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www.cpoc.org

September 17, 2018

Dear Chiefs,

We are pleased to announce the delivery of CPOC's Managers Leadership Academy (MLA) – Los Angeles, which will be held Week 1: February 4-8, 2019 and Week 2: March 4-8, 2019 in Downey, 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 **Friday, November 30, 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-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, Ronesh@c poc.org or [\(916\) 447-2762](tel:(916)447-2762).

Thank you,

A handwritten signature in black ink, appearing to read 'Karen A. Pank', written in a cursive style.

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, Monday-Thursday, 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-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: Friday, November 30, 2018

REGISTRATION FEE: \$200.00

STC TUITION: \$1,000.00

TOTAL: \$1,200

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

FINAL PAYMENT DUE: January 18, 2019

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



CHIEF PROBATION OFFICERS OF CALIFORNIA

APPLICATION: MANAGERS LEADERSHIP ACADEMY 2019 – LOS ANGELES

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 BSCC MACC. This is a separate standalone training offered by CPOC at this time.**

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 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: _____

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 an hour each day, Monday-Thursday, 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. Participants are also expected to attend a 1-hour 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>Week 1/Session 1:</u> <i>February 4-8, 2019</i> | <u>Week 2/Session 2:</u> <i>March 4-8, 2019</i> |
|---|--|

**NOTE: Please Email application to Ronesh Mistry by
Friday, November 30, 2018**

Ronesh Mistry
Ronesh@cpoc.org
Phone: 916-447-2762
Fax: 916-442-0850

