CCSF and MEA Leadership 1.0 Program
Nomination Form
Winter 2020
Sponsored by the City and County of San Francisco Department of Human Resources and the San Francisco Municipal Executives Association

1. PARTICIPANT INFORMATION

<table>
<thead>
<tr>
<th>Nominee Name</th>
<th>DSW #</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code (Class &amp; Title)</td>
<td></td>
<td>Work Phone</td>
</tr>
<tr>
<td>City Department</td>
<td></td>
<td>Number of years working for the City</td>
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</table>

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 have at least 1 direct report.

<table>
<thead>
<tr>
<th>Completion of Basic Supervisory Program (List Name of Program Completed)</th>
<th>Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate hours completed</td>
<td>Number of Direct Reports</td>
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</tbody>
</table>

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 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.

Manager’s Agreement:
- I support the nominee and will support their attendance at all required sessions.

<table>
<thead>
<tr>
<th>Nominee's Manager (Print)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>E-Mail</td>
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</table>

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

Winter 2020 Program Dates:
All sessions meet at 1 S Van Ness, 4th Floor, with the exception of the Forum.
- Communicating for Success: January 14 & January 21
- Coaching for Excellence: February 4 – February 5
- City Leadership Forum: February 20
- Facilitation Skills: A Leader’s Toolkit: March 4 & March 11
- Closing and Graduation: March 18
- Pre-work and coaching session required, but 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 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 October 1 – November 2, 2019.
Nominees will be informed of acceptance by November 15, 2019.

Submit Nomination Forms:
- E-Mail forms to DHR.Leadership@sfgov.org OR
- Drop Off at: DHR, 1 South Van Ness Ave., 4th Floor, San Francisco, CA 94103, Workforce Development Division

Please contact Denise Van Alstine (Denise.VanAlstine@sfgov.org) if you have any questions.