City of Roswell’s

SDP Leadership Program

2024 - 2025

*Supervisory Development Program (SDP)*

Discover how to enhance your effectiveness by identifying and applying your strengths to your position in the City. The goals of the program include, but are not limited to:

* Understanding and connecting to the mission, vision, and values of the City of Roswell.
* Recognizing leadership opportunities in various work situations.
* Discovering strategies to address the needs of team members.
* Increasing interaction with the City of Roswell’s departments.

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| The SDP Leadership Program is a nine-month intensive program featuring in-person meetings and self-guided coursework. Selected participants are expected to meet monthly for sessions lasting approximately 2 hours and to complete all assigned coursework.  The program will use Gallup’s Strengths-Based Leadership as its foundation. It will begin on August 22, 2024, and conclude on May 15, 2025. |  |

**Eligibility:**

Employees who meet the following criteria are eligible to apply for the SDP Leadership Program:

* Received an overall "Successful Performer" rating or above on the most recent performance evaluation.
* No adverse disciplinary action within the last 12 months (refer to the Human Policies and Procedures Manual Policy 13.4 for a list of adverse disciplinary actions).
* Approval from the Department Director and Supervisor for participation in the program.

**Application Procedures:**

Interested employees must submit an application and a resume to Maggie Menkus, Education Coordinator in Human Resources, no later than **August 5, 2024**. The application must include signatures from both the Department Director and Supervisor**.**

Application for

City of Roswell’s

SDP Leadership Program 2024-2025

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| --- | --- | --- | --- |
| First Name: |  | Last Name: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Department: | Department | Current Position: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Hire: | \_\_\_/\_\_\_\_/\_\_\_\_\_\_ | Date in Current Position: | \_\_\_/\_\_\_\_/\_\_\_\_\_\_ |

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor: |  | Department Director: |  |

Please share what you hope to learn from this program and how it will help you achieve your career goals:

|  |  |
| --- | --- |
| Career Goal: |  |

Please attach your current resume to this application form for the SDP Leadership Program. By committing to the program, you are agreeing to the following:

* To attend and participate in morning meetings (9:00-11:00) on each of the scheduled sessions:

|  |  |
| --- | --- |
| **2024** | **2025** |
| August 22 | January 16 |
| September 12 | February 13 |
| October 10 | March 13 |
| October 24 | March 27 |
| November 14 | April 17 |
| December 12 | May 9 |
|  | May 15 (Graduation) |

* To complete all required coursework no later than their scheduled due dates

Submit your application to Maggie Menkus, Education Coordinator in Human Resources, by Monday, **August 5, 2024**. Only applications with the required approval signatures will be accepted.

*I want to be considered for the City of Roswell’s CORE Program. I understand that I will be required to attend the above-mentioned scheduled sessions. I have received my Department Director’s and Supervisor’s approval to apply, as indicated below by their signature.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Signature: |  | | | | Date: | | |  | | | |
|  | | |  | |  | | | | | |  |
| Mgr/Supv. Signature: | |  | | | | Date: | | |  | | | |
|  | | |  | |  | | | | | |  |
| Dept. Director Signature: | | | |  | | | Date: | | |  | | |

**SDP Leadership Training 2024 – 2025**

**Schedule of Course**

**(Participant Copy)**

* **DATES:** August 22, 2024 to May 15, 2024
* **DAY/TIME:** Thursdays, 9:00 AM – 11:00 AM
* **LOCATION:** City Hall, Room 220

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| --- | --- | --- |
| Session # | DATE | TOPIC |
| 1 | August 22, 2024 | Mentor and Mentee Meet-Up |
| 2 | September 12, 2024 | Launch + Strength-Based Leadership (SBL) |
| 3 | October 10, 2024 | SBL Leadership (Telling Your Story) |
| 4 | October 24, 2024 | Mentor Program |
| 5 | November 14, 2024 | Strategic Planning |
| 6 | December 12, 2024 | Innovation |
| 7 | January 16, 2025 | Conflict Management |
| 8 | February 13, 2025 | Motivating Employees |
| 9 | February 27, 2025 | Team Building |
| 10 | March 13, 2025 | Accountability |
| 11 | March 27, 2025 | Communication Skills |
| 12 | April 17, 2025 | Public Speaking: Innovation Panel |
| 13 | May 8, 2025 | Manage Time and Work |
| 14 | May 15, 2025 | Graduation |