



CCSF and MEA Leadership Development Program Nomination Form

Fall 2017

The City and County of San Francisco Department of Human Resources
and the San Francisco Municipal Executives Association

1. PARTICIPANT INFORMATION

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

2. PROGRAM ELIGIBILITY REQUIREMENTS

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 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 he/she attends all workshop sessions (see attached program schedule). In addition, the manager is expected to meet periodically with the nominee to discuss applying what he/she is learning to his/her job.

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

Department Head Approval: <ul style="list-style-type: none"> • I support the nominee and if selected, I will support his or her attendance at all required sessions. • I understand that if a nominee does not attend all required sessions, the department will be charged the full cost of the training program and will not be allowed to send any departmental staff to the next session. 	
Department Head's Name (Print)	Department Head's Signature

4. IMPORTANT PROGRAM INFORMATION

Fall 2017 Program Dates:

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

- **Communicating for Success:** September 12th & 14th
- **Coaching for Execution:** October 3rd & 4th
- **City Leadership Forum:** October 17th (9:00am-12:00pm)
- **Facilitation Skills: A Leader's Toolkit:** October 25th & November 1st
- **Finale and Graduation:** November 7th (9:00am - 12:00pm)
- **Pre work and coaching session required, but self-scheduled.**

An Ideal Candidate Exhibits the Following Qualities:

- ✓ Shows a willingness and ability to meet commitments
- ✓ Is open to learning and has a strong desire to grow and develop
- ✓ Is proactive and self-motivated
- ✓ Is self-aware
- ✓ Has good time management skills

Attendance Policy

This program is supported by a joint agreement between DHR and MEA, and the cost of the program is covered by this agreement. This program is offered two times per year, and there are 30 seats available per cohort session. The program is a rare opportunity to receive high quality professional development at no cost to either the individual or the department. 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 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.

5. APPLICATION SUBMISSION INFORMATION

Application Dates

Nominations will be accepted from April 17th - May 5th, 2017, C.O.B.

Nominees will be informed of acceptance by May 12, 2017 via email.

Submit Nomination Forms:

E-Mail forms to WD.DHR@sfgov.org

OR

Drop Off at: **DHR, 1 South Van Ness Ave., 4th 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.