

Management Development Program 2019

I. Program Description:

A. What is the purpose of the program?

To continue the professional development of interested managers through a program conducted by County executive managers.

B. What outcomes would participants expect?

As a result of this program, participants will:

- *Learn more about upcoming County initiatives and local government business trends*
- *Enhance their understanding of County practices and operations*
- *Have a greater understanding of their individual strengths and areas for improvement*
- *Understand the requirements of an executive-level management position*
- *Develop and practice leadership and management skills*

II. Program Background:

Following an HR Training Needs Assessment conducted in the fall of 2013, many departments expressed an interest in bringing back the former Management Development and Mentoring Program (MDMP) which was conducted from 2002 to 2009. This new and revised program is designed to further develop management employees in their current leadership positions and to help prepare employees to assume high-level positions as baby boomers continue to retire.

Although there are many training venues where employees can further their leadership development, departments specifically expressed the desire to have Management Development Program (MDP) sessions taught by internal subject matter experts, focused on specific County operations, those operations/practices unique to the County and not necessarily shared with other Consortium/Community-based agencies. The table in the following section outlines topics/areas of interest and which are specific to County operations.

III. What is the design of the Program?

Prior to the start of the program, all participants will be mailed an electronic Emotional Intelligence Self-Assessment tool to enhance the participant's understanding of their

leadership style, strengths, and weaknesses. This tool can be used to assist participants in designing a customized leadership plan to meet their specific needs and career goals.

Participants will attend a training session once a month conducted by County executive managers to cover the following topics:

Trainer(s)	Date/Place	Session Title
Joanne Bond , Consultant & Gabe Aponte , Management Analyst	Date: January 23, 2019 Time: 8:30 a.m. – 12:00 p.m. Location: Room 101	Leading with Emotional Intelligence <i>What you can learn from your EQ, and how to apply it in developing your professional development goals. Books assigned.</i>
Mike Callagy , County Manager & Iliana Rodriguez , Deputy County Manager	Date: February 4, 2019 Time: 8:30 a.m. – 12:00 p.m. Location: Room 101	Leading in San Mateo County – Shared Vision 2025 <i>Shared vision, shared commitment. An overview of the County’s shared vision, community goals, and leadership expectations.</i>
Kim Cagno , Director, Child Support Services & Nicole Pollack , Director, Human Services Agency	Date: March 18, 2019 Time: 8:30 a.m. – 12:00 p.m. Location: Room 101	Leading from Vision to Results <i>Performance management overview. Alignment to County vision and goals; collaborative planning and priority-setting; resource allocation; agile approach to evaluating and improving performance.</i>
Louise Rogers , Chief of the Health System & Srija Srinivasan , Director, Family Health Services and Health Coverage Unit	Date: April 8, 2019 Time: 8:30 a.m. – 12:00 p.m. Location: Room 101	Leading Strategically <i>Choosing and selling great ideas.</i>

Trainer(s)	Date/Place	Session Title
Peggy Jensen , Deputy County Manager & Kitty Lopez , Executive Director, First 5	Date: May 20, 2019 Time: 8:30 a.m. – 12:00 p.m. Location: 101	Leading Your Team <i>Understanding what makes a team successful.</i>
Conrad Fernandes , OD & Communications Manager	Date: June 2019 (TBD) Time: 8:30 a.m. – 12:00 p.m. Location: TBD	Leading by Coaching <i>Understanding the importance of creating a coaching culture.</i>
Conrad Fernandes , OD & Communications Manager & Gabe Aponte , Management Analyst	Date: July 2019 (TBD) Time: 8:30 a.m. – 12:00 p.m. Location: TBD	Leading a Culture of Engagement <i>Techniques and resources including: Employee engagement, onboarding, and succession planning.</i>
Heather Ledesma , Principal Management Analyst	Date: August 2019 (TBD) Time: 8:30 a.m. – 12:00 p.m. Location: TBD	Leading through Continuous Improvement <i>Identify wasteful activities, map processes (as-is and to-be), and effectively organize work processes (Lean).</i>
Robert Manchia , Budget Director & Heather Ledesma , Principal Management Analyst	Date: September 2019 (TBD) Time: 8:30 a.m. – 12:00 p.m. Location: TBD	Leading through Forecasting and Planning <i>Budget and financial management. Understand and apply basic concepts to budget development and monitoring, mid-year review and year-end closing, and learn how to use budget information in everyday program management.</i>
John Keene , Chief Probation Officer & Paul Okada , Chief Deputy County Counsel	Date: October 2019 (TBD) Time: 8:30 a.m. – 12:00 p.m. Location: TBD	Leading by Example <i>Workplace ethics. Review of the County's whistleblowing program and online training, along with case studies.</i>

Trainer(s)	Date/Place	Session Title
Gabe Aponte , Management Analyst	Date: November 2019 (TBD) Time: 8:30 a.m. – 12:00 p.m. Location: TBD	Leading involves Resiliency and Networking <i>Techniques for staying resilient and establishing a strong network. Review of goals and books assigned.</i> **Graduation**

These sessions will be held in Redwood City for approximately 3.5 hours each month. **The expectation is that managers will attend at least 90% of the sessions.** Participants will receive additional resource materials when the sessions commence.