

Welcome letter

Alameda County Local Government Leadership Academy
October 2019 through April 2020

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. You may begin meeting your future network through the roster included with this letter. Before the Academy begins, I'd like to share some basic information and important logistics with you.

Academy dates and locations

The Academy begins Thursday, October 3 and is held once a month typically on the second Thursday of the month (with two exceptions – see list of dates below). The seven sessions conclude on Thursday, April 2, 2020, which also includes our graduation ceremony.

All full-day sessions will be held either at the Hayward City Hall located at 777 B Street, or the Hayward Library located at 27300 Patrick Avenue, Hayward. At City Hall, parking is available in the parking structure across the street from City Hall. Since the visitor parking spots only allow 4 hours of parking, you will receive a parking permit in the morning the first day of class. Specific locations of each session are noted below.

We begin each 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. We typically end no later than 4:00 p.m.

Date of session	Location
October 3, 2019	Hayward City Hall – Conference Room 2A
November 7, 2019	Hayward Library – Fremont Bank Community Foundation Room
December 5, 2019	Hayward Library – Fremont Bank Community Foundation Room
January 9, 2020	Hayward City Hall – Conference Room 2A
February 13, 2020	Hayward City Hall – Conference Room 2A
March 5, 2020	Hayward City Hall – Conference Room 2A
April 2, 2020	Hayward City Hall – Conference Room 2A with graduation in the 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 bring the fully signed contract with you to the first Academy session on October 3, 2019.**

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. 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 two weeks prior to the upcoming session.

In addition to a great line-up of topics and speakers, there will be two special instruments used 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.

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 3.

I look forward to meeting you and working with you.

Regards,

A handwritten signature in cursive script, appearing to read 'Pamela Miller', written in dark ink.

Pamela Miller