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www.cpoc.org



April 10, 2018

#### Dear Chiefs,

We are pleased to announce the delivery of CPOC's Managers Leadership Academy, which will be held Week 1: August 6-10, 2018 and Week 2: September 10-14, 2018 in Sacramento, California. 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. Applications are due **June 14, 2018.** CPOC is no longer offering Command College, but this is not a sole replacement. We have Supervisors Leadership Academy (SLA), Managers Leadership Academy (MLA) and the Executive Leadership Academy (ELA) to address all levels of leadership development.

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. This includes:

- Participants are expected to establish personal goals for the course, and to participate fully in the classroom training, study groups, practical assignments, and leadership assessments.
- Participants are expected to implement their leadership plan upon returning to work.
- Prior to the first session, participants are expected attend a 1-hour pre-LPI enrollment Webinar 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 the results of their 360-Leadership assessment via phone between session One and session Two.

CPOC's Managers Leadership Academy is a two-week course. Participating Managers will receive STC credit of 40 hours for each week of training, which is a total of 80 hours' credit. Each week begins Monday morning at 8:00 a.m. and will end at 4:30 p.m. on Friday. Participants will be assigned to study groups during Sessions One in order to complete a team assignment. Teams are expected to meet for an hour each day, Monday-Thursday, during the classroom session either over lunch or in the evenings. In addition, the participants will be required to complete an Intersession Practicum assignment and prepare a 10 to 15 minute presentation in preparation for Session Two.

We look forward to receiving applications. If you have any questions from your department, please do not hesitate to contact Ronesh Mistry, Training Coordinator at the Chief Probation Officers of California, <a href="mailto:Ronesh@cpoc.org">Ronesh@cpoc.org</a> or (916) 447-2762.

Thank you,

Karen A. Pank
Executive Director

Chief Probation Officers of California Foundation

## CHIEF PROBATION OFFICERS

OF CALIFORNIA

#### 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
- Participants will be assigned to study groups during Session One in order to complete
  a team assignment. Teams are expected to meet for an hour each day, MondayThursday, during the classroom session either over lunch 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.
- Prior to the first session, participants are expected attend a 1-hour pre-LPI enrollment Webinar
  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 between session One and session Two.

**DEADLINE FOR SUBMITTAL:** Thursday, June 14, 2018

REGISTRATION FEE: \$200.00 STC TUITION: \$1,000.00

TOTAL: \$1,200

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

FINAL PAYMENT DUE: July 31, 2018

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

CPOCF, Attn: Ronesh Mistry, 1415 L Street, Suite 1000, Sacramento, CA 95814
\*\*\*REFUND BY APPROVAL ONLY\*\*\*

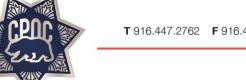




## **MANAGERS LEADERSHIP ACADEMY 2018 – APPLICATION**

**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 employed by probation:  Length of time in current Manager position:	
Have you taken the Managers/Administrator Core Course?  (Please check) YES NO	
If YES, when:  - Attending CPOC MLA is not to be considered in lieu of BS standalone training offered by CPOC at this time.	SCC MACC. This is a separate
<b>APPLICANT COMMITMENT:</b> If selected to participate in the Managers Leadership Academ complete all Academy assignments and requirements.	y, I agree to attend all classes and
Signature	Date



# **CHIEF PROBATION OFFICERS**

OF CALIFORNIA -

### **CHIEF PROBATION OFFICER or IMMEDIATE SUPERVISOR ENDORSEMENT**

Tuition: \$1,200.00 per person

CPO or Immediate Supervisor:	
Title:	
Address:	
Phone:	
E-Mail:	
participation in the Managers Leadership Acade to study groups during Session One in order to to meet for an hour each day, Monday-Thurso or in the evenings. During the intersession bet to complete a practicum exercise. Participant Pre-LPI Assessment in order to complete the	has my full support and endorsement for lemy. I understand that participants will be assigned a complete a team assignment. Teams are expected day, during the classroom session either over lunch tween classroom trainings, participants are expected at are also expected to attend a 1-hour Webinar on neir 360-leadership assessment prior to session 1. Linute one-on-one coaching session with the LPI two.
CPO or Immediate Supervisor's Signature	Date
Academy Dates:	
Week 1/Session 1:	Week 2/Session 2:
August 6-10, 2018	September 10-14, 2018

NOTE: Please Email application to Ronesh Mistry by

Thursday, June 14, 2018

Ronesh Mistry
Ronesh@cpoc.org

Phone: 916-447-2762 Fax: 916-442-0850

