



Human Resources

Learning & Organizational Effectiveness

2017-2018 Leadership Foundations Series

Information and Nomination Packet

DUE DATE EXTENDED!
5:00 p.m., Monday, August 14, 2017

Application Due Date:
5:00 p.m., Friday, July 28, 2017



Leadership Foundations Series Overview

The **Leadership Foundations Series** provides development for UCF's individual contributors (employees with no direct reports) who have been identified as high potential for a transition into a people manager role. The series is appropriate for staff, faculty, and principal investigators.

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.

Eligible Candidates

Any full-time (non-OPS) employee of the University of Central Florida that is in an individual contributor position is eligible to participate. This employee must be considered high potential and expected to move into a position managing people within two years. (Participation in this series does not guarantee promotion into a supervisory role; however, it will help position the employee to be highly competitive for positions as they come available.)

In order to identify high potential employees, leaders should consider their staff with regard to their performance and potential. Performance is measured by the current performance appraisal. Potential is measured by considering the following dimensions:

1. Motivation to lead, including bringing out the best in others
2. Personal development interest, including receptivity to feedback
3. Adaptability and the ability to deal with complexity, change, and ambiguity
4. Ability to communicate effectively
5. Resilience in the face of obstacles and stress

Nomination Process and Participant Selection

Candidates must be nominated for the program and selected to attend. Nominations must be submitted by director level or above no later than 5:00 p.m. on July 28, 2017. If the candidate's supervisor is at the director level, then the next level of leadership must submit the nomination.

The nominator is expected to discuss this opportunity with the candidate to gauge their interest. Additionally, the nominator is expected to provide the employee with this packet and obtain their signature on the second page of the nomination form. All materials should be submitted together.

Candidates will be notified via email by Friday, August 11, 2017 regarding the status of their application. The selection committee will review nomination packets and select participants for the program based on the responses to the nomination questions, the high potential status of the employee, and overall composition of the cohort.

Candidates are encouraged to reserve the dates listed on the "Series-at-a-Glance" (see page 3) in anticipation of their acceptance to the series. Supervisors are requested to reserve Tuesday, August 29th, 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 \$350. 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, 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.

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 2018 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 (2019).

Leadership Foundations 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	Friday, July 28, 2017	5:00 p.m.
Participant Notification via Email	Friday, August 11, 2017	5:00 p.m.
Supervisor Orientation	Tuesday, August 29, 2017	10:00 a.m. – 12:00 p.m.
Kickoff <ul style="list-style-type: none"> • Program Overview • What is a Leader? 	Tuesday, September 5, 2017	8:30 a.m. – 12:00 p.m.
Knowing Yourself in Relation to Others Part 1 What's Your Color? Understanding Yourself and Others	Tuesday, September 12, 2017	8:30 a.m. – 12:00 p.m.
Knowing Yourself in Relation to Others Part 2 <ul style="list-style-type: none"> • Stages of Team Development • Leadership Styles 	Tuesday, September 19, 2017	8:30 a.m. – 12:00 p.m.
Being Productive: Part 1 <ul style="list-style-type: none"> • Active Listening • Team Building 	Tuesday, October 3, 2017	8:30 a.m. – 12:00 p.m.
Being Productive: Part 2 <ul style="list-style-type: none"> • Time Management • Presentation Skills 	Tuesday, October 10, 2017	8:30 a.m. – 12:00 p.m.
Strategies for Influencing Others	Tuesday, October 17, 2017	8:30 a.m. – 12:00 p.m.
Giving and Receiving Feedback Effectively	Tuesday, October 24, 2017	8:30 a.m. – 12:00 p.m.
Resolving Conflict	Tuesday, October 31, 2017	8:30 a.m. – 12:00 p.m.
Planning for Your Career Path	Tuesday, November 7, 2017	8:30 a.m. – 12:00 p.m.
Graduation	March 2018	TBD



Leadership Foundations Series Nomination Form

Application Due Date: 5:00 p.m., Friday, July 28, 2017

Nominator's Personal Data

Nominator must be director level or above; if nominee's direct supervisor is a director or above, their supervisor is required to complete this nomination form.

Name: _____

Title: _____

College/Division/Department: _____

Email: _____

Evaluative Questions

To be completed by nominator. Please submit up to two pages.

1. Why do you see this person as a high potential employee who could soon move into a role in which they are supervising people?
2. How soon do you see this person being ready to move into a supervisory role?
3. What are this individual's greatest strengths?
4. What areas will the individual need to develop in order to prepare for a supervisory role?

Nominator's Signature: _____ **Date:** _____

Supervisor Commitment

To be completed by employee's direct supervisor. 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 on Tuesday, August 29th, 2017, from 10:00 a.m. to 12:00 p.m., and I understand that my department will be charged a non-refundable program fee of \$350.

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 UCF Leadership Foundations 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.

Nominee's Direct Supervisor Name: _____

Title: _____

Supervisor's Signature: _____ **Date:** _____

*Please attach to this form the signed Nominee Information sheet (next page) and your responses to the Evaluative Questions. Submit the package to Human Resources Learning & Organizational Effectiveness (email HRLearning@ucf.edu; fax 407.823.1095; zip+4 0140; or drop at 3280 Progress Drive, Suite 100), **by 5:00 p.m. Friday, July 28, 2017**. Thank you!*



Leadership Foundations Nominee Information

Nominee's Personal Data

Name: _____

Title: _____

College/Division/Department: _____

Department Account Number for Fee Transfer: _____

Campus Address: _____

Phone: _____ Email: _____

Name/Title of Immediate Supervisor: _____

Nominee's Commitment

Please read the following, then sign and date below to indicate your agreement. Return this signed sheet to the nominator for submission to Human Resources Learning & Organizational Effectiveness before the July 28th, 2017 deadline.

I accept this nomination. I understand that my commitment to the UCF Leadership Foundations program includes instructor-led classes and additional time to complete any course related work. I further understand attendance at all sessions is required for successful completion of the program. The program costs charged to the department are non-refundable. I understand I will be notified of acceptance into the program no later than 5:00 p.m. on Friday, August 11th, 2017, and I have tentatively held the program dates on my calendar.

My signature below indicates that I have read the program dates and course policies for the program.

Nominee's Signature: _____ **Date:** _____