



NORTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

# *NOCCCD*

## *Management Development Program*



The North Orange County Community College District (NOCCCD) values its employees and is committed to providing opportunities for professional growth, advancement, and leadership development. Well-trained managers provide leadership, stability, and motivation for their direct reports and the entire management team. Those that are good at their job are frequently promoted to supervisory or management positions, but a higher-level skill set is often necessary to become an effective manager.

To support our managers, District Professional Development, in collaboration with the District Management Association, is offering a Management Development Program beginning Spring 2021. The

Program is designed to enhance the critical skills necessary to being an effective manager and offers tools and best practices to smoothly navigate roadblocks and oversee their respective departments more efficiently.



### **PROGRAM GOALS**

The Management Development Program has the following goals:

- To provide managers with the skill set necessary to be effective leaders.
- To promote access to, and dialogue with, leaders and other managers throughout the District.
- To learn District specific practices and challenges, and how to address them.



### *Learn About:*

- CCC System
- Leadership
- Effective Communication
- Change Management
- Data-driven Decision Making
- Student Success
- Enrollment Management
- Human Resources
- Administrative Services

## *Program Components*

- Nine live-online or in-class sessions\*
- Supplemental materials
- Networking within the District

## ABOUT THE PROGRAM

The Management Development Program is designed to support managers in their day-to-day responsibilities. It focuses on real applications, emphasizing the practical skills and concepts managers need to be more effective in their jobs. The participants will engage in scenario-based discussions with peers and learn best practices from community college leaders. The sessions are interactive to immerse participants in the learning experience.

The Program aligns with competencies outlined by the American Association of Community Colleges (AACC) for mid-managers. It encompasses feedback from managers across the District and is tailored to address NOCCCD's needs.

The Program requires completion of nine in-class sessions and can be completed in one year. Considering conflicting demands, the participants will have two years to complete all required elements of the program. Any missed sessions can be completed with the following year's cohort.

Participants will meet once a month for three hours from January to November (with breaks in May and August). Outside coursework may be required to support the varying needs and experience levels of the participants. Prior to each session, readings and resources will be provided for those who are new and may benefit from some background information. Supplemental materials will be provided for those who are seasoned and desire more in-depth knowledge of the subject matter. Approximately 5-6 hours per month outside of the in-class sessions may be required for the program-related work.

The Program will conclude with a graduation ceremony. A certificate of completion will be earned after completing all required elements.



## *MID-LEVEL MANAGER COMPETENCIES*

- Organizational Culture
- Governance, Institutional Policy, and Legislation
- Student Success
- Institutional Leadership
- Institutional Infrastructure
- Information and Analytics
- Advocacy and Mobilizing/Motivating Others
- Fundraising and Relationship Cultivation
- Communications
- Collaboration
- Diversity, Equity, and Inclusion
- Personal Traits and Abilities

# Topics

## ***Session 1***

- California Community College System
- Organizational Structure and Culture
- Participatory Governance Process

## ***Session 2***

- Traits of an Effective Leader
- Fundraising and Cultivating Relationships
- Building Partnerships
- Public and Media Relations
- Advocacy

## ***Session 3***

- Student Success and Guided Pathways
- Enrollment Management
- Student Services for Student Success
- Non-Credit

## ***Session 4***

- Integrated Planning
- Use of Data for Student Success Agenda
- Accreditation
- Technology for Student Success
- Managing Grants

## ***May - Break***

## ***Session 5***

- Disability and Accommodations in the Workplace
- Collective Bargaining Agreements
- Managing Performance

## ***Session 6***

- Equity-minded Hiring Practices
- Developing Equity-minded Leadership

## ***August- Break***

## ***Program Schedule\****

Session 1 – January 15, 2021

Session 2 – February 19, 2021

Session 3 – March 19, 2021

Session 4 – April 16, 2021

Session 5 – June 18, 2021

Session 6 – July 9, 2021

Session 7 – September 24, 2021

Session 8 – October 8, 2021

Session 9 – November 19, 2021

Graduation – Date to be announced

All sessions are from 9 am -12 pm

## ***Session 7***

- Funding Model
- Budgets
- Payroll
- Finance and Accounting
- Purchasing
- Travel

## ***Session 8 – with Leadership Academy Cohort***

- Effective Communications
- Managing Conflict
- Crisis Communications

## ***Session 9***

- Risk Management
- Maintenance and Operations
- Construction
- Campus Safety

### **GRADUATION: DATE TO BE ANNOUNCED**

\*Session dates, location, and topics are tentative and are subject to change based on when permitted and safe per District Policies. Participants will be notified of date changes in advance.





## ADMISSION

Admission to the Management Development Program is by invitation only. However, the individual sessions are open to all interested managers that want to grow their potential and bolster their success as managers, including Special Projects Managers. Any manager interested in attending an individual session must register at least five days before the session date. Registration is available via the Professional Development Calendar located within MyGateway.

Managers selected are expected to be committed to the program. Active participation, regular attendance, and completion of assigned materials are necessary to gain the full benefits from the program.

Information about the Management Development Program and other professional development opportunities can be found at the NOCCCD's website by clicking on Human Resources, located under Departments, and then clicking on Professional Development.

**For more information, please contact:**  
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