

**PROPOSAL FOR ORGANIZATIONAL DEVELOPMENT
SUPERVISORY AND MANAGEMENT LEADERSHIP
DEVELOPMENT ACADEMY**

CITY OF RIALTO



***HR DYNAMICS & PERFORMANCE MANAGEMENT, INC.
HENRY T. GARCIA, PRINCIPAL CONSULTANT***

June 20th, 2024

HR Dynamics & Performance Management, Inc. has prepared a training solution for the City of Rialto. The City has expressed the need to institute a program that will assist in workforce development, succession planning, employee engagement, and organizational effectiveness.

The proposed Leadership Academy is designed for all employees. Typically, employees who are currently in a leadership, supervisory or management role are included. Additional employees may be added in order to provide career development for those not currently supervising or leading others.

The instructor will use a variety of methods and techniques to engage the participants and provide meaningful dialogue, and will provide applied practicality to various concepts introduced, case studies, and group exercises. Academy class sizes are recommended for up to twenty-five (25) participants.

The Consultant has successfully delivered the proposed leadership academy with other local public agencies, most recently the City of Bell, City of El Segundo (Multiple), City of Gardena (Multiple), City of Glendale, Western Region Council of Governments (WRCOG), San Bernardino Municipal Water Department, Beaumont-Cherry Valley Water District, and City of Palm Springs (Multiple).

The proposal reflects the proposed courses, format, and costs for training delivery.

**SUPERVISORY AND MANAGEMENT LEADERSHIP
DEVELOPMENT ACADEMY**

Session #1 - What is Effective Communication

Learning Objectives:

- Develop an awareness of your personality and communication tendencies
- Learn how to listen more effectively to others
- Learn how to express yourself
- Learn about the impact of emotions
- Learn the principles of effective communication
- Learn group dynamics and interaction models
- Learn about synergistics – consensus decision making
- Learn the characteristics of a team

Session #2 - Learning the Language of Leadership

Learning Objectives:

- Understand and apply the characteristics of leadership
- Learn and apply the foundations for effective leadership
- Learn what types of leadership styles exist
- Understand leadership traits
- Learn Peter Drucker's advice and that it still matters
- Recognize how interpersonal effectiveness can assist or hurt you in your leadership style
- Learn and apply the attributes of an effective leader and a recipe for success
- Learn strategies to improve your leadership skills

Session #3 - How to Successfully Communicate, Coach, and Give Feedback

Learning Objectives:

- Understand people in organizations
- Learn the concept of psychological contracts in the workplace
- Learn about job satisfaction and employee morale
- Learn and apply the theories of employee motivation
- Learn the managerial styles of leadership
- Learn the concepts and cycle of Performance Management
- Understand how to develop SMART goals
- Recognize the benefits of coaching

- Identify the role of the coach
- Understand the techniques involved in successful coaching
- Use coaching effectively to improve employee performance

Session #4 - Navigating the 7 Habits of Highly Effective People

Learning Objectives:

- Learn and understand the key for successful living
- Learn and understand the power of a paradigm
- Learn and understand the principles of personal leadership
- Learn, understand and apply the concepts of the 7 Habits and the characteristics of successful and unsuccessful people

Session #5 - How to Analyze and Determine Effective Managerial Systems (What Works, and What Doesn't Work)

Learning Objectives:

- Understand how we see government
- Understand what we mean by systems
- Learn strategies to improve your systems
- Learn that "mold" is in every organization
- Learn how to eradicate the "mold"
- Learn management elements to help you accomplish results
- Learn strategies if you're the boss

Session #6 - How to Manage Issues and Solve Problems

Learning Objectives:

- Understanding the complexity and speed of today's world, and the effect on the management of ideas and decision making
- Understand the dynamics of how the mind processes problems
- Learn theories of decision management
- Learn theories of attention management
- Learn how to optimize and maximize
- Learn how to plan, organize and master your day
- Learn how to create balance among the roles and responsibilities you have
- Identify and define what a problem is
- Identify problem solving approaches and methodologies
- Identify effective problem-solving techniques

Session #7 - Understanding the Roles of Supervision and Management

Learning Objectives:

- Develop an understanding of the traits that make up an effective supervisor
- Develop an understanding of the characteristics of an effective supervisor
- Understand and utilize the revolutionary insight shared by all great supervisors
- Understand the causes of conflict
- Learn the discipline training necessary to properly evaluate and give feedback to your key personnel

Session #8 How to Create Culture, Build a Winning Team and Achieve Results

Learning Objectives:

- Learn how to create a winning culture
- Learn that success can be contagious
- Learn how to be a consistent teammate
- Learn how to communicate
- Learn how connect
- Learn commitment
- Learn that caring is a strategy
- Learn how to make greatness attainable by all

Session #9 Make-Up Sessions

- One hour scheduled per topic
- Small group discussions covering highlights of course

Format:

- Eight sessions, four-hours each, and one day for make-up sessions, for each group/academy.
- Training delivery will take place on the agreed upon schedule with session approximately bi-weekly.
- A total of 32 hours of training per participant over a four (4) month period.
- Group size maximum of twenty-five (25).
- Academy program dates to be coordinated with the City.

CONSIDERATION

For the services described above, the fees shall consist of the flat rate of \$18,250 per group (up to 25 participants). Certificates of completion will be provided to all participants. The Consultant also offers mentoring/coaching via phone to all participants while enrolled in the Academy.

Consultant shall provide all materials including PowerPoint presentations and exercises in electronic format, and City shall provide binders and duplicate hard copies for participants.

AGREEMENT

MIKE MILHISER
Interim City Manager
City of Rialto

HENRY T. GARCIA,
Principal Consultant/Owner
HR Dynamics & Performance
Management, Inc.

Date

Date

HR

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