EMERGING CITY LEADERS PROGRAM

Hosted by the City and County of San Francisco Department of Human Resources.

Participation Criteria

This workshop is for City leaders NOT represented by the Municipal Executives Association (MEA). Nominees must meet all of the following requirements:

1) Have one or more direct report(s).
2) Completed a basic supervision program with 24 contact hours such as: 24 PLUS for Managers and Supervisors or another City specific performance management program, such as those offered by the GSA, HSA, ADM, Public Works, PUC and the Airport.
3) Interest in the topics and commitment to attend all sessions.
4) Sign-off by participant, manager, and person authorizing payment (with payment codes) to support nomination and commitment to pay program costs.

Ideal Candidate

The ideal program participant is a Leader who is interested in continuing to develop skills in the Public Sector. Essential qualities include:

- A desire to grow and develop in the topics covered in this program.
- Openness to learning and continuous improvement
- Willingness to be proactive and meet commitments
- Good time management skills

Important Dates

- Applications will be accepted from February 13th-March 16th, 2023.
- Acceptance email will be sent: By March 22nd, 2023.
- Program start date: April 12, 2023.
- Applicants must be able to attend all **in person and virtual sessions** (see schedule for details): April 12, April 19, April 26, May 5, May 10, May 17, May 18, June 2, June 9, June 14.

Application Steps

- Download the application from the Leadership Webpage @ https://sfdhr.org/emerging-city-leaders-workshop-series
- Complete the application
- Application must be signed by the applicant's manager.
- Send 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

- The total program cost is $2000. This covers materials fees and facilitation fees.

One South Van Ness Ave., 4th Floor
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 Emerging City Leaders 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 2-3 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 and 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. **Facilitator:** Linda Yeung, Executive Director of Learning and Development, Workforce Division DHR

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. **Facilitator:** DHR Learning & Development Team.

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. **Facilitator:** DHR Learning & Development Team.

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:

- ✓ *Case Study*

  A special presenter will share a case study for Leaders to reflect and discuss best practices and outcomes.

- ✓ *Alumni Opportunities*

  Participants will have the option to meet with an Alumni Coach. Those who complete the program will have the opportunity to attend future forums or serve as a coach to future cohort members.
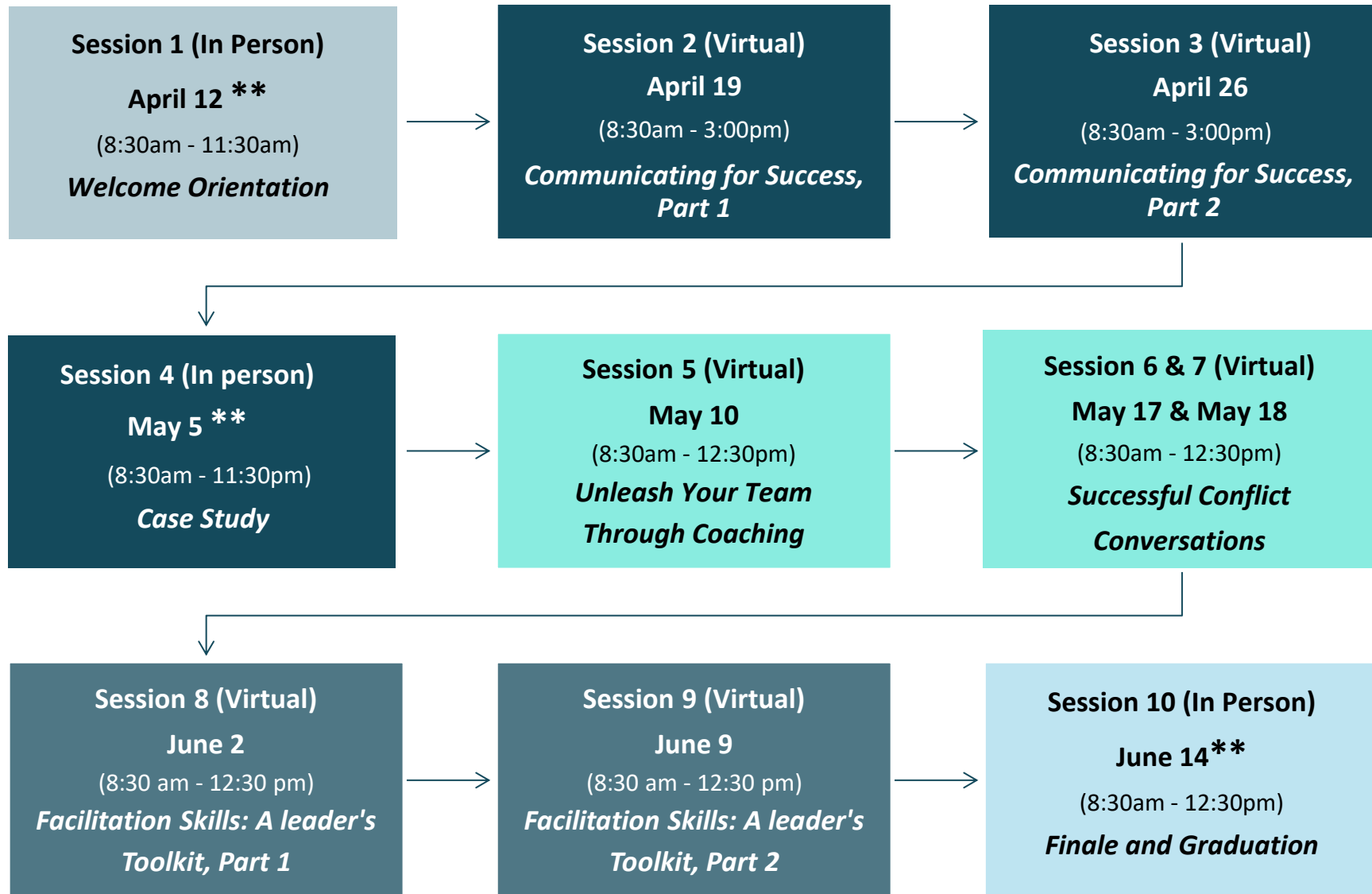
Departmental Support

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

The Facilitator-led virtual 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 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.

Leadership Learning Map & Program Schedule

Session 1 (In Person)

April 12 **

(8:30am - 11:30am)

Welcome Orientation

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Session 2 (Virtual)

April 19

(8:30am - 3:00pm)

Communicating for Success, Part 1

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Session 3 (Virtual)

April 26

(8:30am - 3:00pm)

Communicating for Success, Part 2

Session 4 (In person)

May 5 **

(8:30am - 11:30pm)

Case Study

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Session 5 (Virtual)

May 10

(8:30am - 12:30pm)

Unleash Your Team Through Coaching

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Session 6 & 7 (Virtual)

May 17 & May 18

(8:30am - 12:30pm)

Successful Conflict Conversations

Session 8 (Virtual)

June 2

(8:30 am - 12:30 pm)

Facilitation Skills: A leader's Toolkit, Part 1

→

Session 9 (Virtual)

June 9

(8:30 am - 12:30 pm)

Facilitation Skills: A leader's Toolkit, Part 2

→

Session 10 (In Person)

June 14**

(8:30am - 12:30pm)

Finale and Graduation

In person sessions will be held at 1 South Van Ness, 4th floor