

CCSF & MEA Leadership Development Program

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



Applicant Requirements

Applicants must meet the following requirements:

- ✓ MEA-represented manager or unrepresented manager with direct reports. (An unrepresented manager is typically an executive-level manager that is not represented by any union.)
- ✓ Completion of a basic supervision program with 24 contact hours. Examples of acceptable programs: 24 PLUS or equivalent programs, including performance management programs offered at ADM, Public Works, AIR, PUC, or HSA.
- ✓ Interest in the topics and commitment to attend all sessions.
- ✓ Sign off by Department Head or designee and manager to support nomination and attendance.

Important Dates

- Applications will be accepted from July 22 through August 20th, 2024.
- Acceptance email will be sent by August 27th, 2024.
- Program start date: September 4th, 2024
- Applicants must be able to attend all sessions (in-person and virtual): September 4, September 11, September 18, September 27, October 2, October 8, October 9, October 18, October 23, October 30, November 14.

Application Steps

- Download the application from the Leadership Webpage @ <https://sfdhr.org/ccsf-and-mea-leadership-development-program>
- Complete the application.
- Application must be signed by the applicant's manager.
- Send signed application via email to: DHR.Leadership@sfgov.org.
- Applications will be considered in the order they are received. Only complete applications will be reviewed.

Program Fee

- This cohort program is offered once a year, with a total of 26 participants per session, at no cost to the participant or department.
- Funds encumbered by the CCSF/MEA contract will cover full program costs. However, Departments may be charged the full cost of the program if a departmental participant is absent from any portion of the program.



Department of Human Resources

Workforce Development Division
One South Van Ness Ave., Floor 4
San Francisco, CA 94103

Website: www.sfdhr.org

Contact: DHR.Leadership@sfgov.org

Program Overview

Leadership is all about engaging others in conversations that move people to action. The core focus of the Leadership Development program is to help city leaders build skills to successfully engage with key stakeholders, colleagues, managers, and individual team members. As part of this three-month cohort, Leaders will take part in a workshop series to learn and practice models for communicating in a variety of situations. Each workshop meets for multiple sessions to give participants time to apply key concepts to their own real work issues and get feedback from their cohort colleagues.

Workshops include:

Leadership & 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.

Unleash Your Team's Potential Through Coaching / Successful Conflict Conversations:

Leaders learn an easy-to-use coaching model to conduct development conversations and address performance gaps with employees. Tools for having difficult conversation are practiced independently and within the workshop.

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.

✓ Alumni Opportunities

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

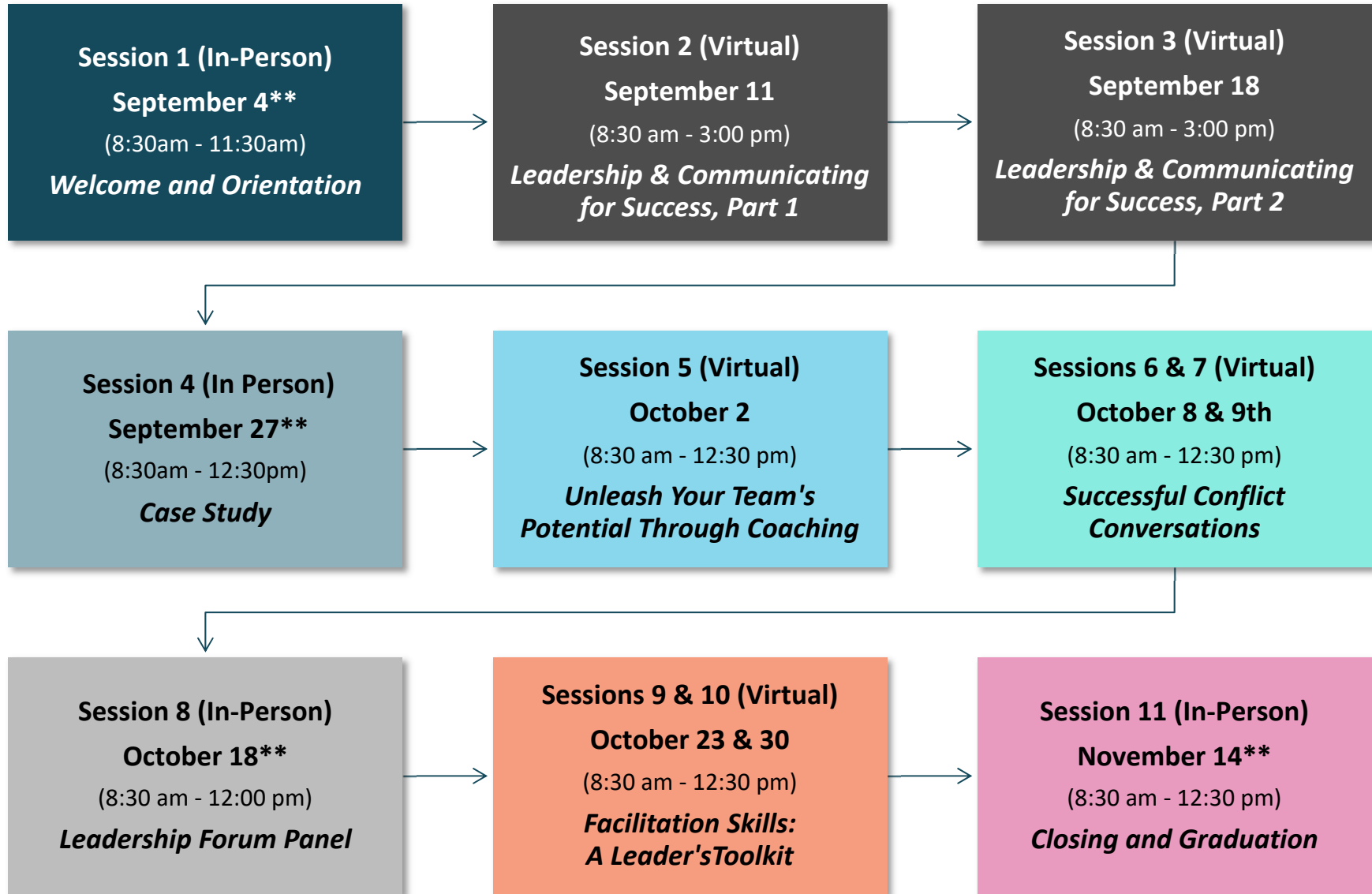
Departmental Support

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 they are learning on the job. The importance of departmental support for the participating leader cannot be emphasized enough.

Program Participation Technical Support

Some facilitator-led sessions will be held via Zoom, an interactive online platform that uses both video and audio features. **Accessible equipment is mandatory for the program.** Please ensure the participant is joining each session from a private space, as confidential information may be discussed. If a private space is not available, use of a headset with microphone function is highly encouraged.

Leadership Learning Map & Program Schedule



** All in-person sessions will be held at 1 South Van Ness or a nearby location TBD