

# APPLICATION PACKAGE

**Application Deadline:**

February 25, 2013

**Program Dates:**

April-June, 2013

## THE MANAGEMENT ACADEMY

**NYC Department of Citywide Administrative Services**

Municipal Building, 1 Centre Street, Room 2445

New York, NY 10007

(212) 669-3615

[www.nyc.gov/executivedevelopment](http://www.nyc.gov/executivedevelopment)



## THE MANAGEMENT ACADEMY

**NYC**

Michael R. Bloomberg  
Mayor

**Citywide  
Administrative  
Services**

Edna Wells Handy  
Commissioner

**Citywide  
Organizational & Executive  
Development Programs**

# THE MANAGEMENT ACADEMY

*Moving People, Moving Process, Moving Mountains!*

## *Overview*

The Management Academy is a unique and distinctive program designed for emerging leaders who have assumed or will assume positions of greater responsibility in their agencies. The goal of the Academy is to provide its participants, men and women who have demonstrated exceptional technical competence in their chosen areas of expertise, with a fundamental grounding in managerial systems and a savvy understanding of both formal and informal government processes.

The Academy focuses on critical management themes organized into three coordinated design components:

**Developing, Entrusting, and Utilizing Staff**  
*...Moving People*

**Analyzing, Designing, and Evaluating Programs**  
*...Moving Process*

**Understanding Municipal Systems and our Political Environment**  
*...Moving Mountains*

Through a series of workshops presented by expert consultants and senior managers from the public, private and non-profit sectors, the Academy will stimulate analytical and creative thought to better equip its participants for meeting the daily challenges they face in increasing productivity and delivering service excellence.

## *Qualifications*

Applicants to the Management Academy should be City employees who:

1. Are already at a managerial level, or are high-level professional employees responsible for the design and/or implementation of City programs or procedures;
2. Have demonstrated superb technical competence in their area of expertise; and
3. Have a strong commitment to public service and aspire to positions of greater responsibility in City government.

## *Fee Structure*

Agencies will be assessed a nominal fee of **\$2100** for each candidate selected to participate in the Management Academy.

# THE MANAGEMENT ACADEMY

*Curriculum*

*The Management Academy meets once per week between April and June. Workshops will be conducted by a combination of City managerial practitioners (some of whom are Executive Development program alumni), management consultants, and senior managers from the private and non-profit sectors. Workshops will be conducted at 1 Centre Street, New York, NY from 9:00AM - 5:00PM.*

## *Moving People...*

- Leadership Paradigms
- Building and Managing Relationships
- Communicating Skillfully
- Values Based Management
- Emotional Intelligence

## *Moving Process...*

- Tools for Customer Focused Process Improvement
- Measuring, Assessing, and Reporting Results
- Leading and Managing Change

## *Moving Mountains...*

- Understanding Power and Influence Strategies
- Understanding and Using City Systems
  - Civil Service Hiring Practices
  - The Discipline Process
  - The Procurement Process
  - The Budget Process
  - Best Practices Site Visits

## *Elective Concentration*

Participants will be able to select one concentration area for independent analysis. These elective concentrations will be conducted on two consecutive days during the Academy. Participants may enroll in both concentration areas provided they can be released by their agencies.

*Elective Concentration "A"*

**ORAL PRESENTATION APPROACHES**

*Elective Concentration "B"*

**USING EMERGING TECHNOLOGY IN PERSUASIVE WRITING**

Application Deadline: February 25, 2013

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### Candidate Information

Name \_\_\_\_\_

Functional Title \_\_\_\_\_

Current Civil Service Title \_\_\_\_\_

Agency \_\_\_\_\_

Address \_\_\_\_\_

Business Telephone \_\_\_\_\_ Business Fax \_\_\_\_\_ Email \_\_\_\_\_

### Optional Data:

*Ethnicity:* White \_\_\_\_\_ (not of Hispanic Origin) Black \_\_\_\_\_ (not of Hispanic Origin) Hispanic \_\_\_\_\_

Asian or Pacific Islander \_\_\_\_\_ American Indian or Alaskan Native \_\_\_\_\_ Other \_\_\_\_\_

*Gender:* Male \_\_\_\_\_ Female \_\_\_\_\_

### Background

Please attach an updated copy of your resume.

**Instructions:** Please answer all questions on a separate sheet(s) of paper and attach to this form. Make sure your name appears on each sheet of paper you submit.

### Essay (Please limit your response to 700 words or less)

Given the opportunities and challenges the City faces today, what do you believe are the most important skills and abilities a manager must possess or develop in order to succeed in City government?

Considering your response to the question above, what do you consider to be your greatest managerial asset? Area for development?

### Career Objectives

What are your short and long term career and professional objectives in City government? What roadblocks do you feel you must overcome in order to attain your goal?

(over)

## *Candidate Agreement*

*I understand that participation in the Management Academy will require a time commitment of one day per week (9:00AM - 5:00PM) from April through June.*

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**Candidate's Signature**

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**Date**

*Please send two (2) copies of your application package by **February 25, 2013** to:*

**Citywide Organizational & Executive Development Programs: The Management Academy  
Department of Citywide Administrative Services  
1 Centre Street, Room 2445  
New York, NY 10007**

# THE MANAGEMENT ACADEMY *Agency Endorsement*

*Application Deadline: February 25, 2013*

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## ***Managerial Endorsements***

To be completed by the candidate's immediate manager

Your Name \_\_\_\_\_

Title \_\_\_\_\_

Agency/Bureau \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Relationship to candidate \_\_\_\_\_

I understand that participation in the Management Academy will require a time commitment of one day per week (9:00AM - 5:00PM) from April through June.

This candidate has my support to fully participate if he or she is accepted into the program.

\_\_\_\_\_  
**Manager's Signature**

\_\_\_\_\_  
**Date**

## ***Agency Head Endorsement to be completed by the Agency Head only***

(Check one)

I very highly recommend \_\_\_\_\_ highly recommend \_\_\_\_\_ recommend \_\_\_\_\_ this candidate for admission to the NYC Management Academy.

I understand that participation in the Management Academy will require a time commitment of one day per week (9:00AM- 5:00PM) from April through June. This candidate has my support to fully participate if he or she is accepted into the program.

Please note: Your agency will be assessed a nominal fee of \$2100 for each candidate selected to participate in the Management Academy.

\_\_\_\_\_  
**Agency Head's Signature**

\_\_\_\_\_  
**Date**

Questions regarding the application process may be directed to:  
Mallory K. Jones  
Executive Development Program Portfolio (212) 669-3615  
mkjones@dcas.nyc.gov