



DIVISION OF STUDENT AFFAIRS

LEADERSHIP DEVELOPMENT INSTITUTE

2007 - 2008 PROGRAM



OVERVIEW OF SA LDI PROGRAM AND APPLICATION PROCESS

What is the Student Affairs Division (SA) LDI Program?

The SA LDI is a core competency-based leadership development program, initially designed by Residential and Student Services Programs (RSSP) staffs and Mariposa Leadership consultants, to promote the professional growth and development of SA's current and future leadership. Skills and knowledge learned through LDI will assist participants with navigating today's constantly changing and challenging work environment. To ensure good group learning dynamics and more personalized training, Mariposa Leadership Inc. limits the size of LDI group sessions to twelve (12) to fifteen (15) participants.

The 2007- 08 SA LDI Program will be conducted in two phases:

Phase One

Over nine weeks between October and December 2007, participants will attend six, three-hour, bi-weekly group sessions and three, one-hour, individual coaching sessions with an external coach. Group sessions focus on skill and knowledge development and individual coaching sessions focus on the application of the classroom learning to the participants' specific work environments. Participant study groups will meet between sessions for those interested.

Phase Two

From February to April 2008, participants will attend a total of six, one-hour, individual coaching sessions with an external coach and four, three-hour, group coaching sessions. The coaching in Phase Two is based on self-generated career goals. Again, participant study groups will meet between sessions for those interested.

Why separate RSSP and SA LDI Programs?

This is the first year of the SA LDI Program and the fourth year for RSSP. As we move the SA LDI Program forward - being mindful of continuous process improvement - we will be meeting with the key stakeholders of the LDI programs to discuss how best to leverage the LDI programs across the SA Division overall so as to continue to optimize our SA workforce's leadership competencies. We will also look for how to best align the LDI course curriculum with our overall SA organizational needs - particularly around managerial competencies, i.e., interpersonal effectiveness, group leadership, analysis / critical thinking, organizational awareness, and communication.

GENERAL INFORMATION

SA LDI Second Information Meeting

There will be a SA LDI Program information meeting for prospective / interested applicant candidates and their supervisors on:

Wednesday, August 22, 2007

8:00 to 10:00 a.m.

Unit Two Recreation Room

2650 Haste Street, Lower Level

Eligibility

Student Affairs Division Professional employees in salary classifications equivalent to PPSM 3, 4, 5, 6, 7 levels and MSP I and II levels, i.e.:

- Student Affairs Officer, SAO III, IV, and V
- Senior / Principal Administrative Analyst, PSS 4, 5, and 6
- Programmer / Analyst II and III
- Computer Resource Manager I
- Lawrence Hall of Science academic staff in Coordinators of Public Programs (CPP) and Specialists appointments.

Applicant candidates must have been in their current position for at least one year and must have a "satisfactory" or better performance rating from their supervisor on their latest performance appraisal.

To ensure privacy and comfort level in open group discussions, an employee may not participate in the same SA LDI cohort group session as his / her direct-report supervisor.

Programs Costs

SA LDI Program (Mariposa Leadership's course fees) costs for participants will be covered by the OVC-SA budget.

Participant and Supervisor Commitment

While SA LDI Program participation is strictly voluntary, it does require the participant's personal commitment and ongoing support from his/her supervisor in order to be successful and lasting. Over the course of the LDI Program, supervisors will be required to attend periodic check-in meetings with the Mariposa Leadership consultants / coaches regarding the impact of the program on their direct report and how they can be supportive.

QUESTIONS?

Please contact: Gary Lee, HR Director, Student Affairs
Email Address: gmhlee@berkeley.edu

THE APPLICATION PROCESS

Applications available after Wednesday, August 8, 2007.

To obtain an application form go to the Student Affairs home page and print out the application form at <http://students.berkeley.edu/uga/> or request via Email note to:

Gary Lee, HR Director, Student Affairs
Email Address: gmhlee@berkeley.edu

How to apply for the 2007- 2008 SA LDI Program

Applicants and their supervisors must complete their respective forms and required documents and submit them by the deadline date of 5:00 p.m. Friday, September 7, 2007 to Gary Lee, HR Director, Student Affairs.

Applicants must submit their applications with the following:

1. Completed LDI Applicant Information.
2. Work History - resume or CV, and current job description.
3. Applicant's "Statement of Interest" essay that answers the five (5) questions.
Be sure to fully describe your interest in professional growth and development and increasing your leadership potential.

Supervisors must submit separately the following information on behalf of the Applicant:

1. Completed LDI Supervisor Information.
2. Supervisor's "Statement of Support" that acknowledges the Applicant's last Performance Appraisal Rating and that she / he will attend the supervisors' meetings.

Note: Applicants and their supervisors are strongly encouraged to work collectively on the application.

APPLICATION DEADLINE:

ALL APPLICATIONS AND SUPPORTING DOCUMENTATION ARE DUE BY 5:00 P.M., FRIDAY, SEPTEMBER 7, 2007; SEND TO:

Gary Lee, HR Director, Student Affairs
Mail Address: 130 California Hall
Mail Code: 1504
Fax: 510 642-8153
Email address: gmhlee@berkeley.edu

Applications will be received and held in the strictest of confidence.

THE SELECTION PROCESS

Because this is the first year of the SA LDI Program, SA LDI participants will be chosen by a select group of senior SA managers including the HR Director for SA. They will give careful consideration to applicants that they believe will become future advocates and ambassadors for the SA LDI Program. They will also ensure that SA LDI group participants represent the broad skill sets and organizational perspectives that exist within the SA professional staff. Application essays will be evaluated on the applicant candidate's illustration of how they will apply their LDI knowledge, self motivation, ability to take initiative, and collaboration with colleagues. So, please make sure your answers are clearly written and provide specific examples whenever possible.

Note: For subsequent SA LDI programs, we will revisit with the SA LDI Program's key stakeholders on what criteria and selection process should be used to identify and select participants.

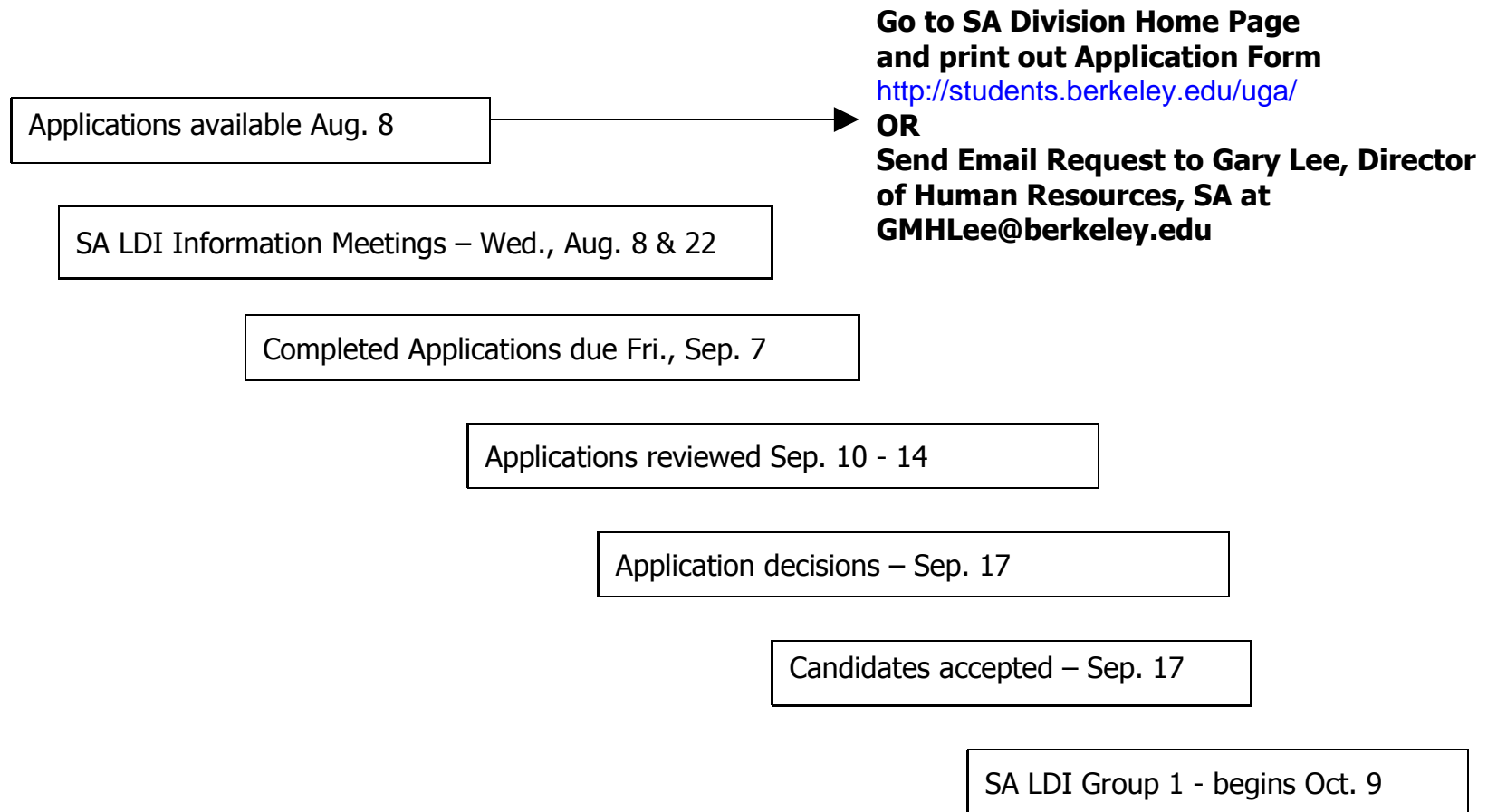
Selection Notification

Successful applicant candidates will be advised of their selection sometime in late September, 2007. Similarly, those applicant candidates that were not selected to participate in this year's SA LDI Program will be notified by the HR Director for Student Affairs.



**Student Affairs Division
Leadership Development Institute**

SA LDI 2007-8 Program - Application Process, Timeline - Fall 2007



SA LDI 2007-8 Program Group Sessions and 1-1 Coaching Schedules

LDI PHASE 1	DATE	TIME	REGAN	TAWNY	BRENDA
			1:00pm-4:00pm	9:00am-4:00pm	10:00am-5:00pm
Module #1					
Supervisor Mtg 1	8-Oct	3:00-4:30			
Group Session 1	9-Oct	9:00-12:00			
Group Session 2	23-Oct	9:00-12:00			
1-1 Session 1			1-Nov	29-Oct	2-Nov
Module #2					
Supervisor Mtg 2	1-Nov	4:00-5:00			
Group Session 3	6-Nov	9:00-12:00			
Group Session 4	27-Nov	9:00-12:00			
1-1 Session 2			6-Dec	3-Dec	7-Dec
Module #3					
Supervisor Mtg 3	6-Dec	4:00-5:00			
Group Session 5	11-Dec	9:00-12:00			
Group Session 6	18-Dec	9:00-12:00			
WINTER BREAK					
1-1 Session 3			31-Jan	28-Jan	1-Feb
LDI PHASE 2					
Module #1					
Supervisor Mtg 1	27-Feb	2:00-3:00			
Group Session 1	12-Feb	9:00-12:00			
1-1 Session 1			21-Feb	21-Feb	22-Feb
1-1 Session 2			6-Mar	3-Mar	7-Mar
Module #2					
Group Session 2	11-Mar	9:00-12:00			
1-1 Session 3			20-Mar	17-Mar	21-Mar
1-1 Session 4			3-Apr	31-Mar	4-Apr
Module #3					
Supervisor Mtg 2	9-Apr	2:00-3:00			
Group Session 3	8-Apr	9:00-12:00			
1-1 Session 5			17-Apr	14-Apr	18-Apr
1-1 Session 6			1-May	28-Apr	2-May
Module #1, #2, #3 review					
Group Session 4	22-Apr	9:00-12:00			
(coordinated by class only)					