

Public Sector **LEAD WORKER ACADEMY**

This academy is designed to introduce Lead Workers and future Lead Workers to the core responsibilities essential for working in a lead role

Target Audience:

The Academy is designed for current and future Lead Workers. The four sessions will take place in the City of Redwood City.

Academy Fee:

A \$100 fee per participant will be billed to your department after the first session on March 3rd, 2015. The fee includes all sessions, class materials, and refreshments. A \$25 fee will be charged to participants

who cancel less than two weeks before the class and a \$50 fee will be charged for “no-shows”.

How to Enroll:

If you are interested in participating, please contact Regina Soo at rs00@smcgov.org.

Participation is limited. Participants are expected to attend all sessions and will be awarded a certificate of completion at the end of the Academy.



Regional Training & Development Consortium For Public Agencies

*A collaboration and partnership between local agencies
and the County of San Mateo*

Spring 2015



**YOUR CAREER
GROWS HERE**

Session 1 –

Being a Lead: “What’s It All About?”

Date: Tuesday, March 3rd, 2015

Time: 9:00 am—12:00 pm

Session Leader: *Shawwna Maltbie* - Human Resources Director - City of Daly City, will moderate a panel of Lead Workers and Supervisors

Purpose: During this session participants will hear stories from Lead Workers and Supervisors about their experiences in transitioning to a new role. They will share insights on what to expect and how to prepare for lead roles. Participants will have the opportunity to ask the panel questions about the lessons they have learned along the way. Panelists will share insights on how to avoid pitfalls and make wise choices. This session will cover:

- The importance of professionalism in the workplace
- Tips for successful transitions
- The differences between line and lead roles

Session 2 –

Saying and Doing It

Date: Wednesday, March 11th, 2015

Time: 9:00 am—12:00 pm

Session Leader: *Joanne Bond* - Certified Leadership Coach

Purpose: At the heart of leadership is effective communication. In this interactive session, learn to sharpen your skills as a Lead communicator (versus peer). Work with other participants to appreciate the value of leading by example, communicating with clarity, delegating for productive outcomes, and holding effective conversations (not meetings). This course will cover:

- Lead role modeling
- Effective communications skills
- Delegation tips and tools
- Conversational meetings

Session 3 –

Day-to-Day Challenges for a Lead Worker

Date: Tuesday, March 17th, 2015

Time: 9:00 am—12:00 pm

Session Leaders: *Chris Oshiro*, Senior Human Resources Analyst - City of San Mateo, *Terence Kyaw* - Assistant Public Works Director - City of Redwood City

Purpose: This course will cover the day-to-day challenges and responsibilities that cross the Lead Worker’s desk. What is the Lead Worker’s role in the agency’s organization? How does a Lead Worker interact with management, staff and the public? How do you gather the tools and resources to be a successful Lead? In this session we’ll provide helpful tips and interactive discussions to guide you as a Lead Worker. Some topics for this session include:

- Management and Leadership
- Communicating with employees
- MOUs, City Ordinances, Personnel Rules & Regulations, and Department Policies
- Importance of knowing emergency procedures, workers’ compensation and leave policies
- Job specifications and differentiation between line and lead staff
- Change dynamics

Session 4 –

How Do I Get to Where I Want to Go?

Date: Wednesday, March 25th, 2015

Time: 9:00 am—12:00 pm

Session Leaders: *Kevin Miller*, Parks and Recreation Director - City of Foster City, *Anne Weiss*, Training Manager - San Mateo County

Purpose: This session will cover the steps to take to prepare to grow your career if you are interested in making the move. Learn what you and your agency can do to facilitate the process. Kevin and Anne will share their stories on how they transitioned from line to management positions. They will also discuss the traits they seek in lead personnel. In addition they will cover the following:

- Developmental activities
- The purpose and value of networking
- The role of mentoring
- Career development planning
- Training and certificate programs
- Going above and beyond