

**County of Sonoma  
Supervisory Academy X  
2009-10**



*Building Leadership Skills  
for County Supervisors*

*Presented by*  
**County of Sonoma Human Resources  
Training Division**

*Sponsored by*  
*The Sonoma County Board of Supervisors,  
Sonoma County Administrative Management Council,  
The Department Heads Association*

## **Supervisory Academy X**

The Human Resources Department and Sonoma County Administrative Management Council (SCAMC) are pleased to announce Supervisory Academy X (Academy), providing supervisory employees with educational experiences to enhance their knowledge and skills, and prepare them for potential future advancement.

This program is presented by SCAMC, in collaboration with the Department Heads Association and the County Administrator's Office, and represents the first tier of a three-tier management/leadership effort that continues with the Management Academy and concludes with the Executive Development Program.

### **Activities, Goals and Objectives:**

The goals of the Academy are:

- Build the knowledge and skills of employees at the supervisory level
- Provide opportunities for networking with County colleagues
- Provide opportunities for promotional development
- Provide a broad understanding of County and other governmental services, and how they interact

### **About the Academy**

The Academy is a skills-building program for career County employees and while it focuses on strengthening skills for current supervisors, it's also an appropriate development opportunity for those who would like to move up.

The Academy focuses on building basic human resources knowledge and on improving five professional skills that have been identified from various sources including literature on public sector leadership and surveys of our department heads.

To complete the Academy a participant will complete a total of eight classes in two sections and then a one-day Supervisory Seminar. Sections One and Two run concurrently and Section Three, the Supervisory Seminar, occurs after all class work is completed.

#### **Section One: Supervisor & Manager Core**

Participants take three core courses from the Supervisors and Managers Core series. Core courses are mandatory for all supervisors and managers. These courses provide participants with information regarding current case law, best practices, and County policies and procedures enabling them to determine the best course of action in dealing with human resource issues. Core courses are:

- Conducting Investigations
- Disability Interactive Process
- Hiring Legally & Effectively
- Absenteeism Prevention
- Management Rights
- Handling Grievances
- Avoiding Liability
- Discrimination Prevention
- Managing the Marginal Employee
- Discrimination Law
- Drug & Alcohol Issues
- Effective Disciplinary Practices

#### **Section Two: Supervisory Skills**

Academy participants take one class from each skill area. Five courses are required, one course that addresses each of the five skill areas for supervisors, as shown below.

- 1) **Effectively evaluate and manage performance**
  - Managing Employee Performance
  - Supervisory Tough Stuff

- Motivating Employees
  - Organization & Prioritization Skills
  - Team Development
  - Delegation & Empowerment
- 2) **Create a culture that allows people to do their best work**
- Communication & Mediation
  - Motivating Employees
  - Get A Worklife: Managing Unnecessary Stress
  - Generations Working Together
  - Leading Effective Teams
- 3) **Communicate effectively verbally and in writing**
- Professional Writing
  - Communication & Mediation
  - Making Great Presentations
  - Negotiation Skills
  - Generations Working Together
- 4) **Effectively define and distribute work**
- Managing Employee Performance
  - Project Management Concepts
  - Negotiation Skills
  - Continuous Service Improvement\*
  - Generations Working Together
  - Team Development
- 5) **Motivate staff**
- Managing Employee Performance
  - Meeting Management & Facilitation
  - Motivating Employees
  - Public Service Excellence
  - Continuous Service Improvement\*
  - Generations Working Together

\*Continuous Service Improvement is a two-day course and may be applied to two skill areas.

### **Section Three: Supervisory Seminar**

Once a participant has completed Sections One and Two (the Supervisor and Manager Core and Supervisory Skills) of the Academy they will be eligible to attend the Supervisory Seminar that covers broad public sector topics such as governance, public service ethics, planning, tenets of public service, and the accountability process. The seminar will culminate with a graduation ceremony with keynote by the County Administrator or Assistant County Administrator.

#### ***Supervisory Academy Key Dates:***

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Monday, October 19, 2009	Enrollment begins
Thursday, October 22, 2009	Academy Orientation
Friday, November 6, 2009	All classes scheduled and on CORS calendar
Friday, November 20, 2009	Enrollment closes
Wednesday, June 16, 2010	All Academy classes completed (Sections One & Two)
Friday, June 18, 2010	Supervisory Academy Seminar (tentative date), or
Friday, June 25, 2010	Supervisory Academy Seminar (tentative date)

\*NOTE: Any Core class taken between July 1, 2009 and June 30, 2010 applies to Section One of the Academy.

Location: Classes take place at the usual County venues including the HR Training Center and the Veterans Buildings. The Supervisory Academy Seminar will be at the Los Guillicos Training Center, Pythian Road in Santa Rosa, Classroom A.

### **Qualifications**

To qualify for the Academy, you must be in a supervisory role and have the approval of your immediate supervisor and your department head. Those who have completed the SRJC Supervisory Skills Certificate also qualify, with supervisor and department head approval. The above qualifications may be waived for those who would like to participate in the Academy as a development opportunity. In such case the person's supervisor should contact the HR Training Manager Tom Richardson. There is no application process or limit on the number of people who may participate in the Academy.

### **Investment**

Time: Classes range in length from a half day to two days. The estimated total time commitment of completing the eight classes and the Supervisory Academy Seminar is 8 to 11 full days.

Money: Total financial cost of completing the Supervisory Academy is estimated to be between \$225 and \$300 depending on course selection. Fees are charged upon registration for each class and therefore spread over the course of the Academy year. Due to the current suspension of staff development accounts, all fees are payable from department funds or personal funds. Class fees have been kept to a minimum (\$30 per class in most cases) in order to continue to make the Academy affordable.

Effort: Self-determined

### **How to Enroll**

To enroll in the Academy complete the Enrollment Form available on the HR Training web site at <http://www.sonoma-county.org/hr/training/academies.htm> or by calling 565-1325. Have it signed by your supervisor and your department head and forward it to the HR Training office. The enrollment period begins Monday, October 19, 2009 and forms must be submitted to HR Training by Friday, November 20, 2009.

Work with your supervisor to select the class topics that best meet your development goals. Then, register for each class required for completion of the Academy. To enroll in specific classes go to the Sonoma County Online Registration System (SCORS) at <http://scors.gosignmeup.com/>.

### **Steps for Completing the Supervisory Academy**

1. Submit a completed *Supervisory Academy Enrollment Form* by Friday, November 20, 2009 to Human Resource Training Division, 575 Administration Drive, Suite 117C, Santa Rosa, California, 95403.
2. Register for classes that apply to the completion of the Academy as they become available. These classes are clearly designated in the course description by an "(A)" at the end of the title. All classes will be posted and available for registration on the Sonoma County Online Registration System (SCORS).
3. Attend the required eight classes before the Supervisory Seminar, tentatively scheduled for June 18 or June 25, 2009.
4. When you have completed the classes, notify HR Training in writing that you have done so; email is acceptable. HR Training will check your training record to verify completion of the courses and give you clearance to register for the Supervisory Academy Seminar.
5. Attend the one-day Supervisory Academy Seminar.

For further information, contact Tom Richardson at 565-2391 or [trichard@sonoma-county.org](mailto:trichard@sonoma-county.org).