



# FDC Fall <sup>2009</sup>

## Scholarship Application for the Family Development for Supervisors Credentialing Program



Credit-bearing

Professional Development Leadership Training  
for Supervisors, Managers and Directors

# PassionPurposeGrowthEmpowermentImpact

**FDC for Supervisors** is based on the Family Development Training and Credentialing (FDC) program. FDC is the result of a major New York State initiative to change the way health, education and human services are delivered to families. **FDC for Supervisors** benefits workers, families and organizations.

## Organizations

***This training is for organizations that want to invest in their staff because they believe that they are only as strong as the people that work for them.***

- **FDC for Supervisors** is for organizations that want to invest in their supervisors and help them to be more than just managers--to become leaders. FDC training will help your supervisors understand and reconnect with the mission of your organization. This training will impact all levels of your organization by
- empowering staff,
- strengthening your team, and
- giving workers the skills to better serve your constituents.

## Supervisors

***This training empowers supervisors to be better communicators, improve their conflict resolution skills and ultimately, to become great leaders.***

- Is communication with your staff and supervisors a challenge?
- Would you like to reconnect with your work?
- Are you unclear of why you went into the field and what your vision, goals and expectations are?
- Do you want to create a more empowering work experience for you and your staff?

These are just some of the questions that lead people to the **FDC for Supervisors**. At **FDC for Supervisors**, the focus is on you and exploring your professional development needs in a supportive and welcoming environment.

## **Family Development for Supervisors Credentialing Program** A Program for Directors/Supervisors/Managers

### **WHAT IS THE FAMILY DEVELOPMENT FOR SUPERVISORS CREDENTIALING PROGRAM?**

The NYC Department of Youth and Community Development (DYCD) is pleased to offer the **Family Development for Supervisors Credentialing Program**, an exciting professional development training for agency leaders and supervisors interested in using empowerment-based leadership in their organizations.

**Family Development for Supervisors** provides an experiential and collaborative setting for leaders to share and learn from each other based on the family development principles that are the basis of the Family Development Credentialing and Training Program (FDC). FDC is the result of a major New York State initiative to redirect the way health, education, and human services are delivered to families. This redirection moves systems away from crisis-oriented and fragmented services toward an empowerment and family support-based focus.

### **WHO SHOULD ATTEND THE FAMILY DEVELOPMENT FOR SUPERVISORS PROGRAM?**

The training is directed to supervisors of frontline workers, service coordinators, program managers, department directors, board members and executive directors or CEOs.

### **WHAT IS THE FAMILY DEVELOPMENT FOR SUPERVISORS CURRICULUM?**

- Classes meet one day per week for 11 week of intensive interactive classroom study and an additional 3 hours for final Leadership Portfolio review, approximately one month after the last regular class session (see applicant feedback form for complete schedule and locations).

Curriculum chapters include:

- *The Family Development Credential and the Empowered Workplace*
  - *Transforming Your Workplace through Empowerment-based Leadership*
  - *Leadership and Self-Empowerment*
  - *Supervising with Skill and Heart*
  - *Cultural Competence*
- Leadership Portfolio (three components):
    1. Plan and complete an Independent Learning Project for each of the five curriculum chapters, in collaboration with a colleague in the class, who will serve as a “peer advisor.” *Students will serve as peer advisors for fellow classmates, meeting during the last half-hour of each class, to discuss the Independent Learning Projects and provide written reflections.*
    2. At the end of the five curriculum chapters, develop a Leadership Empowerment Plan, in collaboration with a peer advisor, and implement the plan for one month.
    3. Prepare a personal reflection on the Leadership Empowerment Plan (after implementation for one month) that describes the steps taken, challenges encountered, how the student responded, and future steps or goals identified as a result of the plan.

There is no exam for the Leadership Credential - credentials are issued after classes are completed and final portfolios have been reviewed and approved by Cornell University.

**PROFESSIONAL DEVELOPMENT BENEFITS:**

Family Development for Supervisors Training can be used for renewal requirements for credentialed alcohol and substance abuse counselors (CASAC) and in addition, individuals employed as Credentialed Prevention Professionals (CPP) and Credentialed Prevention Specialists (CPS) may also apply the training towards clock hours required to renew their credentials – the training is approved for 30 clock hours. Those who successfully complete the program can also earn Continuing Education Units issued by Cornell University.

**WHAT DOES THE SCHOLARSHIP COVER?**

The competitive scholarship offered by DYCD covers the full cost of tuition, portfolio review and credential fees. The applicant or their organization must determine how the materials fee will be paid (approximately \$45).

**WHO'S ELIGIBLE FOR A SCHOLARSHIP?**

The NYC Department of Youth and Community Development (DYCD), offers competitive scholarships for agency supervisors and leaders of DYCD-funded and other community-based organizations (CBO's), non-profits or designated City agencies located within any one of the 43 Neighborhood Development Area's (NDAs), *\*NDAs are coterminous with Community Boards*. **Please note: organization or agency volunteers are not eligible for scholarships.**

**Designated city agencies that are eligible for scholarships:** Administration for Children Services (*not including Head Start*); Dept. for the Aging; Dept. of Juvenile Justice; Dept. of Probation; Dept. of Health and Mental Hygiene.

**Dept. of Homeless Services Staff:** contact Joyce Rivers, Training Program Specialist, 212-361-8553.

**ACS-Head Start Staff:** contact Eleanor Quallo, Policy Council Liaison, 212-361-7226.

**ELIGIBLE NEIGHBORHOOD DEVELOPMENT AREA'S \*(NDAs):**

**Bronx:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

**Manhattan:** 3, 7, 9, 10, 11, 12

**Brooklyn:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13,  
14, 15, 16, 17, 18

**Queens:** 1, 3, 4, 5, 7, 12, 14

**Staten Island:** 1

For additional program information, please contact Meryl M. Jones, Director of Professional Development at 212-341-9568 or [mjones@dycd.nyc.gov](mailto:mjones@dycd.nyc.gov). Individuals who do not meet the above scholarship eligibility criteria and are interested in participating should contact Joan Delaloye, at the City University of New York, 646-344-7344, regarding payment options.

Mail original completed application to Professional Development/Capacity Building, NYC Department of Youth and Community Development, 156 William Street, 4<sup>th</sup> floor, NY, NY 10038.

**Closing date for applications: Friday, July 31, 2009.**

## **Family Development for Supervisors Credentialing Program Class Guidelines**

In order to earn a Leadership Credential, students are required to:

- **Attend 10 of 11 classes**
- **Complete all portfolio requirements**
- **Receive approval of portfolio by Cornell University**

### **Attendance**

As part of your commitment to participating in the family development training program, it is expected students will attend classes on a regular basis. Lateness/and or absences jeopardize your continuation in the program and your ability to earn the credential, CEUs and clock hours.

All appointments, staff meetings and other activities should be scheduled on days that do not interfere with the program as classes cannot be made up. Students should arrive at least 15 minutes prior to the start of class. Late arrivals are disruptive to the instructor and fellow students. Students are also expected to return on time from any breaks. As a courtesy to fellow classmates and the instructor, cell phones and beepers should be turned to vibrate or silent mode.

### **Portfolio Development**

The purpose of the portfolio is to help students relate their knowledge and understanding of the curriculum to benefit and support their professional practice. The Leadership Portfolio consists of three components:

- Independent Learning Projects
- Leadership Empowerment Plan
- Personal Reflection on the Leadership Empowerment Plan

All students must also participate in the peer advisement sessions as scheduled by the class instructor and the final portfolio review as indicated on the scholarship application.

Non-completion of any of the five Independent Learning Projects, the final Independent Learning Project Plan and Personal Reflection will also jeopardize students' ability to earn the Leaders' Credential. As "peer advisors" to each other, students must be present to offer one another support, encouragement and feedback on their learning projects.

Students that face unforeseen medical or family emergencies that will interfere with continued class participation may be eligible for a scholarship deferment. Please contact Meryl Jones, Director of Professional Development, 212-341-9568 immediately after the first related absence.

**FAMILY DEVELOPMENT FOR SUPERVISORS SERIES  
SCHOLARSHIP APPLICATION FORM**

*Please type or print clearly and complete all questions*

**Candidate's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Agency/Organization:** \_\_\_\_\_

**Agency Address:** \_\_\_\_\_ **Boro:** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Community Board#** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**If DYCD funded, Contract #** \_\_\_\_\_ **OST** \_\_\_\_\_ **SYEP** \_\_\_\_\_ **Beacon** \_\_\_\_\_ **RHY** \_\_\_\_\_ **Other** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **Apt. #** \_\_\_\_\_ **Boro** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**\* Please**  **the address where you prefer mailings:**     **home**     **agency**

**Date Hired/Appointed:** \_\_\_\_\_ **Years in Position** \_\_\_\_\_ **The number of staff you supervise:** \_\_\_\_\_

**Have you received your FDC credential?** \_\_\_\_\_    **If yes, what year?** \_\_\_\_\_

**How many FDC credentialed workers do you have on your staff?** \_\_\_\_\_ **/ in your agency?** \_\_\_\_\_

**How many workers are currently enrolled in FDC training?** \_\_\_\_\_

**If none, how many have applied for fall 2009 classes?** \_\_\_\_\_

**Educational Background:**

Name of Institution	Dates of Attendance	Degree	Major

**Special Training/Skills/Certification:**

Name of Training	Where Received	Date Received

**Agency/Organization Commitment**

I support \_\_\_\_\_ for the Family Development for Supervisors Scholarship. (candidate name)

Name \_\_\_\_\_ Title \_\_\_\_\_  
(PRINT)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Candidate's Commitment**

I agree to fully participate in the Family Development for Supervisors Credentialing Program, comply with the attendance requirements, complete the program and portfolio, participate in the program follow-up evaluation efforts, and demonstrate its application to my work, as appropriate.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(PRINT)

*Applicants may be required to participate in an interview as part of the scholarship application process.*

**NOTE: ALL APPLICANTS MUST SUBMIT A LETTER OF SUPPORT FROM AN AGENCY REPRESENTATIVE ON AGENCY LETTERHEAD.**

**FAMILY DEVELOPMENT FOR SUPERVISORS CREDENTIALING PROGRAM  
SCHOLARSHIP APPLICATION FORM**

*Please answer questions completely and legibly.*

- 1) As a leader/supervisor, what are your overall job responsibilities? Describe your role as a leader in your agency. Please give a complete description, including the number of staff you supervise.**

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- 2) If you do not supervise staff, demonstrate how you are a leader in your agency.**

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- 3) Please outline the mission of your agency; describe the type of facility in which you work, size, staff, clients served, target population and location.**

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**4) What interests you about the Family Development for Supervisors Program?**

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**5) How will the Family Development for Supervisors Program enhance your performance as a supervisor in your agency?**

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**6) If you have FDC credentialed staff, how have your staff, agency and clients benefited from the Family Development Training & Credentialing (FDC) program? (If no, skip to questions 8 & 9)**

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**7) How have you supported your staff in the implementation of FDC concepts?**

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**Family Development for Supervisors  
Credentialing Program Scholarship Application Form**

**APPLICANT FEEDBACK FORM**

\_\_\_\_\_ **MANHATTAN**

Borough of Manhattan Community College (BMCC) (CUNY)  
70 Murray Street

**Wednesdays, September 30 – December 16, 2009 (11 weeks)**  
**9:30 AM – 12:30 PM** plus \*final session

*No class on 11/11*

***\*Final Portfolio Review Session and Presentation:  
January 13, 2009 9:30 AM – 12:30 PM***

\_\_\_\_\_ **BRONX**

Lehman College (CUNY)  
250 Bedford Park Boulevard West

**Fridays, October 2 – December 18, 2009 (11 weeks)**  
**9:00 AM – 12:00 Noon** plus \*final session

*No class on 11/27*

***\*Final Portfolio Review Session and Presentation:  
January 15, 2009 9:00 AM – 12:00 Noon***

**Note: All students must attend the \*final portfolio review session that has been scheduled for one month after the completion of classes (dates indicated above).**

Name \_\_\_\_\_ Title \_\_\_\_\_  
(Print)

Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail original completed application to Professional Development/Capacity Building, NYC Department of Youth and Community Development, 156 William Street, 4th Floor, NY NY 10038.  
Phone: 212-341-9568/Fax 212-676-8164. ***Closing date for applications: Friday, July 31, 2009.***