

# San Francisco Bay Area Federal Executive Board

## Leadership Development Program

### Class of 2021

**Applications Due October 7, 2020**



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## Overview

The San Francisco Federal Executive Board's Leadership Development Program (Program) is for talented and outstanding federal employees who want to develop, practice and apply new leadership skills. Participants strengthen their leadership abilities and grow the leadership capacity of within their workplaces and communities. The Program is designed to address the leadership development for GS 11-13 and newer GS14s (or equivalent).



*Session Meetings*

Participants use their agencies as a classroom to apply their seminar learnings between sessions. They forge new relationships and connections with their fellow participants, creating enduring relationships and broad networks across issues and agencies. Participants also work together on a group challenge to practice collaboration and teamwork and create a deliverable of value to the SFFEB.

The design and delivery of the Program are the direct results of our partnership with CORO - Northern California. A nonprofit organization that focuses on training collaborative leaders who can tackle pressing, public problems, take risks, disrupt old patterns, and make way for new ways of thinking, doing, and leading. It is through this partnership that the SFFEB can ensure the participants' goals are met faster and with higher quality results.

Last year we pivoted from an in-person program to virtual. We were able to maintain the program's integrity. We are confident that we can continue to provide this program with the excellence you have come to rely on. Giving your staff the chance to participate in this program during a pandemic will show your continued support of rising leaders.



Class of '20 first meeting and last meeting





## Program Goals

- Prepare emerging leaders for leadership positions.
- Use experiential learning, including interviews and case studies, to support participant leadership growth and awareness.
- Expose participants to the rich network of talented leaders currently working in the federal government, and to the many leadership pathways across federal agencies.
- Enable participants to make recommendations to federal agencies on real challenges they face today.



## Program Competencies

- Increase self-awareness
- Employ a growth mindset
- Use and understand different leadership styles
- Build trust-based relationships
- Improve group process and dynamics
- Use inquiry as a leadership tool
- Lead effective meetings
- Balance inquiry and advocacy
- Improve listening and coaching skills
- Give and receive feedback
- Present persuasively
- Mutual-gains negotiation
- Navigate difficult conversations

## Seminar Structure

The associates meet monthly in seminars that combine leadership training, issue exploration, SFFEB content, team building, and collaborative work on a group project. The final session includes a graduation ceremony.

The Program is both an individual and a collaborative program designed to maximize personal leadership growth made up of these requirements:

- Ten training sessions on a variety of leadership topics and federal government skill building in areas such as budgeting, contracts, human resources, and grants management.
- Interviews of government leaders and trailblazers
- Group Projects
- Presentations to San Francisco Federal Executive Board's Governing Council

## Group Challenge

In partnership with the SFFEB, Coro leads participants through a group challenge during the duration of their program. The goal of the project is to apply new skills to address a challenge or question of importance to the SFFEB. The project deepens participants' awareness of broader issues and opportunities and provides the sponsoring organization with a new resource and fresh perspective on a key issue. Project deliverables are often influential in federal decision-making and shape thinking on policy and initiatives. The group presents their findings and recommendations at the program graduation.

## Tuition

- \$2,200
- For agencies that have limited training dollars, see **Attachment B**
- Applicants, please consult your manager and training/budget officers about the availability of funds and funding obligation dates

## Important Dates

### Applications Due, October 7,

### 2020 Session Dates

October 27	March 19
November 13	April 16
December 18	May 14
January 15	June 11
February 12	June 25

## Logistics

- Sessions are held on a virtual platform. We expect everyone to participate in all sessions.
- Sessions run from 9:30 AM - 12:30 PM
- Lunch Break from 12:30 to 1:30 PM
- Afternoon Session from 1:30-3:30 PM



## Application – Three Required Documents

- 1. Applicant Information:** Please see Attachment A for Application Cover Sheet. Applications must have two levels of management signature on the application. The applicant's immediate manager and the manager's supervisor. If the immediate manager is a Bay Area Agency Director, there is no need for a second signature.
- 2. Essays:** Please answer the essay questions on **page 7**.
- 3. Resume:** Please submit a current resume

## Faculty

All seminars are lead by Coro faculty and federal leaders who have deep experience in leadership development and facilitation. Coro trainers are guides on the side vs. “sages on the stage,” so all seminars require 100% participant engagement and involvement.

## About SFFEB – [www.sffeb.us](http://www.sffeb.us)



The San Francisco Bay Area Federal Executive Board serves as a vital link to intergovernmental coordination by identifying common ground and building cooperative relationships across the metropolitan San Francisco Bay Area. The Bay Area is host to over 160 federal offices and agencies with 38,000 federal, postal and military employees. The Members of the Governing Council are the senior executives of the representative agencies. The Governing Council meets monthly to address agency concerns at the policy level.

### Examples of SFFEB Programs/Responsibilities

- Governing Council meetings focused on local issues & interagency networking
- Convening and collaborating authority
- Emergency Notification to federal agencies
- Free Alternative Dispute Resolution program
- Support to communities of practice including, Acquisition, Human Resource, Tribal Programs, Emergency Preparedness, and Public Affairs.
- Training including topics, leadership, communication, employee relations, presentation and writing skills and more all at low rates and reduced travel cost

## About Coro – [www.coronorcal.org](http://www.coronorcal.org)



Our increasingly complex world requires leaders who can collaborate across boundaries and sectors to address society’s greatest opportunities and challenges. Coro prepares individuals from diverse backgrounds to ignite positive change in their workplaces and communities—we work with youth, recent college graduates, and professionals. Coro’s proprietary curriculum includes group participation, interviews, and seminars—we bring people together to examine issues and create a stronger, more resilient civic infrastructure.

Coro was founded as a nonpartisan, nonprofit organization in 1942 by two San Franciscans. The future of democracy was not assured in the midst of World War II, so our founders decided to create a post-graduate leadership training program to develop civic leaders, independent of political party or affiliation.

Their innovative vision has grown to five Coro centers: Los Angeles, St. Louis, New York, Pittsburgh, and San Francisco (all separate nonprofit organizations). Our vast cross-sector alumni include elected officials such as Senator Dianne Feinstein (CA), Senator Michael Bennett (CO), Senator Tim Kaine (VA), Oakland Mayor Libby Schaaf, Hon. Alex Padilla, Secretary of State, CA, and San Diego Mayor Kevin Faulconer. Coro alums include engaged and influential leaders across the country working in government, labor, the media, businesses, and nonprofit organizations. Each day the network grows, as Coro advances the skills, capacity, and networks of our diverse program participants.

## Contact Information

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**Attachment A**

<p><b>SAN FRANCISCO FEDERAL EXECUTIVE BOARD</b>  <b>Leadership Development Program</b>  <b>Application Due October 7, 2020 – to <a href="mailto:russell.sara.l@dol.gov">russell.sara.l@dol.gov</a></b></p>	
APPLICANT'S NAME:	
AGENCY:	
WORK PHONE:	WORK EMAIL:
TITLE:	CURRENT GRADE:
<p><b>Attach your resume and answers to the following questions (Two Page limit) to your application.</b></p> <p>1) Please share your plans to create positive change through your leadership, service, and professional aspirations. How will your participation in the Leadership Development Program equip you to realize these plans?</p> <p>2) Briefly describe a high stakes situation in which you exercised leadership. What was your role, what did you do that had an impact on the success or failure of the group, and what did you learn about yourself?</p>	
<b>COMMITMENT:</b>	
The program has one training day per month and additional duty time to work on assignments. The Program will take 10-15% of duty time.	
Applicant's Signature:	Date:
<b>Required Manager Endorsement and Signatures</b>	
I have reviewed my employee's attached statement of interest and assessment questions. By signing below, you affirm that you understand the SFFEB LDP is a nine-month program. The program will involve ten meetings held monthly from Sep. 2018 through May 2019. Also, you understand the applicant will be spending 15% of their time working on the assignments.	
Manager Name & Signature	
Email	Phone
Title	Date
<b>Required Supervisor Endorsement and Signature</b>	
I Concur with my Manager's Endorsement of this Employee's Application	
Supervisor Name & Signature	
Email	Phone
Title	Date

## ESSAY QUESTIONS (One Page Limit per Question)

- 1) Please share your plans to create positive change through your leadership, service, and professional aspirations. How will your participation in the Leadership Development Program equip you to realize these plans?

## ESSAY QUESTIONS (One Page Limit per Question)

2) Briefly describe a high stakes situation in which you exercised leadership. What was your role, what did you do that had an impact on the success or failure of the group, and what did you learn about yourself?

## RESUME

Please attach a copy of your resume.

<b>Required Supervisor Endorsement and Signature</b> I am submitting my agency's request for a Tuition Adjustment	
Supervisor Name & Signature	
Email	Phone
Title	Date

1. How much funding can you commit to this program?
2. What is the agency's current training budget per person?
3. Are there multiple applicants from your agency? If yes, how many?
4. Any other information to help us in assessing your request.