

Management Leadership Development Academy

Agenda

Training provided for current and new managers, and experienced supervisors who have a professional goal to promote to a management position. Curriculum consists of a combination of organizational management skills and enhanced leadership development training. Additional training is available in the form of elective topic workshops, coaches/mentors, experiential assignments, peer networking, and recommended reading.

Two half-day modules are scheduled monthly for a total of eight and are facilitated by leadership development professionals. The academy is supplemented by a three-day Management Training Intensive seminar which provides a high-level orientation to the role and responsibilities of District leaders in key subject domains and is presented by several SDCCD executive managers. The Academy includes a total of 60 hours of training.

January 2011

□ Module 1 – Friday, 1/28/2011, 8:00 – 1:00, District Office, Room 245

- ◇ 30 min **Introduction**
 - Overview & Expectations of MLDA
 - Introduction of Facilitators
 - ◇ 4 hr **Being an Effective Leader**
 - Current challenges faced by SDCCD Leaders/Managers
 - Changing role & expectations of Managers in the workplace
 - Management and leadership skills to succeed
 - Five Mindsets of Managers/Leaders
 - Strengths Finder assessment and discussion
 - Top ten tips for Managers
 - *Refreshments will be served*
- Kim Myers
– Erin Milligan-Hill
– Linda Shoob & Jordan Goldrich
– Linda Shoob

February 2011

□ Module 2 – Friday, 2/11/2011, 8:00 – 1:00, City College, Room R-110

- ◇ 1 hr **City College Overview & Application of District Core Values**
 - ◇ 4 hr **Building Teams and Workplace Engagement**
- Team Building Model
 - Assess your team (Survey)
 - Team tools to enhance engagement and effectiveness
 - Meeting management/facilitation skills
 - *Refreshments will be served*
- Terry Burgess
– Linda Shoob

□ Module 3 – Friday, 2/25/2011, 8:00 – 1:00, Mesa College, H117/H118

- ◇ 1 hr **Mesa College Overview & Importance of Shared Governance**
 - ◇ 4 hr **Communication**
- DISC Communication Styles Instrument
 - How to recognize other communication styles
 - How to get “yes” with reports, peers and superiors
 - How to flex your style for maximum effectiveness
 - *Refreshments will be served*
- Liz Armstrong
– Jordan Goldrich

March 2011

□ **Module 4 – Friday, 3/11/2011, 8:00 – 1:00, ECC, Room A-122**

- ◇ 1 hr **Cont. Ed. Overview & District Vision & Mission** – Anthony Beebe
- ◇ 4 hr **Strategic Thinking & Planning** – Linda Shoob
 - What is strategy?
 - Strategic thinking tools (SWOTT and Scenario Building)
 - Conduct Mock SWOTT Analysis
 - Strategic Plan and Implementation Plan: two different things
 - Creating a strategic plan
 - Creating relevant metrics and monitoring goals

Refreshments will be served

□ **Management Training Intensive (MTI)**

Monday-Wednesday, 3/21/11-3/23/11, 8:00–4.30 - off-site conference facility

- Management Training Intensive (MTI) - separate agenda – Chancellor
will be provided in advance of event date & District Leaders
- *Continental Breakfast, Full Buffet Lunch, and Refreshments will be served*

April 2011

□ **Module 5 – Friday, 4/1/2011, 8:00 – 1:00, Miramar College, Room S5-103**

- ◇ 1 hr **Miramar College Overview & District & Campus Responsibilities** – Patricia Hsieh
- ◇ 4 hr **Understanding Competency-Based Performance Management** – Linda Shoob
 - The SDCCD Performance Management System
 - What is Performance Management?
 - What are competencies?
 - Setting standards of performance for Goals and Competencies
 - Giving competency-based performance feedback
 - How to coach employees who meet and exceed expectations
 - Practice feedback exercise
 - *Refreshments will be served*

□ **Module 6 – Wednesday, 4/13/2011, 8:00 – 12:00, Mesa College, Room H117/H118**

- ◇ 4 hr **Coaching for Performance Improvement** – Jordan Goldrich
 - How to be 100% effective in conversations about performance
 - How to avoid the manager's trap when addressing performance issues
 - Maintaining composure during difficult conversations
 - Candid conversations: How to deliver negative feedback and maintain a good relationship
 - *Refreshments will be served*

May 2010

□ **Module 7 – Friday, 4/29/2011, 8:00 – 12:00, District Office, Room 245**

- ◇ 4 hr **Valuing Differences and Intergenerational Issues in the Workplace** – Linda Shoob
 - What “diversity” exists in the workplace?
 - The benefits of differences
 - Intergenerational issues
 - Tips and tools to effectively optimize differences
 - *Refreshments will be served*

□ **Module 8 – Thursday, 5/5/2011, 8:00 – 1:00, District Office, Room 245**

- ◇ 4 hr **Professional Development for Yourself & Others** – Jordan Goldrich
 - SDCCD Leadership Competencies- Self assessment
 - How to build a development for yourself and your employees
 - Participants identify one professional development goal for themselves
 - Participants define how they will measure success
 - Participants commit to 3-5 development activities to achieve the goal
 - Participants coach each other on their development plans
 - Facilitator will model coaching and provide feedback
 - *Refreshments will be served*

- ◇ 1 hr **Graduation / Celebration !!** – Chancellor
– Kim Myers
 - Managers of participants are invited to celebrate participants’ achievements
 - Award of Management Leadership Development Academy Certificates
 - *Refreshments will be served*

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Total 60 hrs.