**C.L.I.M.B.**

**Cultivating Leadership In McKinney’s Best**

* **Friday, October 4th-**
  + Information regarding an upcoming leadership development program for mid-level managers will be disseminated to Director level staff. Staff will be briefed on the upcoming program and receive a summary of the type of employees that are encouraged to attend. Top performing employees.
* **Friday, November 1st-**
  + Nomination forms and applications will be sent out to employees and Directors.
    - In order to qualify, on the application employees must provide a summary as to why they would like to attend the Leadership Development courses.
      * Director approval with reasoning for approval will also be needed.
    - Directors may also nominate employees. Directors will nominate the employee and the employee will then fill out the application providing a brief explanation as to the reason they should attend.
* **Friday, November 22nd-**
  + Applications must be returned to Human Resources/Innovation.
* **Tuesday, November 26th-**
  + Patrick Ibarra (Mejorando Group), Marie Piet (Collin College) and Krisa Delacruz (SGR) will be contacted with firm dates for the training they will be providing. Patrick Ibarra will also be notified that we will firm up course selection in early December.
* **Wednesday, November 27th-**
  + Schedule facility rental with Collin College.
* **November 25th – 29th-** 
  + Applications will be reviewed by H.R. and the Innovation Director. There will be a total of 12-14 openings in the program. Should more than 14 applications/nominations be received, entrance will be based on work history/time with department/previous evaluations.
* **Friday, December 6th-** 
  + A needs assessment will be sent out to all employees chosen to participate in the program. This will allow us to skew portions of the training, not in the core curriculum, toward the needs of the group.
* **Friday, December 6th-**
  + Evaluations will be sent out to the applicant, subordinates and supervisor to provide a more in depth look at their current level of supervisory/leadership skills.
    - After the program is complete this will be done again in order to rate the effectiveness of the program.
* **Friday, December 13th-**
  + Needs assessment will be due back for review by Human Resources and Innovation Director
* **Friday, December 13th-**
  + Evaluations will be due back for review by the Innovation Director and Human Resources
* **Tuesday, December 17th-**
  + Notifications will be sent to Patrick Ibarra on the courses we would like him to present according to the needs assessment.
* **Friday, January 17th-**
  + All participating employees will be notified of the courses and course schedules.
* **Wednesday, February 5th-** All participants, supervisors and organizers will have a Kick-off lunch.
  + During lunch an overview of the program will be given as well as the goals that we hope to achieve by providing such a program.
* **Thursday, February 6th-** 
  + 8:00 a.m. – 12:00 p.m.: Introduction by City Manager, Human Resources and Innovation Director.
  + 12:00 p.m. – 1:00 p.m.: Lunch
  + 1:00 p.m. – 5:00 p.m.: Tour of City Facilities. Tour will be coordinated and provided by Director/ Asst. Director of Department. Tour will consist of a summary of operations in the Departments visited. 2 – 3 Departments will be toured.
* **Thursday, February 20th-**
  + 8:00 a.m. – 5:00 p.m.: Presentation Skills presented by Collin College and Karen Hettish
    - Training will be provided half day in City Council Chambers so students have the opportunity to practice presentations in actual conditions.
    - Lunch will be taken at instructor’s request.
* **Thursday, March 6th-**
  + Patrick Ibarra will present a full day at Collin College.
    - Class will be broken down into 2, 4 hour courses.
      * One course will be decided by the needs assessment survey.
      * Remaining course will be predetermined by Innovation Department.
    - Lunch will be taken at instructor’s request.
* **Thursday, March 20th-**
  + Patrick Ibarra will present a full day at Collin College.
    - Class will be broken down into 2, 4 hour courses.
      * One course will be decided by the needs assessment survey.
      * Remaining course will be predetermined by Innovation Department.
    - Lunch will be taken at instructor’s request.
* **Thursday April 3rd-** 
  + 8:00 a.m. – 12:00 p.m.: Collin College will provide Managing Across Generations.
  + 12:00 p.m. -1:00 p.m.: Lunch
  + 1:00 p.m. – 5:00 p.m.: SGR Customer Service Training presented at Collin College.
* **Thursday, April 17th-** 
  + 8:00 a.m. – 12:00 p.m.: TBD
  + 12:00 p.m. – 1:00 p.m.: Lunch
  + 1:00 p.m. – 5:00 p.m.: Closing session presented by Innovation Director and Human Resources.
    - At this time there will be a discussion related to the highlights of the training as well as areas that should be modified.
    - Possibly incorporate some additional team building in this time period.
* **Friday, April 18th-** 
  + 6:00 p.m. – TBD: Graduation Dinner. Awards will be presented and pictures taken.
* **Friday, May 16th-**
  + A follow up evaluation will be sent out to the participant’s subordinates, supervisors and the participant to gauge the effectiveness of the program. The evaluations will document the change in leadership aptitude following the class.