



Human Resources

Learning & Organizational Effectiveness

2018-2019 Leadership in Action Series

Information and Application Packet

Application Due Date:
~~5:00 p.m., Monday, June 18, 2018~~

EXTENDED DUE DATE:
5:00 p.m., Friday, June 22, 2018



Leadership in Action Series Overview

The goal of the ***Leadership in Action Series*** is to provide people managers with opportunities to gain skills and knowledge to lead in a manner that supports the UCF Collective Impact Strategic Plan as well as the goals of their department.

Series Design

This series is designed to allow participants to develop and enhance skills within a cohort group of up to 25 participants representing different university departments. The cohort design enables participants to interact with colleagues from across the university. The goal of this design is to create a community of learning where participants can build professional relationships and make a meaningful contribution toward their career development. The curriculum is designed to build skills in competencies that are needed to lead and manage others.

Ideal Candidates

The series is appropriate for staff, faculty, and principal investigators who currently supervise others. Individuals who have recently been hired or promoted to a people management role (e.g., supervisors, managers, assistant/associate directors, or directors) and have had little formal leadership training are encouraged to participate. It is recommended that candidates have completed at least six months in their position prior to the start of the series.

All applicants must have supervisor support. Applicants' supervisors are expected to provide a letter of support. If applicant is selected, their supervisor is required to attend the Supervisor Orientation session.

Application Process and Participant Selection

Applicants must complete and submit the attached application, along with a letter of support from their supervisor, by 5:00 p.m. on Friday, June 22, 2018.

All applicants will be notified via email no later than Friday, July 20, 2018 regarding the status of their application. The selection committee will review application packets and select participants for the program based on the responses to the application questions, the supervisor's recommendation, and overall composition of the cohort.

Applicants are encouraged to reserve the dates listed on the "Series-at-a-Glance" (see page 3) in anticipation of their acceptance to the series. Participants' supervisors are requested to reserve Wednesday, August 29, 10:00 a.m. to 12:00 p.m., for the Supervisor Orientation.

Series Cost

The total cost to the department for each participant is \$595. This fee includes all materials and any assessments that may be administered.

Attendance

The purpose of this leadership development series is to provide participants with an opportunity for growth and development. Given the investment of time and resources, it is important that participants are committed to attending all of the program sessions.

ATTENDANCE IS MANDATORY: The “Series-at-a-Glance” includes dates and times for each session. Interested candidates should plan regular work-related commitments, professional conferences, and vacations in advance so that they do not conflict with session dates. In the event a participant misses a session, the office of Learning and Organizational Effectiveness will contact the supervisor.

EXTENUATING CIRCUMSTANCES: In the event of illness, loss of a loved one, or unexpected workplace emergency, the participant will inform the program coordinator that she or he will not be able to attend the session. The program coordinator will assist the participant in making up the session, which may include attending an upcoming class or attending the class with the next cohort, or identifying a similar class outside of the university. The participant’s department will be responsible for any additional fees if the make-up class is not part of the leadership series.

INCLEMENT WEATHER: In the event of inclement weather, participants should follow the University guidelines for closings and delays. Safety is paramount and should a class need to be rescheduled we will seek your support in adjusting calendars. *One extra date has been included in the “Series-at-a-Glance”. Please hold this date in case it is required.

UNEXCUSED ABSENCES: Examples of unexcused absences include meetings, vendor meetings, conference calls, conference attendance, or vacation days. The participant will be responsible for making up the missed session(s). The participant’s department will be responsible for any additional fees associated with makeup classes.

If a participant misses **two classes** and has not made up the classes prior to the published graduation date for that cohort group, the participant will be allowed to join the next available cohort and graduate with the new cohort if the classes are made up. Program fees will not be refunded as course materials are acquired in advance.

GRADUATION REQUIREMENTS: Participants will be eligible for graduation in 2019 by completing all classes in the series. If a participant has not completed all classes, they will have one year to complete them and to be eligible to graduate with the next cohort (2020).

Leadership in Action Series-at-a-Glance

All sessions will be held in the Human Resources Training Room 105, 3280 Progress Drive, Suite 100.

Course/Deadline	Date	Time
Applications Due to Human Resources	Fri., June 22, 2018	5:00 p.m.
Participant Notification via Email	Fri., July 20, 2018	5:00 p.m.
Supervisor Orientation	Wed., August 29, 2018	10:00 a.m. – 12:00 p.m.
Kickoff <ul style="list-style-type: none"> • Program Overview • Project Overview • Knowing Yourself in Relation to Others - DiSC 	Wed., September 5, 2018	9:00 a.m. – 12:00 p.m. 1:00 p.m. – 4:30 p.m.
<ul style="list-style-type: none"> • UCF Collective Impact Strategic Plan and Strategic Leadership • Work Culture • Team Life Cycle • Process Improvement Tools 	Thurs., September 20, 2018	9:00 a.m. – 12:00 p.m. 1:00 p.m. – 4:30 p.m.
Teams Meet – Room Available	Wed., October 3, 2018	----
<ul style="list-style-type: none"> • Emotional Intelligence • Performance Management: It's a Process, Not a Form 	Wed., October 17, 2018	9:00 a.m. – 12:00 p.m. 1:00 p.m. – 4:30 p.m.
<ul style="list-style-type: none"> • Performance Appraisals at UCF • Coaching • Critical Thinking and Decision Making • Leading Change 	Wed., October 31, 2018	9:00 a.m. – 12:00 p.m. 1:00 p.m. – 4:30 p.m.
<ul style="list-style-type: none"> • Public Records and Other Legal Issues • Effective Delegation and Work Prioritization • Conflict Styles and Resolution with DiSC 	Wed., November 14, 2018	9:00 a.m. – 12:00 p.m. 1:00 p.m. – 4:30 p.m.
Team meetings with HR Learning & Organizational Effectiveness to discuss projects	November 26 – 30, 2018	----

Course/Deadline	Date	Time
UCF-specific Information: Part 1 <ul style="list-style-type: none"> • UCF Budgeting Process • TOPIC OF CLASS CHOICE • Records Management • Better Leadership, Better Audit Results • Creating an Inclusive Workplace: What Managers Need to Know about Discrimination and Harassment 	Wed., December 12, 2018	9:00 a.m. – 12:00 p.m. 1:00 p.m. – 4:30 p.m.
UCF-specific Information: Part 2 <ul style="list-style-type: none"> • Ombuds Office • Workers' Compensation/Leaves of Absence • EAP Services • UCF Talent Acquisition and Compensation Policy/Philosophy • Closing Activity 	Wed., January 9, 2019	9:00 a.m. – 12:00 p.m. 1:00 p.m. – 4:30 p.m.
HOLD FOR POTENTIAL "HURRICANE" MAKE-UP SESSION	Wed., January 16, 2019	9:00 a.m. – 12:00 p.m. 1:00 p.m. – 4:30 p.m.
Team Presentations	Wed., January 23, 2019	9:00 a.m. – 12:00 p.m. 1:00 p.m. – 4:30 p.m.
Graduation	March 2019	TBD



Leadership in Action Series Application Form

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*To be considered for this program, you must currently supervise others
(i.e., are responsible for their performance appraisals).*

1. Personal Data

Name: _____

Title: _____

College/Division/Department: _____

Department Account Number for Fee Transfer: _____

Campus Address: _____

Phone: _____ Email: _____

Name/Title of Immediate Supervisor: _____

Length of time as a supervisor/people manager at UCF: _____

Years of prior experience in a supervisor/people manager role: _____

Number of direct reports: _____

Number of indirect reports (individuals reporting to your direct reports): _____

2. **Résumé:** Please attach a detailed résumé.

3. **Evaluative Questions**

Please submit up to two pages with your responses to the following questions.

- a. What are some challenges you face as a supervisor that you would like to address in this program?
- b. Describe any previous leadership training you have completed.
- c. What are your career goals and how will participating in this program assist you in reaching those goals?
- d. How will you personally contribute to this program?
- e. What else should we know about you or your interest in this program?

Signature: _____ **Date:** _____



Supervisor Recommendation

Applicant: Please provide this sheet to your supervisor and include it in your application submittal, along with his/her letter of support. Submit your completed application packet to Human Resources Learning & Organizational Effectiveness (HRLearning@ucf.edu; fax 407.823.1095; zip+4 0140; or drop at 3280 Progress Drive, Suite 100) by 5:00 p.m. Friday, June 22, 2018. Thank you!

Series Overview

The goal of the *Leadership in Action Series* is to provide people managers with opportunities to gain skills and knowledge to lead in a manner that supports the UCF Collective Impact Strategic Plan as well as the goals of their department. This series is designed to allow participants to develop and enhance skills within a cohort group of up to 25 participants representing different university departments. The cohort design enables participants to interact with their colleagues from across the university. The goal of this design is to create a community of learning where participants can build professional relationships and make a meaningful contribution toward their career development. The curriculum is designed to build skills in competencies that are needed to lead and manage others.

Letter of Support

The supervisor must submit a letter of support. In an attachment, please provide a statement of support for your employee's admission into the *Leadership in Action Series*. Some questions to consider include: Why do you think this person is an ideal candidate for this program? How would this individual benefit from this program? How will your department benefit from this person's participation?

Supervisor Orientation

Supervisors are requested to attend the Supervisor Orientation on Wednesday, August 29, 2018, from 10:00 a.m. to 12:00 p.m. During the orientation, supervisors will learn about program expectations and meet the Learning and Organizational Effectiveness team.

Supervisor Commitment

Please read the following, then sign and date below to indicate your agreement.

I understand that the participant's commitment to the program includes attending instructor-led classes and additional time that may be required to complete any course-related work such as completing self-assessments and/or pre-work. I will support this person in meeting all the program requirements. I will attend the Supervisor Orientation and I understand that my department will be charged a non-refundable program fee of \$595.

My signature below indicates that I have read the program dates and course policies for the program and I support my employee's participation in the *Leadership in Action Series*. I understand the participant's continued enrollment in the program will be based on attendance at every scheduled session, and that I will be informed of any missed sessions. I am committed to my employee's professional development and training, and I will support his/her attendance with paid time away to fully participate in the program.

Applicant's Direct Supervisor Name: _____

Title: _____

Signature: _____ **Date:** _____