



#### 4. IMPORTANT PROGRAM INFORMATION

##### Summer 2019 Program Dates:

All sessions meet from 9:00am – 4:00pm at 1 S Van Ness, 4th Floor, with the exception of the finale.

- **Communicating for Success:** July 9th & 16th (Tuesdays)
- **Coaching for Execution:** July 31st & August 1st (Wednesday & Thursday)
- **Facilitation Skills: A Leader's Toolkit:** August 14th & 21st (Wednesdays)
- **Finale and Graduation:** August 27th (Tuesday 9:00am - 12:00pm)
- **Pre-work and coaching session required, but self-scheduled.**

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

- ✓ A desire to grow and develop
- ✓ Openness to learning and continuous improvement
- ✓ Willingness to be proactive and meet commitments
- ✓ 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 one time per year, with 30 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.

#### 5. APPLICATION SUBMISSION INFORMATION

##### Application Dates

Nominations will be accepted starting April 1, 2019 - April 30, 2018 or until the cohort is full.

Nominees will be informed of acceptance by May 14th, 2019 via email.

##### Submit Nomination Forms:

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

OR

Drop Off at: **DHR, 1 South Van Ness Ave., 4<sup>th</sup> Floor, San Francisco, CA 94103, Workforce Development Division**

Please call Denise Van Alstine (415.551.8909) or Bobbie Lee (415.557.4931) if you have any questions.