City of Roswell’s



DISCover Leadership Program

2024 – 2025

*Lead by Learning, Learn by Leading*

Discover your talents as a leader of people and/or processes at the City of Roswell. This course helps you understand your unique leadership style, navigate challenges, and leverage opportunities. The goals of the program include, but are not limited to:

* Understanding and connecting to the mission, vision, and values of the City of Roswell.
* Gaining insights into your leadership style through DISC assessment.
* Learn about the essential processes in Performance Management.
* Increase interaction with the City of Roswell’s departments.

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| The DISCover Leadership Program is a nine-month intensive program featuring in-person meetings and self-guided coursework. Selected participants are expected to meet monthly for sessions lasting approximately two (2) hours and to complete all assigned coursework.   * In addition, small group sessions are offered for hands-on learning regarding important skills for managers.   The program will use “The 8 Dimensions of Leadership, DISC Strategies for Becoming a Better Leader” as its foundation. It will begin on August 14, 2024, and conclude on May 15, 2025. |  |

**Eligibility:**

Employees who meet the following criteria are eligible to apply for the DISCover Leadership Program:

* Currently holding a leadership position (pertaining to people and/or processes)
* Received an overall "Successful Performer" rating or above on the most recent performance evaluation
* Received no adverse disciplinary action within the last 12 months (refer to the Human Policies and Procedures Manual Policy 13.4 for a list of adverse disciplinary actions)
* Received approval from both the Department Director and Supervisor for participation in the program

**Application Procedure:**

Interested employees must submit an application and a resume to Maggie Menkus, Education Coordinator in Human Resources, no later than **August 5, 2024**. The application must include signatures from both the Department Director and Supervisor.

Application for

City of Roswell’s

DISCover Leadership 2024 - 2025

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| --- | --- | --- | --- |
| First Name: |  | Last Name: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Department: | Department | Current Position: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Hire: | \_\_\_/\_\_\_\_/\_\_\_\_\_\_ | Date in Current Position: | \_\_\_/\_\_\_\_/\_\_\_\_\_\_ |

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| --- | --- | --- | --- |
| Supervisor: |  | Department Director: |  |

Please attach your current resume to this application form for the DISCover Leadership Program. By committing to the program, you are agreeing to the following:

* To attend and participate in morning meetings (9:00-11:00) on each of the scheduled sessions:

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| --- | --- |
| **2024** | **2025** |
| August 14 | January 15 |
| September 11 | February 12 |
| October 9 | March 12 |
| November 13 | April 16 |
| December 11 | May 7 |
|  | May 15 (Graduation) |

* To also attend small group sessions throughout the course (dates and times determined by participants)
* To complete all required coursework no later than their scheduled due dates

Submit your application to Maggie Menkus, Education Coordinator in Human Resources, by Monday, **August 5, 2024.** Only applications with the required approval signatures will be accepted.

*I want to participate in the City of Roswell’s DISCover Leadership Program. I acknowledge that I must attend scheduled sessions throughout the nine (9) month program and fulfill all necessary coursework. My Department Director has approved my application, as indicated by their signature below.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Signature: |  | | | | Date: | | |  | | | |
|  | | |  | |  | | | | | |  |
| Mgr/Supv. Signature: | |  | | | | Date: | | |  | | | |
|  | | |  | |  | | | | | |  |
| Dept. Director Signature: | | | |  | | | Date: | | |  | | |

**DISCover Leadership Training 2024 – 2025**

**Schedule of Course**

**(Participant Copy)**

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| **Large Group Sessions**   * DATES: August 14, 2024 through May 15, 2025 * DAY/TIME: Wednesdays, 9:00 – 11:00 * LOCATION: City Hall, Room 220 | **Small Group Sessions (a)**   * DATES: August 14, 2024 through May 15, 2025 * DAY/TIME: TBD by participants * LOCATION: TBD |

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| Session # | DATES | TOPIC |
| 1 | August 14, 2024 | Introduction to Performance Management & DISC |
| 2 | September 11, 2024 | Leadership Styles & DISC |
| 2a | Week of September 23-27 | The Challenges of a New Manager |
| 3 | October 9, 2024 | Customer Service Experience |
| 4 | November 13, 2024 | Recruitment and Onboarding |
| 4a | Week of November 18-22 | Interviewing/Building Effective Teams |
| 5 | December 11, 2024 | Learning and Development |
| 6 | January 15, 2025 | Employee Relations |
| 6a | Week of January 27-31 | Conflict Resolution, Progressive Discipline |
| 7 | February 12, 2025 | Employee Engagement |
| 7a | Week of February 24-28 | Coaching, Performance Discussions |
| 8 | March 12, 2025 | Employee Retention |
| 9 | April 16, 2025 | Navigating Risk Management with Confidence |
| 9a | Week of April 28-30 | Workers Comp, ADA, Safe Workplace |
| 10 | May 7, 2025 | Employee Wellbeing |
| 11 | May 15, 2025 | Graduation |