedule). In addition, the manager is expected to meet periodically with the nominee to discuss applying what he/she is learning to his/her job.

Manager's Agreement: <ul style="list-style-type: none"> • I support the nominee and if selected, I will support his or her attendance at all required sessions. 	
Nominee's Manager (Print)	Signature
Phone	E-Mail

Person Authorizing Payment: <ul style="list-style-type: none"> • The Department Agrees to pay the full cost of the program at \$1800. (10% off full price of \$2000.) 	Person Authorizing Payment Name (Print):
Payment Options: Personal Check Direct Payment from Department	F\$P Payment Code:

4. IMPORTANT PROGRAM INFORMATION

Spring 2018 Program Dates:

All sessions meet from 9:00am – 4:00pm at 1 S Van Ness, 4th Floor, with the exception of the finale.

- **Communicating for Success:** January 17th & 24th (Wednesdays)
- **Coaching for Execution:** February 6th & 7th (Tuesday & Wednesday)
- **Facilitation Skills: A Leader's Toolkit:** February 21st & 28th (Wednesdays)
- **Finale and Graduation:** March 6th (Tuesday; 9:00am - 12:00pm)
- **Pre-work and coaching session required, but self-scheduled.**

An Ideal Candidate Exhibits the Following Qualities:

- ✓ A desire to grow and develop
- ✓ Openness to learning and continuous improvement
- ✓ Willingness to be proactive and meet commitments
- ✓ Good time management skills

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 one time per year, with 30 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 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.

5. APPLICATION SUBMISSION INFORMATION

Application Dates

Nominations will be accepted starting October 2, 2017 - November 1, 2017 or until the cohort is full. Nominees will be informed of acceptance by November 9, 2017 via email.

Submit Nomination Forms:

E-Mail forms to WD.DHR@sfgov.org

OR

Drop Off at: **DHR, 1 South Van Ness Ave., 4th Floor, San Francisco, CA 94103, Workforce Development Division**

Please call Denise Van Alstine (415.551.8909) or Bobbie Lee (415.557.4931) if you have any questions.