

## LEADERSHIP DEVELOPMENT 2015-16

The Office of Training and Development (OTD) would like to support you with funding toward your professional development. As you know, February is the month for completion of the Performance Appraisal Summary (PAS) and Individual Development Plan (IDP). As supervisors, you will be completing the PAS/IDP with your direct reports and you will be participating in development and performance discussions with your supervisor/manager. For an explanation of the relationship between the PAS and the IDP, we encourage you to visit the FAQ on the OTD website at:

<http://dfgintranet/portal/Training/LeadershipDevelopment/IndividualDevelopmentPlan/tabid/159/Default.aspx>

Development plans should include more than just classroom training. Consider additional options, such as e-learning, books, mentoring relationships, and growth assignments. OTD subscribes to PACE e-learning, which includes a variety of courses available to you at no cost to your program. <http://dfgintranet/portal/Training/eLearning/tabid/167/Default.aspx>.

Visit the OTD website for more information the Resource Library:

<http://dfgintranet/portal/Training/ResourceLibrary/tabid/186/Default.aspx>

We know that training costs add up for you and your staff, and with some one-time funds we have available, we would like to supplement what your region or program is able to provide. OTD is offering to contribute up to \$500 tuition (max) for each supervisor or manager for training in supervisory skills, leadership, or communication during the current Fiscal Year (2015-2016). OTD will cover reasonable travel if necessary to attend the class. We encourage you to search for a quality program in your geographic area first. If you would like to take advantage of this opportunity, please discuss it with your supervisor/manager and follow the steps outlined below

### Training Funds for DFW Supervisors and Managers – FY 2016-2017

#### STEP ONE: COMPLETE YOUR PAS/IDP

- a. See OTD's FAQ on IDPs and scroll down for links to appropriate PAS/IDP forms:  
<http://dfgintranet/portal/Training/LeadershipDevelopment/IndividualDevelopmentPlan/tabid/159/Default.aspx>
- b. Identify development areas and note them on the IDP form.
- c. Research training opportunities to meet your development objectives (but remember to include other options outside the classroom).
- d. See the list of suggestions below.

#### STEP TWO: COMPLETE YOUR TRAINING ACTIVITY REQUEST FORM (TR-290 )

- a. Complete the TR-290 with the details of the class you would like to take:  
<http://dfgintranet/Portal/LinkClick.aspx?fileticket=%2bjOls0uQAks%3d&tabid=64&mid=474>
- b. Select job-required or job-related training category (see instructions for descriptions of each).
- c. Remember that the current travel restriction may impact your ability to travel to training. Obtain supervisor approval for training, and Branch Chief or Regional Manager approval for travel.
- d. Write the **code word "LEAD"** on the comments section on the bottom of the TR-290.

- e. Write "OTD" in the area for index/PCA, but specify tuition and travel costs if appropriate. Include billing codes if your program is covering a portion of the costs (if tuition exceeds \$500).
- f. Submit TR-290 to OTD. Once approved, it will be returned to you with billing codes.

### **STEP THREE: REGISTER AND PAY**

- a. Register directly with training provider/vendor and note the event with a reminder in your calendar.
- b. Arrange for payment, typically with a revolving fund check.

### **STEP FOUR: CLOSE THE LOOP**

- a. Use the OTD upload page to provide OTD with a record of your training:  
<http://dfgintranet/portal/Training/CertificateofCompletion/tabid/2268/Default.aspx>
- b. Complete CalATERS if appropriate for travel, using the billing codes OTD provided to you.
- c. Reminder that your labor charges (time in training) remain as usual (covered by your program).

### **SAMPLES/EXAMPLES OF TRAINING PROVIDERS AND CLASSES TO CONSIDER:**

#### **CalHR**

<http://www.calhr.ca.gov/Training/Pages/calhr-training-calendar.aspx>

- a. Leadership Development: Building on Your Natural Strengths (March 14)
- b. Stepping Forward and Leading Change (March 23)
- c. Coaching: Developing Others (March 29)
- d. Interaction Success (April 20)

#### **CPS/HR Consulting Training Center**

<http://inter.viewcentral.com/events/cust/calendar.aspx?cid=cps&pid=1&lid=1&tstamp=1454456674803>

- a. How to Be A Centered Leader (April 4)
- b. Remote Leadership and Teamwork (April 14)
- c. Implementing Strength-Based Leadership (June 20)
- d. Leadership Command Presence (June 17)

#### **UC Davis Extension**

<https://extension.ucdavis.edu/subject-areas/one-day-skills-courses>

- a. Coaching Employees (April 19)
- b. Developing Your Team (April 26)

#### **UC San Diego Extension**

<http://extension.ucsd.edu/studyarea/index.cfm?vAction=singleCourse&vCourse=BUSA-40859&vsacategoryid=278&vStudyAreaID=102>

- a. Leading from the Middle (April/June)

#### **OTD Classes** (no tuition, OTD will cover travel expenses):

<http://dfgintranet/portal/Training/tabid/64/Default.aspx>

- a. Mastering the Work of Leaders (May 19, Sacramento)
- b. Command Presence II (April 28-29)