

## Fall 2016 Program Schedule

**Nomination Forms Accepted: October 1–30, 2015**

**Acceptance Notification: November 4, 2015**

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### **Communicating for Success**

**January 13 & 27, 2016 / 9:00am–4:00pm**

**Facilitator:** Dr. Frank Benest, Consultant, Trainer; served as former City Manager in the Cities of Palo Alto, Brea, and Colton, CA

**Guest Speaker:** To be announced.

### **Coaching for Execution**

**February 10-11, 2016 / 9:00am-4:00pm**

**Facilitators:** Amy Lilley, Training Manager, Department of Human Resources

### **City Leadership Forum**

**February 24, 2016 / 9:00am-11:00am**

Panelists to be determined

### **Facilitation Skills: A Leader's Toolkit**

**March 2 & 9, 2016 / 9:00am-4:00pm**

**Facilitator:** Amy Lilley, Training Manager, Department of Human Resources

### **Final Session & Graduation**

**March 16, 2016 / 9:00am-12:00pm**

**Facilitator:** Amy Lilley, Training Manager, Department of Human Resources

**Please Note:** Some pre-work will be required between sessions and individual coaching will be scheduled in October and November.

MEA represented employees may also choose to use professional coaching services as part of the Leadership Development Program.

## CCSF & MEA

## Leadership Development Program

### **Leaders are talking about it.**

*“The course moves those managers with strong technical backgrounds to the next level, allowing them to become leaders.”*

*“There is a direct and immediate return on investment. For each minute spent in this class, you will gain a minute of efficiency and effectiveness.”*

*“This program gave me a paradigm shift in my perspective. It helped me to be able to pull myself out of the details of an event and be able to help direct a positive resolution.”*



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

## Program Description

### **Core Communication Workshop Series**

Leadership is all about engaging others in conversations that move people to action. The core focus of the CCSF Leadership Development program is to help City leaders build skills to successfully engage with key stakeholders, colleagues, the boss, the team and the individual team members.

As part of a three month cohort, leaders take part in a workshop series to learn and practice models for communicating in a variety of situations. Each workshop meets twice, so participants have 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.

#### **Coaching for Execution**

Leaders learn an easy to use coaching model in order to conduct development conversations and address performance gaps with employees.

#### **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.

#### **Peer Coaching**

Leaders will take part in coaching practice sessions with other participants in order to practice new coaching methods, while developing their own abilities to problem solve key management issues. Leaders may also receive coaching from a Trainer-Coach or an Alumni-Coach on any workshop topic.

#### **Alumni Opportunities**

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

## Program Participation

### **Who Can Participate?**

A City manager may be nominated by his or her department, by MEA or by self-nomination. Nominee requirements are:

- 1) MEA-represented managers, and unrepresented managers.
- 2) Completion of a basic supervision program with 24 contact hours, such as: *24-PLUS for Managers and Supervisors*, *24-PLUS Enhanced* or an equivalent City-specific performance management program (GSA, AIR, PUC, HSA)
- 3) Commitment to attend all sessions
- 4) Sign off by Department Head/designee and manager to support nomination and attendance

The ideal participant will be proactive and self-aware, with a willingness and ability to meet commitments. Other essential qualities include: an openness to learning, a desire to grow and develop, and good time-management skills. Any questions regarding eligibility should be directed to amy.lilley@sfgov.org.

### **Departmental Support**

The importance of departmental support for the participating leader cannot be emphasized enough. 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 he/she is learning on the job.

### **Program Cost**

This cohort program is offered twice a year, for a total of 30 participants per session, at no cost to the participant or department. The full cost of the program is covered by a joint agreement between MEA and DHR. Departments, however, will be charged the full cost of the program if a departmental participant is absent from any portion of the program.

### **How to Apply**

The CCSF Leadership Development Program nomination form will be posted on the DHR website on October 1, 2015. Since space is limited, nominations will only be accepted for the time period listed on the schedule. There will be a maximum number of leaders admitted for each department, based on department size, until all spaces are filled.