

# Emerging City Leaders Workshop Series Nomination Form

Spring 2024

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, when 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 they attend all workshop sessions (see program schedule). In addition, the manager is expected to meet periodically with the nominee to discuss applying what they are learning to their job.

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

<b>Person Authorizing Payment:</b> <ul style="list-style-type: none"><li>The Department Agrees to pay the full cost of the program at \$2000</li></ul>	<b>Person Authorizing Payment Name (Print):</b>												
<b>Payment Options:</b>  Personal Check  Direct Payment from Department <i>Account must be from 581450</i>	<b>F\$P Funding Codes (Required):</b> <table><tr><th>Project</th><th>Activity</th><th>Dept</th><th>Fund</th><th>Authority</th><th>Account</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>581450</td></tr></table>	Project	Activity	Dept	Fund	Authority	Account						581450
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#### 4. IMPORTANT PROGRAM INFORMATION

**Spring 2024 Program Dates:** This series has in person and virtual online sessions - all sessions must be attended.

- **Welcome Orientation:** April 10 (8:30am - 11:30am) - In Person, 1 South Van Ness, 4th floor
- **Leadership and Communicating for Success:** April 17 & 24 1(8:30am - 3:00pm) - Virtual
- **Case Study:** May 3 (8:30am-11:30am) - In Person, 1 South Van Ness, 4th floor
- **Unleash Your Team Coaching, Conflict Conversations:** May 8, 16, 17 (8:30am -12:30pm) - Virtual
- **Facilitation Skills: A Leader's Toolkit:** May 23, 30 (8:30am - 12:30pm) - Virtual
- **Finale and Graduation:** June 5 (8:30am - 12:30pm) - In Person, 1 South Van Ness, 4th floor
- **Pre-work and coaching sessions required, and self-scheduled.**

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

- ü A desire to grow and develop in topics covered in the program
- 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 limited 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 still 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 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.**

The facilitator-led virtual 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 March 22, 2024. Nominees will be informed of acceptance via email.

##### **Submit Nomination Forms:**

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

Please contact [DHR.Leadership@sfgov.org](mailto:DHR.Leadership@sfgov.org) if you have any questions.