

Clarksville-Montgomery County School System
Introduction to Leadership Course
June 2017 – April 2018

Program Description – This program is designed to provide essential leadership and management training to select Certified and Classified employees who have demonstrated interest and aptitude for broadening their leadership skills. The program covers a broad range of leadership topics to include personal leadership, interpersonal communication, team development skills, organizational change, and facilitative leadership.

Design Assumptions – Acquiring and developing leadership potential is an inside-out process that requires self-awareness and attention to behavior. Leadership skills are developmental and not exclusively innate. Leadership is the process of creating, sustaining and directing energy in the direction of a desired end-state. Building leadership capacity at all levels enhances the quality of the organization and strengthens the quality of the workforce.

Course Objectives – The program is designed to create learning through interactive sessions that will enable participants a way to step back from an “everyday” work atmosphere and take an objective look at the challenges of working together in fulfillment of expectations. The program serves to revitalize and build awareness in increasing leadership effectiveness. Through the framework of synergy and interaction, group dynamics focus on specific strategies for understanding leadership and its application to life in the workplace.

Specific objectives include:

1. To provide participants with the theoretical and experiential basis from which to gain knowledge and apply leadership skills.
2. To Increase self-awareness and awareness of others, to include the interaction of group dynamics.
3. To assist participants in identifying effective life skills and leadership competencies.
4. To challenge participants as they reexamine their roles as change agents in leadership growth and development.

Course Prerequisites and Requirements – Prerequisites for this course include 1) a personal interest in development leadership skills for personal and professional growth; 2) a commitment to participate in the full one-year program, beginning in June 2017 and ending April 2018, which includes one day in the summer and eight (9) 2 hour sessions during after school/work hours during the months of August 2017 through April 2018 (4:00 6:00 p.m.). Participants are expected to attend all class sessions and read general materials. When a participant must miss a session, notification will be made prior to the session to Pat Donahue, along with the reason for their absence.

Session Format – All sessions will follow a general format of presentation to include welcome, reflections, but may deviate as appropriate relative to the subject matter.

Application Process – Individuals desiring to participate in the 2017-2018 Introduction to Leadership Course should complete the Introduction to Leadership Course Application/Supervisor Recommendation on Page 3 of this document and submit it to **Pat Donahue, Professional Development, Central Services South**, not later than Friday, May 12, 2017. **You may also FAX to 931-553-1124 or scan and email to pat.donahue@cmcss.net.**

Participants will be notified by email by May 22, 2017.

2017-18 Introduction to Leadership Course Schedule

June 13, 2017	Introductory Session	8:00 AM – 4:30 PM at Central Services South Strengths Finder or MBTI Leadership Characteristics 21 Leadership Responsibilities White House to the School House Overview of the Organization
August 21, 2017	Session 2	4:00 – 6:00 PM at Central Services South Leadership Myths
September 25, 2017	Session 3	4:00 – 6:00 PM at Central Services South Leadership and Organizational Culture
October 23, 2017	Session 4	4:00 – 6:00 PM at Central Services South Building Trust and Credibility
November 13, 2017	Session 5	4:00 – 6:00 PM at Central Services South Decision Making
December 4, 2017	Session 6	4:00 – 6:00 PM at Central Services South Leading from Where You Are
January 29, 2018	Session 7	4:00 – 6:00 PM at Central Services South Communication Skills
February 12, 2018	Session 8	4:00 – 6:00 PM at Central Services South Stakeholder Engagement and Customer Focus
March 12, 2018	Session 9	4:00 – 6:00 PM at Central Services South Systems Thinking and Process Improvement
April 16, 2018	Session 10	4:00 PM – 6:00 PM at Central Services South Reflections on Leadership Graduation

**Introduction to Leadership Course
2017– 2018 Cohort
Participant Application/Confirmation**

Name: _____ (Please print.)

School: _____

Position: _____

I agree to the following terms for participation in the District’s 2017-18 Introduction to Leadership Development Course:

_____ I am committed to participating in the full one-year program beginning June 2017 and ending April 2018 which includes one day out of the classroom/work section and eight (9) 2 hour sessions during the months of August 2017 through April 2018 (4:00–6:30 PM).

_____ I understand I am expected to attend all sessions and complete general reading materials and course assignments. I understand this program is for training credit and not for in-service credit.

_____ I understand that if I miss a session, I must provide and email notification to Pat Donahue prior to the missed session indicating the reason for my absence and will be responsible for making up work missed.

Signed _____ **Date** _____

Principal/Supervisor Approval

Please indicate the appropriate approval/endorsement and insert participant’s name where appropriate.

_____ I approve _____, a **certified member** of my staff, to participate in the district’s 2017-18 Introduction to Leadership Course. I understand this individual will participate in a full-day leadership workshop on Tuesday, June 13, 2017. I further understand that this individual will participate in 2-hour classes one evening per month during the 2016-17 School Year.

_____ I approve _____, a **classified member** of my staff, to participate in the district’s 2017-18 Introduction to Leadership Course. I understand this individual will participate in a full-day leadership workshop on Tuesday, June 13, 2017. This approval ensures this individual’s place of duty on this day is the leadership workshop. I further understand that this individual will participate in 2-hour classes one evening per month during the 2017-18 School Year. I will ensure the employee receives appropriate Comp Time for sessions not scheduled during their regular workday. This approval indicates that subject to extenuating circumstances this employee will attend the entire 2017-18 Introduction to Leadership Development Course activities.

_____ I endorse _____, a **classified member** of my staff, to participate in a **VOLUNTARY** status in the district’s 2017-18 Introduction to Leadership Development Course. I understand this individual will participate in a full-day leadership workshop on Tuesday, June 13, 2017. This endorsement acknowledges that this individual will attend this workshop on a voluntary basis and will be expected to take appropriate time off (personal, comp, leave without pay) to attend. I further acknowledge that this individual may attend sessions that occur during their regular workday and that they will take the appropriate time off (personal, comp, leave without pay) to do so. Employees attending this training in a **VOLUNTARY** status will sign a statement acknowledging that their attendance is voluntary and that they are not eligible for Comp Time.

Principal/Supervisor Signature _____ **Date** _____

