CCSF and MEA Leadership 2.0 Program
Application Form
Spring 2020
Sponsored by the City and County of San Francisco Human Resources Department
and the San Francisco Municipal Executives Association

1. PARTICIPANT INFORMATION

Applicant Name	DSW #	Email
Job Code (Class & Title)		**Work Phone**
City Department		**Number of years working for the City**

2. PROGRAM ELIGIBILITY REQUIREMENTS
Applicants must meet the following requirements:

∅ Completion of CCSF and MEA Leadership Development Program
   o **Year of completion**
∅ MEA Represented or Unrepresented Manager
∅ Ability to commit time away from office to complete all workshops and assignments
∅ Responsible for leading a unit or department change project in the 2020 calendar year, or co-leading as part of a project team.

3. DEPARTMENTAL SUPPORT OF APPLICANT AND ATTENDANCE
Participation in this program requires the support of the participant's Manager. The participant's Director or Department Head must also sign off to indicate support of this application, and authorize payment of department funds to cover the $600 participation fee. Attendance at all workshops is required.

Manager's Agreement:
l I support the applicant and if selected, I will support his or her attendance at all sessions and completion of program assignments. I will commit to working with the participant to create a plan to cover work while he/she attends all workshop sessions.
l I support this applicant's proposed change project. I confirm that he/she will have responsibility in leading or co-leading this change project for the 2020 calendar year.
l I will support this applicant's participation in Leadership 2.0 by meeting with him/her periodically to discuss application of program content to this change project.

Applicant's Manager (Print)	Signature
Phone	**E-Mail**

Department Head/Director Approval:	
l I support the applicant and if selected, I will support his or her attendance at all sessions, completion of program assignments, and application of program content to a unit/department change project. l I authorize payment of department funds to cover the $600 participation fee if the applicant is accepted into the program.	
Department Head/Director's Name (Print)	**Department Head/Department's Signature**

CHANGE PROJECT PROPOSAL

Project Name	Project Start Date (anticipated start date if project has not started yet):
Project stage (please choose from the drop down menu)	**Anticipated Project Completion Date:**

PROJECT DESCRIPTION

Describe a unit or department change project that you will be responsible for leading in the 2020 calendar year or co-leading as part of a project lead team. The change project can be an emerging project or in its early stages of planning/development. The project should be substantial in nature (for example, a change or shift in policy, service or a way of doing things).

a) Project purpose and benefit

b) Potential impact of project on organization and/or community

c) Your role in the Change project

d) Who are the stakeholders internally or externally who will be involved in the project?

e) What are some constraints or challenges that you anticipate with this change project?

f) What would you like to learn in the Leadership 2.0 program that will help you implement this change project?

4. IMPORTANT PROGRAM INFORMATION

Program Dates:

All sessions meet at 1 South Van Ness, 4th Floor:
- *Program Orientation:* February 12th, 2020 (9:00am – 3:00pm)
- *Strategic Thinking & Political Astuteness:* March 17th & 24th (8:30am – 4:00pm)
- *EPIC Change & Transformation:* April 8th (9:00am – 4:00pm) & April 15th (9:00am – 12:30pm)
- *Decision Mojo:* May 12th (9:00am – 4:00pm) & May 19th (9:00am – 12:30pm)
- *Project Presentations & Graduation:* June 2nd (9:00am – 1:00pm)

Attendance Policy

The Leadership 2.0 program is valued at $3,000 per participant. Funds encumbered by the CCSF/MEA contract will help offset program costs. Departments will be charged $600 per participant to cover remaining program costs. The program is a rare opportunity for leaders to receive high quality professional development at nominal cost to the department. We ask applicants to consider carefully whether they can meet the full commitment of the program.

Participants admitted to the program will be required to set aside time to attend the full length of all sessions. Those who do not attend a session or a portion of a session may be asked to discontinue the program.

5. APPLICATION SUBMISSION INFORMATION

Application Dates
- Applications will be accepted starting November 12, 2019.
- Applications will be reviewed in the order received.
- Acceptance emails will be sent starting December 16, 2019.
- Program start date: February 12, 2020.

Submit Application Forms:
Email to: DHR.Leadership@sfgov.org starting November 12th 2019.
OR
Drop off at: Workforce Development Division, DHR, 1 South Van Ness Avenue, 4th Floor, San Francisco, CA 94103

Please contact the Ishani Baruah, Learning & Development Manager, DHR at ishani.baruah@sfgov.org if you have any questions.