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UNIVERSITY  

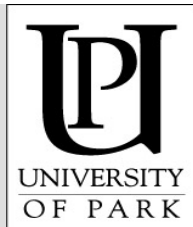
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OF PARK



**St. Louis Park**  
MINNESOTA

*Experience LIFE in the Park*



## City Leadership Development — Be the best of the best.

The University of Park Development Program invites you to join a new generation of top-notch municipal employees that will shape your city in the coming years. University of Park offers training and development opportunities for new and emerging city government leaders.

Residents in your community deserve to have the very best professionals in place to lead and deliver excellent service to citizens and those doing business in your city. That is where the University of Park City Leadership Development Program comes in.

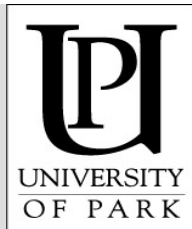
Being known as a top-caliber community and a great place to work doesn't just happen — it takes work, dedication and commitment. That's why we're offering University of Park.

## It's your time —

Let University of Park give you the tools  
to become a leader in your city!



The Scholars Walk, University of Minnesota



## What is University of Park?

University of Park builds tomorrow's city leaders today. It is a comprehensive training and development program designed to prepare new/emerging leaders for formal leadership positions. The program uses a tool-centered curriculum, personal goal setting, an adult-learning process and a focus on tangible skills each supervisor should possess.

A unique aspect of University of Park is the development of a mentoring relationship between the participant and a mentor who will be selected to help meet your goals for the program.

Topics include Self Discovery; Performance Management; Fair Labor Standards Act; Employment Regulations; Governance; Finance; Supervision; Decision Making; Managing Change; and Leadership and Management.

Each course in the program will be instructed by a current city official or professional with municipal government experience.

When you "graduate" from University of Park, you will be equipped with the tools to:

- ◆ Develop leadership skills
- ◆ Gain a better understanding of your department
- ◆ Learn to apply leadership skills to the workings of your department
- ◆ Work effectively with a mentor
- ◆ Develop a support network of others who work for your city

In addition, you will learn how your current department fits into the broader context of your entire community.



## Why was University of Park developed?

University of Park was developed to cultivate the next generation of leaders in city government. The program raises the standards for overall training and development and creates a systemic learning focus for government supervisors and emerging leaders.

### Why now?

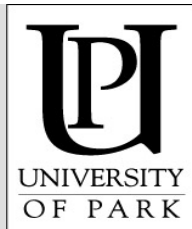
Our rationale was based on the following factors:

- ◆ University of Park is an investment in employee retention. National polls indicate the quality of frontline supervision is a critical factor in a person's decision to leave or stay at an organization.
- ◆ Cities across the United States face an impending shortage in frontline supervision due to a large wave of anticipated retirements within the next decade.
- ◆ Cities need to prepare leaders for success in a global and constantly changing world.
- ◆ As we move into the future, systems and designs need to be in place to ensure the longevity of the learning organization philosophy.
- ◆ There is a need for an intentional program/curriculum which encompasses both consistency and applicability.

## Who can enroll in University of Park?

Any public employee in Minnesota may enroll.





## How to get involved!

- ◆ Be recommended by your supervisor and/or department head or receive permission from your department head or supervisor.
- ◆ Complete and turn in a University of Park application.
- ◆ Participate in an interview.
- ◆ Meet with your department head or supervisor to determine a “Capstone” project for you to undertake and provide leadership for completion, working with your supervisor to finalize. The project should be a stretch for you and something that is useful to your department.
- ◆ Meet with the Organizational Development Coordinator from the City of St. Louis Park to determine key goals, online course opportunities, type of mentor needed and mentor selection.
- ◆ Attend a facilitated meeting with your mentor to establish roles and responsibilities, as well as meet with your mentor between each training session.
- ◆ Commit to attending:
  - ✓ An orientation session (2 hours)
  - ✓ A full day exploration session (January)
  - ✓ Five half-day morning sessions (February, March, April, May, September)
  - ✓ Two online training sessions
  - ✓ Two other professional development opportunities of your choice (such as a work-related conference)
  - ✓ Two meetings in the summer with your cohorts
  - ✓ Graduation ceremony in October



*Participants will be allowed to miss one class provided they attend a make-up session.*



## Benefits for Participants and Their Community

- ◆ Frontline staff is more prepared to step into leadership positions.
- ◆ Staff can network with peers across departments and with other cities.
- ◆ Classes are interactive and provide a mix of concepts and immediate applicability.
- ◆ Mentor relationship provides an experienced resource to reinforce class concepts.



## Other Important Information

- ◆ Application Deadline: Friday, October 28, 2011.
- ◆ Class size is limited to 24. Apply now for consideration.
- ◆ Fee: \$750 per person or \$600 per person for teams of 3 or more.



# University of Park Course Schedule

(subject to change depending on instructor availability)

- November 3 ~ 8:30am–12:00pm ▶ Interview Dates and Time
- November 10 ~ 1:00pm–4:30pm ▶ Interview Dates and Times
- January 4 ~ 7:30–9:00am ▶ Orientation
- January 18 ~ 9:00am–3:00pm ▶ Leadership: Self Discovery

### CLASS DATES:

Wednesdays from 9:00am to 12:00pm

February 15	March 21	April 18	May 16	September 19
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### CLASS TOPICS:

Local Government 101 (Finance, Governance, Big Picture)
Supervision & Decision-Making
Performance Management, Fair Labor Standards Act, Employment Regulations
Managing Change
Leadership and/or Management: What’s the Difference?

- June, July and August ▶ Independent Work on Capstones & Meetings w/ Your Cohorts
- October 16 ~ 11:00am–1:00pm ▶ Graduation Luncheon



# University of Park I Application Form

Please complete the application form below and email it to Debbie Fischer at [dfischer@stlouispark.org](mailto:dfischer@stlouispark.org) or fax it to 952.924.2170. You may also register online at [www.stlouispark.org](http://www.stlouispark.org).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Current Position: \_\_\_\_\_

What do you hope to achieve by participating in University of Park I?

What areas of strength do you wish to grow?

I understand the commitments and requirements of this program and am willing to honor them.

\_\_\_\_\_  
*Applicant Signature* *Date*

\_\_\_\_\_  
*Supervisor Signature* *Date*