

Clarksville-Montgomery County School System
Introduction to Leadership Course – Application Packet
June 2018 – April 2019

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 2018 and ending April 2019, which includes one day in the summer and eight (9) 2 hour sessions during after school/work hours during the months of August 2018 through April 2019 (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 the Professional Learning Coordinator, along with the reason for their absence. The class schedule is on Page 3 of this application packet.

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

Application Process – Individuals desiring to participate in the 2018-2019 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 11, 2018. **You may also scan the application and email it to pat.donahue@cmcss.net.** The class will be limited to 40 participants.

Participants will be notified by email by May 22, 2018

**Introduction to Leadership Development Course
2018 – 2019 Cohort
Participant Application & Supervisor Approval**

Name: (Please print) _____

School or Work Site: _____

Position: _____

I agree to the following terms for participation in the District's 2018-19 Introduction to Leadership Development Course:

_____ I am committed to participating in the full one-year program beginning June 2018 and ending April 2019 with one full day in June and nine (9) 2 hour sessions during the months of August 2018 through April 2019 (4:00–6:00 PM) at Central Services South.

_____ I understand I am expected to attend all sessions and complete general reading materials and course assignments.

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

Applicant Signature _____ **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 2018-9 Introduction to Leadership Development Course. I understand this individual will participate in a full-day leadership workshop on June 12th. I further understand that this individual will participate in nine (9) 2-hour classes one evening per month during the 2018-19 School Year.

_____ I approve _____, a classified member of my staff, to participate in the District's 2018-19 Introduction to Leadership Development Course. I understand this individual will participate in a full-day leadership workshop on June 12th. 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 nine 2-hour classes one evening per month during the 2018-19 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 2018-19 Introduction to Leadership Development Course activities.

_____ I endorse _____, a classified member of my staff, to participate in a VOLUNTARY status in the district's 2018-19 Introduction to Leadership Development Course. I understand this individual will participate in a full-day leadership workshop on June 12, 2018. 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** _____

Return by Courier to Pat Donahue at Central Services South by Friday, May 11, 2018 or to pat.donahue@cmcss.net.

2018-19 Introduction to Leadership Course Schedule

All Classes Held at Central Services South

June 12, 2018	Introductory Session	8:00 AM – 4:30 PM at Central Services South Strengths Finder Leadership Characteristics 21 Leadership Responsibilities White House to the School House Overview of the Organization
August 14, 2018	Session 2	4:00 – 6:00 PM at Central Services South Leadership Myths – The 360 Degree Leader
September 11, 2018	Session 3	4:00 – 6:00 PM at Central Services South Leadership and Organizational Culture
October 16, 2018	Session 4	4:00 – 6:00 PM at Central Services South Building Trust and Credibility
November 13, 2018	Session 5	4:00 – 6:00 PM at Central Services South Decision Making
December 4, 2018	Session 6	4:00 – 6:00 PM at Central Services South Leading from Where You Are – 360 Degree Leader
January 15, 2019	Session 7	4:00 – 6:00 PM at Central Services South Communication Skills
February 12, 2019	Session 8	4:00 – 6:00 PM at Central Services South Stakeholder Engagement and Customer Focus
March 12, 2019	Session 9	4:00 – 6:00 PM at Central Services South Systems Thinking and Process Improvement
April 16, 2019	Session 10	4:00 PM – 6:00 PM at Central Services South Reflections on Leadership – Principal Panel Graduation

