

Session 1 – Being a Lead: “What’s It All About?”

Date: September 6, 2017

Time: 9:00 am—12:00 pm

Session Leader: Shawnna 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: September 7, 2017

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: September 20, 2017

Time: 9:00 am—12:00 pm

Session Leaders: Maria Saguisag-Sid, Principal Analyst, City of Brisbane, 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 will 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 and Regulations, and Department Policies
- Importance of knowing emergency procedures, workers compensation and leave policies
- Job specifications and the differentiation between line and lead staff
- Change dynamics

Session 4 – How do I Get to Where I Want to Go?

Date: September 27, 2017

Time: 9:00 am—12:00 pm

Session Leaders: Jeff Moneda - Public Works 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. Jeff 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:

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

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 City of Pacifica.

Academy Fee:

A \$100 fee per participant will be billed to your agency after the first session on September 6, 2017. The fee includes all sessions, class materials and refreshments. A \$25 fee will be charged for participants who cancel less than two weeks before the class, and a \$50 fee will be charged for “no shows.”

Seating is limited.

How to Enroll:

If you are interested in participating, please contact your HR department training coordinator.

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



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