

APPLICATION PACKAGE

Application Deadline:

February 27, 2015

Program Dates:

April-June, 2015

THE MANAGEMENT ACADEMY

NYC Department of Citywide Administrative Services

Municipal Building, 1 Centre Street, Room 2445

New York, NY 10007

(212) 386-0004

www.nyc.gov/executivedevelopment



THE MANAGEMENT ACADEMY

NYC

Bill de Blasio
Mayor

**Citywide Administrative
Services**

Stacey Cumberbatch
Commissioner

**Citywide
Organizational & Executive
Development Programs**

THE MANAGEMENT ACADEMY

Moving People, Moving Process, Moving Mountains!

Overview

The Management Academy is a unique and distinctive program designed for emerging leaders who have assumed or will assume positions of greater responsibility in their agencies. The goal of the Academy is to provide its participants, men and women who have demonstrated exceptional technical competence in their chosen areas of expertise, with a fundamental grounding in managerial systems, a savvy understanding of both formal and informal government processes, and exposure to innovative management practices being deployed within City agencies.

The Academy focuses on critical management themes organized into three coordinated design components:

Developing and Utilizing Staff

...Moving People

Analyzing, Designing, and Evaluating Programs

...Moving Process

Understanding Municipal Systems and our Political Environment

...Moving Mountains

Through a series of workshops presented by expert consultants and senior managers from the public, private and non-profit sectors, the Academy will stimulate analytical and creative thought to better equip its participants for meeting the daily challenges they face in increasing productivity and delivering service excellence.

Qualifications

Applicants to the Management Academy should be City employees who:

1. Are already at a managerial level, or are high-level professional employees responsible for the design and/or implementation of City programs or procedures;
2. Have demonstrated superb technical competence in their area of expertise; and
3. Have a strong commitment to public service and aspire to positions of greater responsibility in City government.

Fee Structure

Agencies will be assessed a nominal fee of **\$3,000** for each candidate selected to participate in the Management Academy.

THE MANAGEMENT ACADEMY

Curriculum

The Management Academy meets once per week between April and June. Workshops will be conducted by a combination of City managerial practitioners (some of whom are Executive Development program alumni), management consultants, and senior managers from the private and non-profit sectors. Workshops will be conducted at 1 Centre Street, New York, NY from 9:00AM - 5:00PM.

Moving People...

- Leadership Paradigms
- Building and Managing Relationships
- Communicating Skillfully
- Values Based Management
- Emotional Intelligence

Moving Process...

- Tools for Customer Focused Process Improvement
- Measuring, Assessing, and Reporting Results
- Leading and Managing Change

Moving Mountains...

- Understanding Power and Influence Strategies
- Understanding and Using City Systems
 - Civil Service Hiring Practices
 - The Discipline Process
 - The Procurement Process
 - The Budget Process
 - Best Practices Site Visits

Elective Concentration

Participants will be able to select one concentration area for independent analysis. These elective concentrations will be conducted on two consecutive days during the Academy. Participants may enroll in both concentration areas provided they can be released by their agencies.

Elective Concentration "A"

ORAL PRESENTATION APPROACHES

Elective Concentration "B"

USING DATA IN STRATEGIC CHANGE

Application Deadline: February 27, 2015

Candidate Information

Name _____

Functional Title _____

Current Civil Service Title _____

Employee Reference Number _____

Agency _____

Address _____

Business Telephone _____ Business Fax _____ Email _____

Optional Data:

Ethnicity: White _____ (not of Hispanic Origin) Black _____ (not of Hispanic Origin) Hispanic _____

Asian or Pacific Islander _____ American Indian or Alaskan Native _____ Other _____

Gender: Male _____ Female _____

Background

Please attach an updated copy of your resume.

Instructions: Please answer all questions on a separate sheet(s) of paper and attach to this form. Make sure your name appears on each sheet of paper you submit.

Essay (Please limit your response to 700 words or less)

Given the opportunities and challenges the City faces today, what do you believe are the most important skills and abilities a manager must possess or develop in order to succeed in City government?

Considering your response to the question above, what do you consider to be your greatest managerial asset? Area for development?

Career Objectives

What are your short and long term career and professional objectives in City government? What roadblocks do you feel you must overcome in order to attain your goal?

(over)

Candidate Agreement

I understand that participation in the Management Academy will require a time commitment of one day per week (9:00AM - 5:00PM) from April through June.

Candidate's Signature

Date

*Please send two (2) copies of your application package by **February 27, 2015** to:*

**Citywide Learning & Development: The Management Academy
Department of Citywide Administrative Services
1 Centre Street, Room 2445
New York, NY 10007**

THE MANAGEMENT ACADEMY *Agency Endorsement*

Application Deadline: February 27, 2015

Managerial Endorsements

To be completed by the candidate's immediate manager

Your Name _____

Title _____

Agency/Bureau _____

Telephone _____ Fax _____ Email _____

Relationship to candidate _____

I understand that participation in the Management Academy will require a time commitment of one day per week (9:00AM - 5:00PM) from April through June.

This candidate has my support to fully participate if he or she is accepted into the program.

Manager's Signature

Date

Agency Head Endorsement to be completed by the Agency Head only

(Check one)

I very highly recommend _____ highly recommend _____ recommend _____ this candidate for admission to the NYC Management Academy.

I understand that participation in the Management Academy will require a time commitment of one day per week (9:00AM- 5:00PM) from April through June. This candidate has my support to fully participate if he or she is accepted into the program.

Please note: Your agency will be assessed a nominal fee of \$3,000 for each candidate selected to participate in the Management Academy.

Agency Head's Signature

Date

Questions regarding the application process may be directed to:
Citywide Learning & Development
(212)386-0004
executivedevelopment@dcas.nyc.gov