



#### 4. IMPORTANT PROGRAM INFORMATION

##### Fall 2021 Program Dates:

All sessions meet virtually on the Zoom platform:

- **Welcome Orientation:** October 14 (8:30am - 11:30am)
- **Communicating for Success:** October 18 (8:30am - 2:30pm), October 19 (8:30am - 11:30am), and October 25 (8:30am - 2:30pm)
- **Unleash Your Team Through Coaching, Successful Conflict Conversations:** November 9, 16, and 17 (8:30am - 12:30pm)
- **Facilitation Skills: A Leader's Toolkit:** December 1 and 8 (8:30am - 12:30pm)
- **Finale and Graduation:** December 15 (8:30am - 12:30pm)
- **Pre-work and coaching sessions required, but self-scheduled.**

##### An Ideal Candidate Exhibits the Following Qualities:

- ü A desire to grow and develop
- ü Openness to learning and continuous improvement
- ü Willingness to be proactive and meet commitments
- ü 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 1-2 times per year, with 28 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. Unexcused absences may result in the loss of the department's ability to nominate applicants for future cohorts.

Facilitator-led sessions will be held via Zoom, an interactive online platform that uses both video and audio features. Accessible equipment (including video) is mandatory for the program. Please ensure training is in a private space, as potentially confidential information is discussed. If a private space is not available, use of a headset with microphone function is highly encouraged.

#### 5. APPLICATION SUBMISSION INFORMATION

##### Application Dates

Nominations will be accepted until the cohort is full. Nominees will be informed of acceptance via email.

##### Submit Nomination Forms:

E-Mail forms to [DHR.Leadership@sfgov.org](mailto:DHR.Leadership@sfgov.org)

Please contact [Denise.VanAlstine@sfgov.org](mailto:Denise.VanAlstine@sfgov.org) or [Bobbie.Lee@sfgov.org](mailto:Bobbie.Lee@sfgov.org) if you have any questions