



CHIEF PROBATION OFFICERS

OF CALIFORNIA

MANAGERS LEADERSHIP ACADEMY SACRAMENTO – 2022

APPLICATION DUE FEBRUARY 4, 2022

CPOC is pleased to announce the delivery of CPOC's Managers Leadership Academy Sacramento, which will be held Week 1: April 4-8, 2022 and Week 2: May 16-20, 2022 in Sacramento, California. CPOC's MLA program is deemed as an equivalency to the current Manager Administrator Core Course (MACC).

The 80-hour intensive training course is designed to prepare current probation managers for executive positions. The course blends practical skill building, individualized leadership development, and a focus on ethical, data-driven decision making to cultivate California's future probation leadership. The course is comprised of two weeks of classroom training, an intersession practicum assignment, peer study groups, and a 360-leadership assessment.

This demanding course is designed for future probation executives - participants must be highly motivated and focused in order to be successful. Given that the course is intended for future executives, work products are expected to be comprehensive, high quality and reflect the complexity of county-level probation management. Once accepted to the course, participants are expected to participate in order to advance their own learning and complete all course requirements.

Core Topics to be covered:

- ❖ What is a Leader?
- ❖ Leadership in CA Probation
- ❖ Operational Management
- ❖ Project Management
- ❖ Leading and Managing Organizational Change
- ❖ Workforce Planning & Human Resources
- ❖ Executive Dialogue: Internal Relations & External Relations
- ❖ Ethics
- ❖ Individual Leadership Styles & Leadership Planning
- ❖ Evidence-Based Practices & Data-Driven Decision Making
- ❖ Strategic Planning
- ❖ Budget & Fiscal Management
- ❖ Collaboration & Interagency Planning
- ❖ Communications & Media



- Prior to the first session, participants are expected attend a 90-Minute LPI enrollment Webinar scheduled for **February 8, 2022 from 10:00am to 11:30am**, and to complete the Leadership Practices Inventory (LPI) 360 assessment, developed by Jim Kouzes and Barry Posner. Participants are also expected to participate in a 30-minute one-on-one coaching session with an LPI Consultant to go over results of their 360-Leadership assessment via phone or Zoom Meeting between session One and session Two.
- Participants will be assigned to study groups during Session One in order to complete a team assignment. Teams are expected to meet for two hours each day, Monday-Thursday, during the classroom session, over lunch, and/or in the evenings.
- During the intersession between classroom trainings, participants are expected to complete a practicum exercise and prepare a 10-15-minute presentation in preparation for session Two.

DEADLINE FOR SUBMITTAL: Friday, February 4, 2022

STC TUITION: \$1,400.00

A NON-REFUNDABLE FEE OF \$200 WILL BE CHARGED ONCE PARTICIPANT INITATES THE 360 LEADERSHIP ASSESSMENT TOKEN

FINAL PAYMENT DUE: April 1, 2022

Payment: You may pay by Check OR a Credit Card:

Check: Make Checks Payable to **CPOC FOUNDATION** and mail to:

CPOCF, Attn: Ronesh Mistry, 1415 L Street, Suite 780, Sacramento, CA 95814

Credit Card: Contact Whitnee Morse at Whitnee@cpoc.org to request an invoice in order to pay by credit card.

*****REFUND BY APPROVAL ONLY*****

Academy Dates:

<u>LPI Enrollment</u> <u>Webinar:</u> February 8, 2022 10:00am to 11:30am	<u>Week 1/Session 1:</u> April 4-8, 2022 Monday to Thursday – 8:00am to 5:30pm Friday – 8:00am to 12:00pm	<u>Week 2/Session 2:</u> May 16-20, 2022 Monday to Thursday – 8:00am to 5:30pm Friday – 8:00am to 1:00pm
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Training Site Address:

CPOC Training Room (Bordin Room)
1415 L Street, Suite 780
Sacramento, CA 95814

Following in accordance of the Statewide Order by the California Department of Public Health and the Sacramento County Health Order, masks/face coverings are to be worn, regardless of vaccination status, in all Sacramento County indoor settings. CPOC will continue to monitor updates and changes to state and county public health guidelines as it relates to COVID protocols and will alert all registered attendees if they should change. Courses scheduled in-person may move to a virtual format depending on local restrictions and recommendations.



CHIEF PROBATION OFFICERS OF CALIFORNIA

MANAGERS LEADERSHIP ACADEMY 2022 SACRAMENTO – APPLICATION

DIRECTIONS: Please complete all information on this form. Be sure to sign and date your Commitment Statement at the end of this page. Your Chief Probation Officer or Immediate Supervisor must complete and sign the Supervisor Endorsement Statement on the next page.

Name: _____

Title: _____

Current Assignment: _____

Department: _____

Work Address: _____

Phone Number: _____

E-Mail Address: _____

Length of time employed in community
Corrections: _____

Length of time in current Manager
position: _____

Are you taking this course to meet the Manager/Administrator Core Course Requirement (MACC)?
(Please check) YES NO

Have you already taken the Managers/Administrator Core Course?
(Please check) YES NO

If YES, when: _____

APPLICANT COMMITMENT:

If selected to participate in the Managers Leadership Academy, I agree to attend all classes and complete all Academy assignments and requirements.

Signature

Date



CHIEF PROBATION OFFICER or IMMEDIATE SUPERVISOR ENDORSEMENT

Tuition: \$1,400.00 per person

CPO or Immediate Supervisor: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

This applicant, _____ has my full support and endorsement for
(Applicant's Name)

participation in the Managers Leadership Academy. I understand that participants will be assigned to study groups during Session One in order to complete a team assignment. Teams are expected to meet for two hours daily in week 1, Monday-Thursday, during the classroom session, over lunch or in the evenings. During the intersession between classroom trainings, participants are expected to complete a practicum exercise. Participants are also expected to attend a 90-Minute Webinar on Pre-LPI Assessment in order to complete their 360-leadership assessment prior to session 1. Attendees are also to participate in a 30-minute one-on-one coaching session with the LPI consultant between session One and session Two.

CPO or Immediate Supervisor's Signature

Date

Academy Dates:

<u>LPI Enrollment</u> <u>Webinar:</u> February 8, 2022 10:00am to 11:30am	<u>Week 1/Session 1:</u> April 4-8, 2022 Monday to Thursday – 8:00am to 5:30pm Friday – 8:00am to 12:00pm	<u>Week 2/Session 2:</u> May 16-20, 2022 Monday to Thursday – 8:00am to 5:30pm Friday – 8:00am to 1:00pm
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**NOTE: Please Email application to Ronesh Mistry by
Friday, February 4, 2022**

Ronesh Mistry
Director of Professional Development
Ronesh@c poc.org
Phone: (916) 447-2762