



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

MEMORANDUM
HR#28-19

May 24, 2019

TO: Directors
Deputy Directors
Administrators

CC: Rob Horgan, Manager
Division of Human Resource Management, Office of Employee Development

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: MANAGEMENT ACADEMY: CALL FOR APPLICATIONS FOR 2019
SOUTHERN AND NORTHERN NEVADA CLASSES

I am pleased to announce that DHRM is now accepting applications for the Southern NV **and** Northern NV Management Academy sessions, starting in mid-August 2019 and running through December 2019. New this year, the Management Academy sessions will run *concurrently* in Las Vegas and in Carson City, rather than at different times of the year.

The Management Academy is a professional education opportunity for mid-level managers and supervisors to enhance their knowledge and skills in competencies related to how we manage ourselves, our work, and the people we are entrusted to lead. It is a key element in the State's commitment to ensure the citizens of Nevada that its government has a strong cadre of professional managers today and staff ready to transition into leadership and senior management positions in the future.

The Management Academy participants will attend two consecutive days of classroom training each month with their respective cohorts in Las Vegas or Carson City and complete an Individual Management Development Plan. A brochure providing at-a-glance information about the program is attached. You can also visit the Human Resource Management website at [Mgmt Academy Overview](#) for program and application information or contact Rob Horgan, Manager, Office of

Employee Development, at robhorgan@admin.nv.gov or Jennifer Herrera, Program Officer, at jenherrera@admin.nv.gov for additional information.

The Management Academy has proven to be an invaluable experience for our colleagues who have completed the program, and I am confident it will be for those who participate in this upcoming Academy. I encourage you to share the information about this opportunity and support the applications from your staff.

Attachment

PROGRAM INFORMATION

OVERVIEW

The Management Academy is a professional education opportunity for mid-level managers to enhance their knowledge and skills in competencies related to how we manage ourselves, our work, and the people we are entrusted to lead. It is a key new element in the State's commitment to ensure the citizens of Nevada that its government has a strong cadre of professional managers today and staff ready to transition into leadership and senior management positions whenever those vacancies occur. The Academy will also begin to develop a consensus around the expectations and role of managers in State government.

For our colleagues new to management, the Academy provides an introduction to practical skills and relevant knowledge, tools and techniques for directing staff and work. For our more experienced managers, the Academy will serve as a thoughtful refresher.

CURRICULUM

The curriculum is focused on three broad competencies: managing self, managing work and managing people. In concert with these three competencies, the Academy introduces a framework for managerial effectiveness that examines four common roles managers must play (see Figure 1). At various times, all managers play each of these roles and effective managers understand which role is most appropriate in a given situation. The specific topics featured in the Academy are organized by these four roles with ample discussion about effective execution.

In the classroom, participants engage in peer discussions of the competencies they need to succeed in their workplace today and in the future, while practicing new management skills and techniques. Examples of topics likely to be covered during the Academy include:

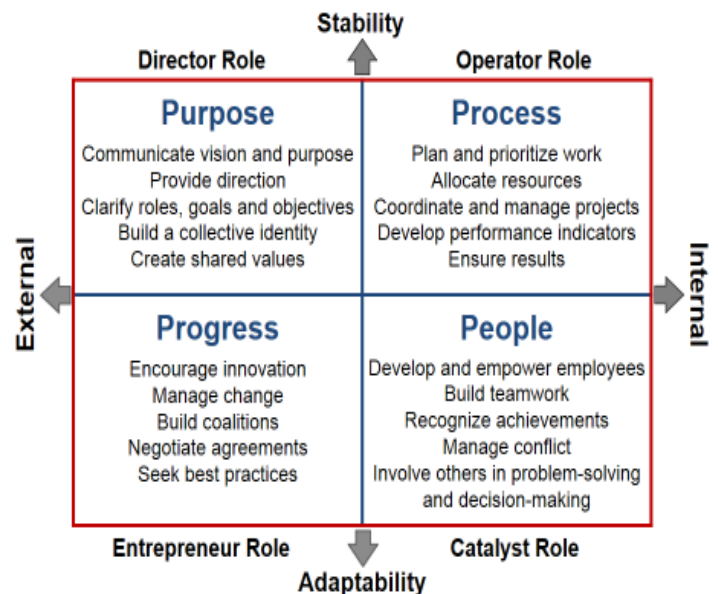
- Strategic Vision and Goal Setting
- Managing and Leading Change
- Project Management Execution and Process Improvement
- Manager's Role in Performance Management and Coaching
- Managing Conflict; Teams and Group Process
- Collaboration and Partnership Strategies
- Creative Problem Solving and Innovation in the Workplace

In addition to the topics listed here, participants have opportunities to interact with current State agency leaders.

Participants will also complete several self-assessments and build an individual management development plan to carry out additional independent learning. Participants will likely need to spend a limited amount of time between classroom sessions to complete assignments and prepare for the next one.

Figure 1

Framework of Managerial Effectiveness



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ACADEMY FORMAT AND SCHEDULE

Participants will spend two full days (8:30am-4:30pm) in the classroom from mid-August through December 2019, according to the following schedule:

Wednesday-Thursday, August 14-15
Tuesday-Wednesday, September 10-11
Thursday-Friday, October 10-11
Tuesday-Wednesday, November 5-6
Tuesday-Wednesday, December 3-4

All classroom sessions in **Las Vegas** will be held at the Grant Sawyer Building, 555 E. Washington Ave, Suite 1412, Las Vegas, NV 89101.

All classroom sessions in **Carson City** will be held at the Nevada State Library and Archives, Training Rooms A/B, 100 N Stewart St, Carson City, NV 89701.

PARTICIPANT ELIGIBILITY

The Academy is open to State employees who are successfully performing in mid-level management roles or those who currently hold a supervisory position and aspire to assume management positions in the future. If the number of applications exceeds the number of available seats, preference will be given to colleagues who hold management positions. Graduates of the Nevada Certified Management Program (NVCPM) are not eligible.

To the extent possible, selection decisions will take into account a variety of demographic information in order to have an overall diverse class. Applicants will be considered for the cohort closest to their work duty station.

FOR MORE INFORMATION

Email: NVMgmtAcademy@admin.nv.gov

Contact: Rob Horgan (robhorgan@admin.nv.gov)

Jennifer Herrera (jenherrera@admin.nv.gov)

COST

There is no charge to participants or their respective agencies or departments to attend the Management Academy. However, if a participant incurs costs associated with travel to attend the Academy, it will be the responsibility of the participant's department to reimburse him/her at standard State rates.

ATTENDANCE

Participants will be expected to attend all 10 days of instruction. If you know now that you will have a scheduling conflict, please do not apply, but consider applying for a future session. If you are accepted into this Academy session and experience an unanticipated scheduling conflict, you can request an excused absence, which will be handled on a case-by-case basis. Unexcused absences may lead to your withdrawal.

APPLICATION PROCESS

Eligible colleagues interested in participating in the Management Academy will need to complete an application form. Your Supervisor will need to complete a recommendation form as well in order for you to be considered. Both forms are available at: [Mgmt Academy Overview](#).

APPLICATION TIMELINE

5/24:	Application is available on the Division of Human Resource Management website
6/28:	Applications due Supervisor Recommendations due <i>Applications received after this date will be considered if space is available.</i>
7/22:	Applicants notified of selection decisions
