

Leadership Development Academy Charter

(created August 2007)

Purpose

This document establishes the charter for the Leadership Development Academy (LDA). The charter provides guidelines for LDA participants.

Background

The California Health and Human Services Agency (CHHS) established the LDA for the following reasons:

- To develop tomorrow's CHHS executives and leaders.
- To demonstrate the Agency's and CHHS departments' commitment to continued development of its staff.
- To enhance the succession planning efforts of CHHS departments by preparing staff to assume leadership roles and responsibilities.
- To contribute to the department's ability to achieve strategic goals by further enhancing CHHS leaders.

The **goals** for participants are:

- To enhance the individual's commitment to the Agency's vision, mission, and core competencies; and as a CHHS leader, to promote and support the vision, mission and core competencies to employees.
- To enhance and expand the skills and effectiveness of CHHS leaders.
- To incorporate cutting-edge leadership practices in daily performance of CHHS leaders.

Governance and Participant Requirements

- The LDA is managed by a multi-department Advisory Committee.
- The LDA consists of four sessions convened over a seven-month period. Participants will practice strategies learned and will complete “homework” during the breaks between scheduled in-person sessions.
- LDA participants must be fully and actively engaged and active participants in the sessions. Participants are expected to devote sufficient time in between class sessions to complete LDA-related assignments.
- If LDA members leave their CHHS department during the academy, their participation in the academy may be discontinued.
- Participants in the LDA should have the potential for or the demonstrated capacity in the following:

Personal Characteristics & Traits	Professional Characteristics & Traits
<ul style="list-style-type: none"> • Tactful • Shows Initiative • Takes Personal Responsibility • Motivates Others • Values and Promotes Teamwork • Commitment to Self-Study or Professional/ Personal Growth 	<ul style="list-style-type: none"> • Provides and Receives Well Constructive Feedback • Demonstrated Professional Competencies both Oral and Written • Effective Decision Maker • Customer Focus