

LDP | LEADERSHIP Development Program

Timeline Overview

August 26, 2016
Application Deadline

Mid-September 2016
Participants Selected

October 2016
Participant Orientation

Classroom Sessions:
October 2016 through
August 2017

- Structured Classroom Sessions focused on Essential Knowledge Areas
- Panel discussions exploring critical relationships between the School of Medicine and other entities
- Leadership/Management Skills Assessments
- Networking opportunities with UCSF leaders

Program Goals

The Leadership Development Program provides an opportunity for a select group of individuals to enhance their careers in the School of Medicine, and for the School to expand the pool of well-qualified candidates ready for advancement.

Program Highlights

Over a twelve-month period, participants will gain exposure to leadership skills and knowledge important to developing a career as a School of Medicine leader.

Participants will:

- Attend structured classroom discussions led by key decision-makers on areas of knowledge essential to managing in the School of Medicine, including Finance, Internal Controls, Clinical Operations, Research Administration, Information Technology and Human Resources.
- Participate in seminars with campus and School of Medicine senior leadership focused on understanding the organizational structure of the School, the relationship of the School with other University organizations and outside institutions, and the challenges faced by School of Medicine managers.
- Interact with School of Medicine leaders in panel discussions focused on topics such as their own career paths and the MSO-Department Chair relationship.
- Use communication skill assessment tools to help expand effectiveness and impact.
- Network with School of Medicine department managers and other leaders who have volunteered to make themselves available for one-on-one conversations.

Expected Benefits for Participants

This program is designed to help School of Medicine employees become better prepared to expand their leadership roles by providing:

- Career enhancement opportunities.
- Insight into the responsibilities of School of Medicine leaders and the issues facing them.
- An understanding of the skills needed to increase management effectiveness.
- Invaluable opportunities to interact and network with senior leadership, faculty, managers and peers in the School of Medicine.

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Who Should Apply

Current School of Medicine career employees in MSP and Professional and Support Staff (PSS) classifications at the level of Senior Analyst (Analyst IV) or above are invited to apply. Applicants must have worked for the University for at least two years and been in their current appointment at least one year. Applicants must have current supervisory or project management responsibilities. Applicants must be able to commit an average of 5 hours per month during regularly scheduled work hours, with the understanding that attendance at all program events is mandatory. Individuals interested in applying for the program should discuss these commitments with their supervisors.

Selection Process

Participants will be selected by committee after a review of their applications and letters of support. Selection will be based on factors including recognized leadership potential, demonstrated initiative and excellent performance.

How to Apply

Employees interested in furthering their own leadership development are encouraged to bring this program to the attention of their supervisors. Both employees and their supervisors must complete the program application. The program description and the application are posted on the School of Medicine website at:

<http://leadershipdevelopment.ucsf.edu/>

The deadline for submitting the application and all related materials is Friday, August 26, 2016. Applications should be submitted to "The SOM Leadership Development Program Selection Committee" in one of two ways (first method is optimal):

- 1) Email a pdf of your application marked "Confidential" to: belgers@medsch.ucsf.edu who will confirm receipt and review for completeness.
- 2) Send paper application via inter-office mail to: The SOM Leadership Development Program Selection Committee, Box 0410

Notifications of acceptance will be sent out in mid-September 2015. Questions about the application process should be directed to Richard Secunda, at secundar@medsch.ucsf.edu or 502-6705. Thank you for your interest in the Leadership Development Program.