

November 15, 2018

Dear State and Local Agency California WIC Employees,

We are pleased to offer you and members of your staff the opportunity to participate in **WIC Leadership 2019**. We are in a historic time for WIC with many intersecting challenges which create an urgency for leadership development. CWA will be working again with management consultant, professional coach and author **Rita Sever**. Rita will plan and implement this year-long training, personal growth and skills development process.

We are currently taking applications for WIC Leadership 2019, a group of 30 individuals, focusing on newer state staff and local agency directors, managers and supervisors. Enclosed you will find information on the 4 sessions that comprise the program, the application, and a checklist for completing the application.

Please read through all these materials carefully and give thoughtful consideration to the application process. Individuals or teams from your program may apply. As you decide who from your agency or section will participate this year, we strongly encourage you to give special support and consideration to employees of color and from diverse backgrounds. Diversity and cultural competency are critical to WIC's future!

The completed application package are due no later than January 18, 2019. Individuals will be informed of their acceptance into the program by January 31, 2019 and will be given further instructions at that time.

After the successful relaunch of the leadership program, the California WIC Association is excited to provide this opportunity to state and local WIC staff for a second year. To save travel costs, we will make every effort to coordinate the dates of the trainings with CWA Fall Event, Spring Conference, and State Training Days.

Please do not hesitate to give us a call if you have any questions about **WIC Leadership 2019**. We look forward to working with a talented group of future WIC leaders over the coming year.

Sincerely,

Karen Farley
Executive Director

Rita Sever, MA
Supervision Matters

Requirements Overview

- Commitment to Attend 4 Sessions**
 - **Session 1:** Sunday, April 28, 2019, 9am-4pm, San Diego, Town & Country Hotel, (The Pre-Conference Day of the Spring Conference)
 - **Session 2:** Summer 2019, Sacramento, exact location TBD (Ideally coinciding with a state training day or meeting)
 - **Session 3:** October/November 2019, Sacramento (coinciding with the CWA Fall Event)
 - **Session 4:** January 2020, Sacramento, exact location TBD, (Ideally coinciding with a state training day)
- Payment of Registration Fee**
 - No fee
- Travel costs**
 - Attendee is responsible for all travel costs.
- Commitment to Full Participation in the Program**
 - Define goals for attendance
 - Be open to new ways of looking at yourself and your leadership style
 - Try new ways of doing things and complete all agreements and assignments

Session Overview

Session 1: You as a Leader

This session will give you key tools that you can implement immediately in your work with staff. Half of this session will focus on keys to effective supervision of your staff. The second half will look at who you are as a leader and underscore the importance of self-awareness and authentic leadership.

Session 2: Communication and Teamwork

We will consider teamwork in this session: what makes a strong team and how to get one. What are the skills and assets that help move a team forward? We will build a team as we talk about teams. What assets strengthen a team and what deficits devastate a team? This session will look at good communication and how to navigate obstacles that make communication difficult. We will offer you tools for conflict resolution and delineate how important that process is for effective team work.

Session 3: HR Dangers and Hiring

In this session we will look at the world of human resources and what could get you in trouble. You will learn to recognize dangerous situations and how to support employees while acting in compliance with labor laws. This will include how to respond when it is not working with a particular employee. We'll also review best hiring practices with an emphasis on hiring for your mission and values. We'll consider what truly motivates people, including yourself.

Session 4: Culture and Community

In this final session we will unpack organizational culture and reflect on how the current culture supports the mission and how it might not. Then we will dive into the magic of true collaboration and how to find win-wins when you are working with others, including our relationships with the community – our partners, our participants and beyond. Finally we will end with a process to look back at our time together and look ahead at next steps.

Section I - General Information

Name _____

Organization _____

Current Job
Title/Position _____

Work Address _____

Work Phone/Ext _____

Work Fax _____

Email _____

Date of Birth _____

Education and training

Highest Degree You Have Earned	Year Earned
_____	_____

School _____

Major Study _____

Section II – Background/Work Information

Dates at current
organization

Dates at current
position

Typical work hours per
week

Direct Supervisor's
Name

Title

Phone

Address

Email

Please Describe Your Major Responsibilities:

Section III – Descriptive Data

1. What are your three strongest points as a manager / leader?
2. What do you find challenging as a manager/leader?
3. What do you like most about your current job?
4. What do you like least about your current job?
5. Name a leader that you would like to emulate and what is it about them that you admire?
6. What are 1 or 2 goals you have for attending Leadership 2019? (Be specific in at least one goal about what something you would like to learn?)

Section IV – Commitments

As an applicant for the WIC Leadership 2019, I am willing and able to make the following commitments if accepted:

1. I will commit the time necessary to the WIC Leadership 2019 activities.
2. I will complete all pre-work and homework assignments.
3. I will be an active contributor to the program.
4. I will attend the 4 sessions comprising the program.
5. I will participate in the evaluation activities of the program.

Applicant Signature _____

Date _____

If you are emailing this application, please type in the name and date above as an electronic signature.

Section V – To Be Completed By Your Supervisor

What are 1 or 2 goals that you have for your employee for attending Leadership 2019?

Have you shared these goals with your staff person?

In what area would you like to see your staff member develop skills?

Will you provide support for the individual's attendance –
-Time, travel, and other associated costs for program participation?

- Time with you to discuss learnings, thoughts, ideas, goals and challenges?

Do you encourage full and total participation in the program by the applicant if selected?

Supervisor's Name _____

Title _____

Phone _____

Email _____

Submitting Your Application

Please review your application for completeness!


CHECKLIST

- Completed Program Application
- Completed Supervisor Section
- Photo (attach a photo or include a digital photo as a separate file via email)

Your Completed Application Package is due no later than January 18, 2019!

Mail, Email, or Fax Application Package to:

California WIC Association
3120 Freeboard Dr. Suite 101
West Sacramento, CA 95691
Phone: 916-572-0700
Fax: 916-572-0760
Email: lworkman@calwic.org

 **REMEMBER!** You will be notified of your acceptance into the program and given further instructions by **January 31, 2019**.