# Community Leadership Program 2015-2016

# Information for UBC Supervisors

## About the Community Leadership Program

The Community Leadership Program (CLP) is an exciting professional development opportunity for staff to explore the meaning of leadership through a series of interactive, participatory workshops. Participants will apply and practice leadership concepts by leading a group of UBC students through a three-day community-service learning project during the UBC Reading Week break in February.

CLP is ideal for staff who want to:

* Get management or team leadership experience
* Gain practical project management experience
* Work with people from diverse perspectives
* Explore different manifestations of the complexity of community

## For Supervisors

All applicants to the UBC Community Leadership Program (CLP) require the sponsorship of their direct supervisor in order for their application to be processed. You have been identified by the applicant to provide this sponsorship, either because you are their direct supervisor or you are closely affiliated with their program if they are a graduate student.

The following outline is designed to help you as a supervisor make an informed decision regarding the appropriateness of the application of the person requesting your sponsorship.

**Factors to consider:**

1. Nature of development opportunity
* How will I determine if this is the right learning opportunity? What are the skills to which the individual will be exposed? How does this opportunity align with unit objectives?
1. Benefit to the department
* What are the skills to which the employee will be exposed?
1. Role and obligations of the supervisor in sponsoring this applicant?
* What is my role? How do I support this individual as they are going through the program?
1. Time commitment and cost to participate
* How much time will be required and how much will the department have to pay?

**1. How does this application align with unit objectives and the individual’s development plan?**

The Community Leadership Program (CLP), the first of its kind in Canada, is a unique leadership and learning opportunity that we believe is consistent with the vision and goals of [Place and Promise: The UBC Plan](http://www.strategicplan.ubc.ca/), UBC’s strategic vision. It is delivered in partnership by [UBC Human Resources – Organizational Development & Learning](http://www.hr.ubc.ca/learning-development/), and the [UBC Centre for Community Engaged Learning](http://students.ubc.ca/about/centre-community-engaged-learning).

In submitting his/her application, your employee/student has identified how participating in this program will enhance his/her knowledge and/or skills that are relevant to the current position or career development plan. After reviewing this application, we invite you to identify the ways in which the program goals could contribute to your unit’s objectives. This program provides the opportunity to expose the participant to complex concepts of leadership and project management in a real case environment. Working with community partners (and sometimes faculty members), the applicant will lead a group of students through a community project. Upon reviewing the individual’s application and the learning outcomes identified below, we encourage you to identify how this might connect to your unit goals. We also urge you to consider the nature of this development opportunity by reviewing the pages of the website and comparing the learning outcomes and goals of this program with those identified in the applicant’s development plan.

**2. What is the benefit to my department and what is my obligation in sponsoring this applicant?**

The development of an individual’s capacity to lead brings untold benefits to that individual, their colleagues and clients, and potentially impacts the work of the department. In fact, every relationship has the potential to be impacted by an individual’s capacity to enact leadership. These benefits are more likely to manifest when the learning is supported by the individual’s supervisor who can help to set learning expectations and discuss the learning experience in light of the goals of the department.

The following learning outcomes are directly transferable to the unit’s work environment:

* Increased awareness of leadership capacity, dealing with paradox, managing conflict, approaching calculated risk, facing new challenges and assuming greater responsibility, managing projects, working with difficult people, managing competing interests, handling uncertainty and dealing with ambiguity, leading others through a project, engaging a project team, exploring the difference between guiding and directing others.
* Developing a new awareness in leadership capacity results in increased initiative, higher levels of engagement and demonstrated responsibility.

**3. What is my role as supervisor and how can I support this individual’s participation and success in the program?**

* Acknowledge that you have read the individual’s application
* Sign and submit the Supervisor Sponsorship form
* Understand the time commitment involved
* Review the individual’s learning goals with them and conduct a follow-up meeting upon completion of the program to discuss the individual’s ongoing needs and development outcomes
* Engage in active dialogue with this individual throughout the course of the program with respect to their learning experience.
* Attend a presentation for managers from the participants in March

**4. What is the time commitment and cost to my unit?**

Normally, someone enrolled in a leadership course of this duration would expect to pay registration fees in the neighbourhood of $1,500-$4,000. In fact, the cost of this program to external applicants/participants outside of UBC is $1,800 per person. However, because this program directly relates to achieving the goals of Place and Promise, the registration fees have been waived for UBC staff and graduate students and the cost of the program is being absorbed by Human Resources and the Centre for Community Engaged Learning.

The cost to your unit is the time taken by the individual. The program involves 2 working days per month spread out over 5 months, plus 3 days in February. In addition, the individual will need release time to meet with his/her team and for homework. Full details of the schedule and the allocation of this time are provided at [clp.ubc.ca/program-outline](http://clp.ubc.ca/program-outline).

For more information about this leadership opportunity, contact Justin Ho at justin.ho@ubc.ca or 604 822-6401.