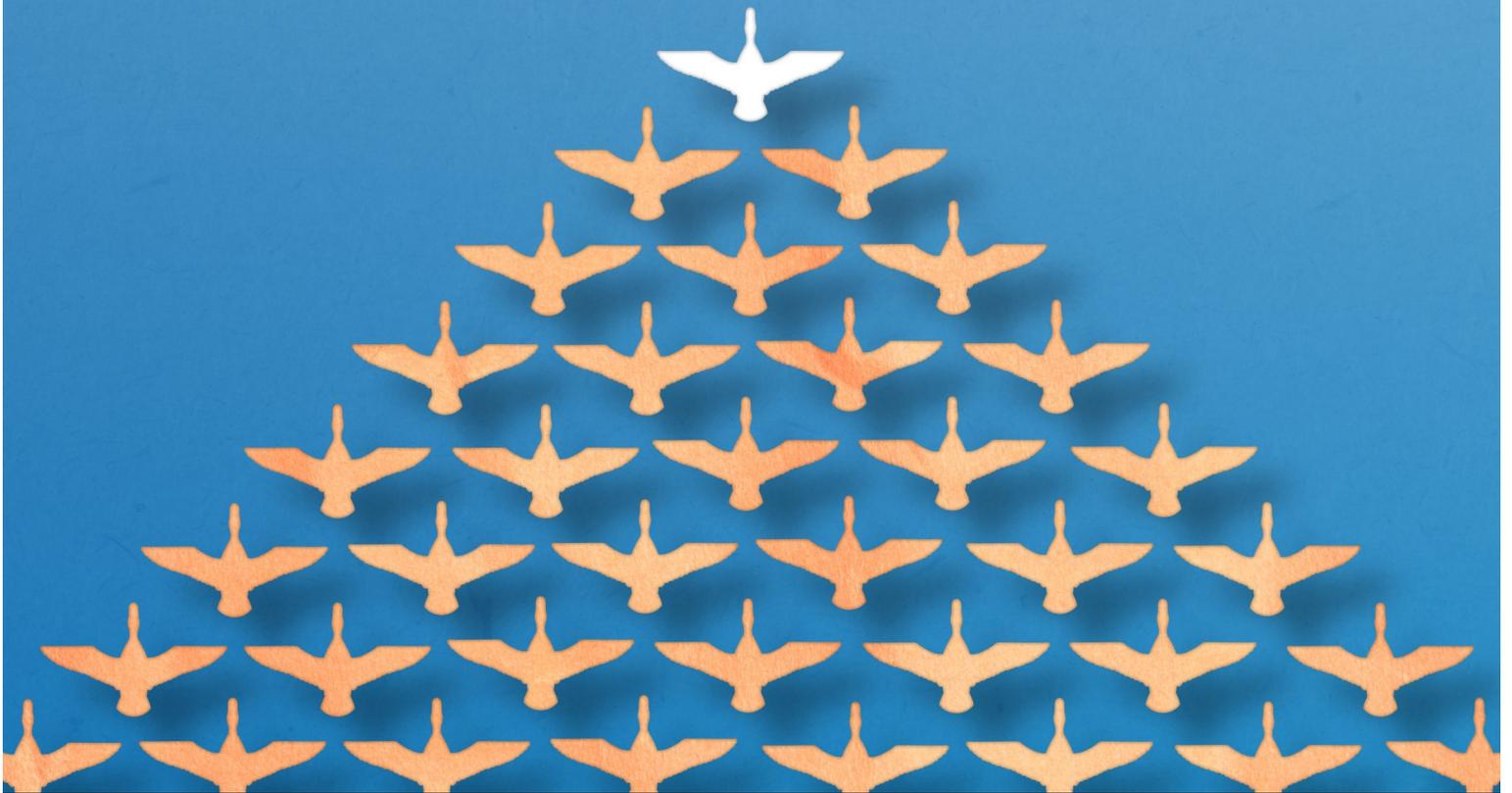


# *Stepping Up and Leading Up*

**An Academy for Achieving Aspirations**



*An opportunity for  
self-exploration, reflection,  
learning, and application.*

**Regardless of your position, anyone can step up and lead up in an organization. This Academy is designed to give you the opportunity to explore and identify your career aspirations, strengths, and talents.**

In this five-session Academy, you will learn methods and techniques for maximizing your talents to achieve your career goals. You will also explore and develop skills involved in influencing and leading others. Other topics include communication, leadership styles, and the tools and methods for writing and measuring goals.

1

## **BUILDING SELF-AWARENESS**

As the title suggests, this session provides an opportunity for participants to self-reflect, explore, and assess their career goals, skill strengths, passions, values, and motivations. Participants will have the opportunity to map out where they've been, and where they want to go, in their careers. This involves taking a career self-assessment/skill inventory survey to provide new information, or to reinforce what the employee already knows. Countywide developmental activities for success will be identified and discussed. Additionally, participants will learn how one's own emotional intelligence can positively enhance one's personal and professional success.

2

## **UNDERSTANDING THE POWER OF EFFECTIVE COMMUNICATION**

Participants will have the opportunity to take a communication style self-assessment and look at their communication styles, and the styles of others, as they relate to effective communication and leadership. Concepts from the book *Conversational Intelligence* are also introduced in this session, as are techniques helpful in the development of healthy, positive interactions and communications.

### **Target Audience:**

This five session Academy is targeted to County of San Mateo line employees.

### **Trainers:**

**Anne Weiss,**  
Training & Development Manager

**Jim Delia,**  
Organizational Development  
Consultant

3

## LEADERSHIP & BUILDING RELATIONSHIPS

Leadership comes from all levels of an organization. Building healthy and productive relationships is critical to one's personal and professional success. In this session, participants will have the opportunity to explore the qualities of effective leadership and how one can lead others regardless of one's current status/position within the organization. This session also emphasizes the importance of building relationships and how paramount this skill is for the success, health, and productivity of any workforce.

4

## DEVELOPING SMART GOALS FOR SUCCESS

All effective leaders and organizations create goals and have identified measurements for success. In this session, participants will learn that success, personal and professional, is linked with being able to identify what one is trying to achieve and how it will be measured to show results. Additionally, this session addresses how effective leadership involves helping and supporting others (individuals and teams) to achieve their goals.

5

## CREATING ACTION

**This session requires completion of sessions 1-4 prior to enrolling.** This last session is designed to provide more practice and application of concepts covered in sessions 1-4. This will be achieved by means of case studies, role plays, and other individual and group exercises. All participants will have had the opportunity to complete an Employee Development Plan (EDP) at the conclusion of this Academy.

To express interest in attending any of these 5 sessions,  
log into LMS at:

[www.smcgov.org/LMS](http://www.smcgov.org/LMS)

and search for the Academy by name in the Search box, located at the upper right corner of your LMS home page. You will be notified by e-mail if you have been enrolled.

\* Library employees—To access LMS, visit [sanmateocounty.csod.com](http://sanmateocounty.csod.com) and use your 9-digit employee ID as your user name.

# ***Stepping Up and Leading Up***

**Learning the culture, seeing the possibilities, creating the opportunities,  
taking action and stepping up!**

This five session Academy covers topics related to career and leadership development. You may enroll in individual sessions; registration for session 5 is limited to those who have completed sessions 1-4. If you complete all five sessions, you will be awarded a certificate of completion.

## **Topics include:**

**Self-assessment of  
career goals,  
skill strengths,  
passions, values,  
and motivations.**

**Effective  
communication  
and leadership  
styles.**

**Building  
productive  
relationships.**

**Specific,  
Measureable,  
Achievable,  
Relevant and  
Timely (SMART)  
goals.**

**Countywide  
organizational  
practices.**