2016 Leadership, Excellence, And, Development (LEAD)

Purpose of L.E.A.D.
The purpose of the program is to equip participants with the knowledge, skills and competencies necessary to be a highly effective supervisor, manager, and/or administrator at TAMU-CC. The program is competency-based and skill--acquisition focused, and provides participants the opportunity to develop successful skills to:

- effectively communicate, delegate and manage priorities
- increase employee productivity, morale, work quality
- focus their time and efforts on achieving key results, and
- understand and implement systems thinking

Expectations of L.E.A.D. Participants – The following are expected of all L.E.A.D. program participants and are required for successful course completion.

1. Attend and actively participate in all 40 hours of classroom sessions, plus 10 hours combined supplemental/TrainTraq online and outside classroom activities
2. Complete all pre-work, homework and final project assignments
3. Discuss the materials and/or program topics with supervisor
4. Use what is learned to increase personal and departmental effectiveness
5. Participate in the post evaluation of the L.E.A.D. program and provide information regarding how you integrate concepts and skills learned into your daily practice after completing L.E.A.D.

Eligibility Criteria – To be eligible for L.E.A.D. you must:

1. Be a budgeted staff or faculty employee at 50% or more effort
2. Be in a leadership/supervisor/administrator/management position, or be in line for such a position in the future
3. Supervisor’s approval

Selection Criteria – Applications will be evaluated and participants selected based on the following criteria:

1. Relevance of program to nominee’s current and/or potential future positions
2. Supervisor’s support for the nominee
3. Campus organizational/departmental representation and diversity of participants

Important Dates

- May 27, 2016 – Last day to submit nomination materials to Employee Development and Compliance Services Department. All materials must be received by 5:00 p.m.
- June 3, 2016 – Selected participants will receive invitation to participate
- June 8, 2016 – Last day selected participants can confirm their acceptance
- June 10, 2016 – Alternates will be notified if space becomes available
- June 24, 2016 – L.E.A.D. begins (and continues monthly on designated Fridays)
- December 2016 – L.E.A.D. ends (presentation and course completion ceremony. Supervisors, team members, and significant others invited.)
Application Process

1. Employee informs supervisor of their desire to participate in LEAD 2016.

2. Supervisor determines if employee is eligible for participation in L.E.A.D. by reviewing the program purpose and eligibility criteria.

3. Supervisor completes the application/training needs assessment form.

4. Supervisor and employee (participant) sign and date their respective commitment statements.

5. Supervisor or employee sends the completed application to Employee Development & Compliance Services not later than COB TBD. You may submit your materials by:
   a. Email to employee.relations@tamucc.edu (be sure to scan your completed forms so that all signatures can be seen and verified)
   b. Fax at 825-5513 (be sure to fax your completed form so that all signatures can be seen and verified)

Incomplete application packets will not be considered.

For additional information about L.E.A.D., contact Sam Ramirez (samuel.ramirez@tamucc.edu) or Rosie Ruiz (rosie.ruiz@tamucc.edu) at 825-2765/2530.
L.E.A.D. and TRAINING ASSESSMENT FORM*
Cohort 2016

Participant: ___________________ Title: ____________________
Department: ___________________ Supervisor: ___________________

**TRAINING/PROFESSIONAL DEVELOPMENT ASSESSMENT**

Please indicate in the space next to the various L.E.A.D. phase topics/competencies, the areas that are strengths (S), or areas in need of improvement (I) for the nominee: (Indicate “U” if unsure or unknown)

1. **Phase 1-Interpersonal Influence/Effectiveness**
   - Communication Styles (use of various communication styles to fit the situation)
   - Leadership Style (uses of various leadership styles to fit the situation and/or employee)
   - Problem Solving (proper identification of problem, grasps issues, draws conclusions & solve problems)
   - Decision Making (timely informed decisions that take into account goals, constraints & risks)
   - Other______________________
   Comments (optional): ____________________________________________

2. **Phase 2-Team Effectiveness**
   - Making Team Meetings Work (effective planning, coordination, and follow-up)
   - Evaluating Individual and Team Performance (develops standards that measure performance)
   - Conflict Resolution (effective use of various conflict resolution styles to fit the situation)
   - Utilizing Team Members’ Strengths (right seat, on the right bus) improves staff ability to succeed on the job
   - Other______________________
   Comments (optional): ____________________________________________

3. **Phase 3-Organizational Effectiveness**
   - Coordinating across departments/divisions (builds constructive working relationships)
   - Quality/Systems management (assess services in terms of inputs, processes, outputs, customers/clients)
   - Project management (effective and timely coordination of resources to achieve goals)
   - Crisis and Risk management (effective communication with need to know parties in a crisis)
   - Writing information & decision papers. Delivering information & decision briefings/presentations.
   - Other______________________
   Comments (optional): ____________________________________________

*SUPERVISOR CAN SHARE OR NOT SHARE AND/OR DISCUSS THIS NOMINATION FORM WITH THE PARTICIPANT, AS DEEMED APPROPRIATE.

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L.E.A.D. Statement of Commitment
Cohort 2016

(Please sign, print and submit.)

PARTICIPANT:
I, ______________________________, commit to participate fully in all activities associated with the L.E.A.D.

(Participant’s name)
program. I will attend each session, participate in all activities, contribute to discussion and ask pertinent questions. I
will be open to new ideas, willing to have my current ideas challenged and appropriately engage fellow participants. I
will complete all pre-work, homework, and project assignments. Additionally, I will help evaluate the L.E.A.D.
program and will provide information to the Employee Development & Compliance Services office regarding how I
am using the L.E.A.D. concepts and skills learned in my work practices.

________________________________________          __________________________

(Participant’s signature)               (Date)

Supervisor of Participant:
I, ______________________________, commit to support ______________________________’s

(Supervisor’s name)               (Participant’s name)
participation and attendance at the 2016 L.E.A.D. program. I will encourage him/her to participate fully in all activities
associated with the L.E.A.D. program and periodically will ask him/her to discuss with me what he/she learned and how
he/she plans to apply that at work. I will support him/her as he/she completes his/her pre-work, homework, and projects
and will do my best to attend the course completion activities on December, 2016. I will encourage

(Supervisor’s signature)               (Date)

________________________________________

_______________________________ to use the concepts and skills learned during L.E.A.D. in his/her work practices after
L.E.A.D. has concluded.