

# Welcome letter

Alameda County Local Government Leadership Academy  
October 2020 through April 2021

Academy Participants,

Welcome to the **Local Government Leadership Academy of Alameda County**. On behalf of the Organizing Committee and myself, I want to congratulate you on your selection as a participant. A full roster of this year's cohort will be sent just prior to our first session. Before the Academy begins, I'd like to share some basic information and important logistics with you.

## **Academy dates, locations and logistics**

The Academy begins Thursday, October 1 and is held once a month on the first Thursday of the month. The seven sessions conclude on Thursday, April 1, 2021, which also includes our graduation ceremony.

Given the current COVID-19 pandemic and restrictions on gathering in-person, we will begin the Academy virtually. Your health and safety are our first priority, so while we hope to meet in person in 2021, we will not do so unless we can do it safely. We will continually monitor the situation and make changes as appropriate and appreciate your flexibility.

Virtual sessions will be conducted via Zoom meeting and you will be required to login with video capability. You will be provided the meeting link at least one week in advance of each session. In-person sessions will be held at the Hayward Main Library in the Fremont Bank Community Foundation Room (2<sup>nd</sup> Floor). The library is located at 888 C Street, Hayward, CA 94541. Please enter through the garage entrance if possible.

Parking is available in the parking structure across the street from City Hall (and next to the Library). Since the visitor parking spots only allow 4 hours of parking, you will receive a parking permit in the morning the first day of in-person class.

## **Virtual sessions**

We begin each virtual session promptly at 9:00 a.m. We encourage you to arrive at 8:45 a.m. to settle in and visit online with your colleagues. The virtual sessions will go to 3:00 p.m. with a 1-hour lunch break and several other shorter breaks built into the day.

## **In-person sessions**

We begin each in-person session promptly at 8:30 a.m. However, I strongly encourage you to arrive between 8:00 a.m. – 8:15 a.m. This will allow you to settle in, visit with others and have breakfast snacks before the session begins. Lunch and afternoon snacks will also be provided for each session. This year we will end at 3:00 p.m. as there is no team project component.

<b>Date of session</b>	<b>Location</b>
October 1, 2020	Virtual via Zoom
November 5, 2020	Virtual via Zoom
December 3, 2020	Virtual via Zoom
January 7, 2021	Hayward Library – Fremont Bank Community Foundation Room

February 4, 2021	Hayward Library – Fremont Bank Community Foundation Room
March 4, 2021	Hayward Library – Fremont Bank Community Foundation Room
April 1, 2021	Hayward Library – Fremont Bank Community Foundation Room with graduation in the Hayward City Hall Council Chambers

**Commitment to participate and participant contract**

As an Academy participant, you are required to attend all seven sessions. Your City Manager/Chief Executive has already committed you to participate in each and every session so you will not be pulled away to another meeting or work commitment. Please notify your supervisor or manager of these seven full-day commitments so he/she does not expect you to be available for some work responsibility. In this regard, I highly recommend you email your supervisor/manager with the specific dates of the seven sessions so there is no misunderstanding about this commitment.

To ensure that you and your supervisor are aware of the commitment as an Academy participant in terms of time and learning activities, please read and sign the Participant Contract included with this letter. Your direct supervisor and manager or department head will also need to read and sign the contract. I suggest that each of you retain a copy of the contract once fully executed. **Please scan and email the fully signed contract back to me prior to the first Academy session on October 1, 2020.**

**Academy materials**

The Academy is "green." The PowerPoints for each session, in-class worksheets and readings will be provided on the Academy website at [www.leadershipacademyalamedacounty.com](http://www.leadershipacademyalamedacounty.com). To access the class materials for an upcoming session, you can click on the "Class Materials" tab at the top of the homepage. On this webpage, you will find the PowerPoints, worksheets and readings for the sessions. You need to print out all of the documents in advance of each session. Typically, materials are available at least one week prior to the upcoming session. We will email you when they are available for you to access.

In addition to a great line-up of topics and speakers, we are planning to use two special instruments in this Academy. The first is a leadership strengths assessment (Strengths Finders) and the other is a communication style assessment (Success Signals). Both will require a small amount of pre-session work. The details of each will be provided in advance of their use.

Each of you will also be paired with a coach for a one-to-one coaching experience over the time of the Academy. We will cover that in more detail during session 1 of the Academy.

In closing, I hope you will find the Academy to be stimulating, provocative and fun. We will review all this information in more detail at the first session on October 1.

I look forward to meeting and working with you.

Regards,



Pamela Miller  
Academy Director