

# **4CD Leadership Institute**

## ***Frequently Asked Questions***

### **What is the 4CD Leadership Institute?**

The 4CD Institute is designed to provide participants with the leadership skills and knowledge necessary for their current job or a future position they aspire to obtain in a community college environment.

### **Why would I want to participate in the program?**

Through the course of the program employees have the opportunity to enhance their understanding of the community college environment and higher education in general while gaining the essential leadership competencies necessary in a community college setting. CCCCD's greatest strength has always been its employees so it is important that the District respond to provide this professional growth opportunity so talented staff can flourish in their current position or extend their careers in the future.

### **What are the goals of the 4CD Leadership Institute?**

In addition to providing the tools necessary for leadership development, the 4CD Institute is designed to achieve the following goals:

- Provide participants with an overview of the following leadership competencies that are essential to the effective performance in a community college setting:
  - Organizational Strategy
  - Resource Management
  - Communication
  - Collaboration
  - Community College Advocacy
  - Professionalism
  - Managing for Results
  - Interpersonal skills
- Provide exposure to leadership concepts and experience.
- Develop a network of supportive colleagues who have similar aspirations to enhance their leadership skills in their current job or aspire for future positions.
- Facilitate dialogue and the sharing of ideas and experiences across departments and classifications within the District.

### **Who can apply for the 4CD Leadership Institute?**

The Institute is open to all classified and academic regular monthly managers/supervisors, full time tenure track faculty members and monthly classified employees who have an interest in strengthening leadership skills in their current position or obtain leadership skills for a position they aspire to pursue in a community

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college environment in the future. A maximum of 20 employees will be selected from across the District to participate in the Institute.

To be eligible to apply employees must meet all of the following requirements:

- Have worked with the District for at least 3 years; and
- Have an interest in strengthening leadership skills in their current position or obtain leadership skills for a position they aspire to pursue in a community college environment in the future;
- Have demonstrated leadership skills on the job or in the community; and
- Have demonstrated strong oral and written communication skills.

### **What kind of commitment is required for the 4CD Leadership Institute?**

- Institute participants will meet on **January 24, 2014** for the orientation session followed by four Friday's throughout the Spring semester for informal workshop sessions.
- Participants must have a commitment to attend all sessions so the program can assist them in growing professionally and learn more about their leadership capabilities.
- Institute activities may include but not limited to the following:
  - Case studies/analyses
  - Out of class assignments and responsibilities
  - Interactive class discussions
  - Project work

### **When will the sessions be held?**

The initial orientation session will be held on **January 24, 2014** at the **District Office Board Room** followed by four Friday sessions starting in February 2014. There will be all-day sessions (exact times to be announced). The following are the four sessions starting in February 2014 and will all be held at various District locations:

- **February 21, 2014-Contra Costa College**
- **March 14, 2014- Los Medanos College**
- **April 11, 2014- Diablo Valley College**
- **May 9, 2014- District Office**

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### **What does participation in the 4CD Leadership Institute involve?**

- Each Institute session will be designed around one or more presentations focusing on community college issues.
- Administrative leaders internal and external to CCCCD who have been exposed to theory, concepts, cases, guided experiences and other practical information will be facilitating the sessions on a monthly basis.
- Interactive class discussions, case analyses, project work and assignments are key components of the program. Some project work and assignments may be issued outside of the Institute sessions.
- The Chancellor will guide the Institute effort and take a direct role in its planning and activities.

### **Will completion of the 4CD Leadership Institute guarantee me a job?**

Participation and/or completion of the 4CD Leadership Institute is not a guarantee for future promotional or other employment opportunities but rather a mechanism to provide employees with the tools necessary to enhance and obtain new skills that will better prepare them in their current positions or prepare for upward mobility.

### **Will I be reimbursed for mileage while attending the 4CD Leadership Institute?**

Mileage will not be reimbursed for participants who commute to the District Office for the workshops or any other District location for assignments associated with the Institute.

### **How do I document my leave for attending the 4CD Leadership Institute?**

Employees must document their time as “Conference or Meeting Authorized Leave with Pay” on the absence report so they are paid for the time they attend the Institute. All employees must complete a “Request for Leave Form” which is signed by the employee and the manager.

### **How do I apply for the 4CD Leadership Institute?**

To pursue this opportunity, please complete the application and agreement form (located on the last page of the application) which is found on the District’s portal at: <https://insite.4cd.edu/orgs/dwco/dst/4cdli/2014%20Program/Forms/AllItems.aspx>

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(under the right hand column entitled “Districtwide”). You may complete the application online, print, obtain all signatures and send it to the contact person below.

Please mail your completed application packet (with all necessary signatures) no later than October 30, 2013 to: District Office Human Resources Department, attn: Andrea Gonzalez.

For more information or questions regarding the Institute, please contact Andrea Gonzalez at 925-229-6852 or via email at [AGonzalez-Lewis@4cd.edu](mailto:AGonzalez-Lewis@4cd.edu) .