

# **CHIEF PROBATION OFFICERS**

- OF CALIFORNIA

# MANAGERS LEADERSHIP ACADEMY SACRAMENTO – 2021 APPLICATION DUE NOVEMBER 20, 2020

CPOC is pleased to announce the delivery of CPOC's Managers Leadership Academy Sacramento, which will be held Week 1: January 25-29, 2021 and Week 2: February 22-26, 2021 in Sacramento, California. Effective July 1, 2020, CPOC's MLA program will be 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 1-hour pre-LPI enrollment Webinar scheduled for <u>December 10, 2020 from 10am to 11am</u>, 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, November 20, 2020

# 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: January 15, 2021

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

<u>Check</u>: Make Checks Payable to **CPOC FOUNDATION** and mail to:

**CPOCF, Attn: Ronesh Mistry, 1415 L Street, Suite 1000, Sacramento, CA 95814** <u>Credit Card:</u> Contact Whitnee Morse at <u>Whitnee@cpoc.org</u> to request an invoice in order to pay by credit card.

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

#### Academy Dates:

Week 1/Session 1:	Week 2/Session 2:
January 25-29, 2021	February 22-26, 2021
Monday to Thursday – 8:00am to 5:30pm	Monday to Thursday – 8:00am to 5:30pm
Friday – 8:00am to 12:00pm	Friday – 8:00am to 1:00pm

## **Training Site Address:**

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

CPOC will continue to monitor directive from health officials, as well as travel restrictions imposed by the counties. Therefore, there might a possibility that this course may be converted to virtual platform as we get up-to-date information. Enrolled participants will be informed no later than November 20, 2020 if this course will be delivered virtually.



- OF CALIFORNIA

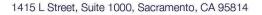
# **MANAGERS LEADERSHIP ACADEMY 2021 SACRAMENTO – APPLICATION**

**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
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 Immedia	te Supervisor:	
Title:		
Address:		
Phone:		
E-Mail:		
This applicant,	(Applicant's Name)	has my full support and endorsement for

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 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
	minculate	Supervisor 3	Jighature

Date

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#### NOTE: Please Email application to Ronesh Mistry by Friday, November 20, 2020

Ronesh Mistry Director of Professional Development <u>Ronesh@cpoc.org</u> Phone: (916) 447-2762