



## Nomination Package

**Application Deadline:**  
Friday, January 16, 2026

**Program Dates:**  
February 2026 – May 2026

# The New York City Management Academy

# 2026



# About the New York City Management Academy

“Moving People, Moving Processes, Moving Mountains!”

## The Academy Mission

The New York City 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 the tools, strategies, and real-world frameworks that today's managers need to lead with confidence, navigate complexity, and drive meaningful impact across agencies.

## Program Overview

The Management Academy is a 12-week cohort-based program for up to 25 participants and focuses on three core areas:

- **Moving People:** Developing, empowering, and strategically leveraging staff
- **Moving Processes:** Analyzing, designing, and evaluating programs and operations
- **Moving Mountains:** Navigating municipal systems and the broader political environment

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

## Nominee Qualifications

Nominees to the Management Academy should be City employees who:

1. Employed with City government for at least one (1) year;
2. Are already at the managerial level or are high-level professional employees responsible for the design and/or implementation of City programs or procedures;
3. Have demonstrated superb technical competence in their areas of expertise; and
4. Have demonstrated a strong commitment to public service and aspire to positions of greater responsibility in city government.

## Program Fee

Agencies will be charged a nominal fee of \$2,000 for each employee selected to participate in the Management Academy.

# The New York City Management Academy

## Curriculum Description

The Management Academy meets in person once per week, usually from 9 a.m. - 5 p.m. All workshops will be facilitated by a combination of senior city managerial practitioners, management consultants, and managers from the private and non-profit sectors.

Program Component	Related Topic Areas Explored in the Program
<b>Moving People</b>	<ul style="list-style-type: none"><li>• Leadership Paradigms</li><li>• Building and Managing Relationships</li><li>• Communicating Skillfully</li><li>• Values-Based Management</li><li>• Emotional Intelligence</li></ul>
<b>Moving Processes</b>	<ul style="list-style-type: none"><li>• Tools for Customer-Focused Process Improvement</li><li>• Measuring, Assessing, and Reporting Results</li><li>• Leading and Managing Change</li></ul>
<b>Moving Mountains</b>	<ul style="list-style-type: none"><li>• Understanding Power and Influence Strategies</li><li>• Understanding and Using City Systems and Processes<ul style="list-style-type: none"><li>▪ Civil Service</li><li>▪ Progressive Discipline</li><li>▪ Procurement and Budget structures</li><li>▪ Management Lessons from our Leaders</li></ul></li></ul>

## Instructional Design

The academy will be largely interactive, using various learning methods including: group discussions, case studies, panels, role-playing simulations, and leadership engagement.

# The New York City Management Academy

## Part 1: Nominee Profile Information

Today's Date:

### Nominee Background:

First Name:

Last Name:

Work ID/Employee Reference #:

Current Office Title:

Civil Service Title:

Full Agency Name:

Agency Address (Street, No., Fl., Rm):

City, State, Zip:

Agency Telephone:

Agency Email:

### Nominee Statement of Understanding

I understand that participation in the Management Academy will require a time commitment of one day per week for approximately **12** sessions during the winter and early spring. I also understand that participation in the academy will require my involvement in outside assignments and agency-based application projects. If selected to participate, I will meet all participation requirements to the best of my ability.

Nominee's  
Signature:

Date:

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## Part 2: Short Written Response (*To be completed by the nominee*)

### Instructions:

Please respond to the following three statements/questions. Limit responses to each essay question to 350 words or less. Lastly, attach an updated copy of your resume to your nomination form and list any managerial development/leadership development training you have completed before or during your city employment.

1. Given the opportunities and challenges the city faces today, explain what you believe are the ***most important*** skills and abilities a manager must possess or develop to succeed in city government?

2. Considering your response to the question above, please describe what you consider your **greatest** managerial asset to be? Then, explain what you believe are your areas for further professional growth and development.

3. What are your short and long-term career and professional objectives in city government? What roadblocks do you feel you must overcome to attain your goals?

4. Describe your personal leadership philosophy. How has it evolved throughout your career, and how do you apply it in managing people, projects, or change?

# The New York City Management Academy

## Part 3: Manager/Supervisor Information

### Manager/Supervisor:

First Name:

Last Name:

Title:

Agency Telephone:

Agency Email:

### Manager/Supervisor Statement of Understanding

I understand that participation in the Management Academy will require a time commitment of one day per week for approximately **12** sessions sessions during the winter and early spring for this employee. If selected, the nominee has my full support and will be released to fully participate in the program. Finally, I am aware that my agency will be charged \$2,000 for each employee selected to participate in the Management Academy.

Manager/  
Supervisor's  
Signature:

Date:

# The New York City Management Academy

## Part 4: Agency Head Endorsement

### Commissioner/Agency Head Recommendation

(To be completed **only** by the commissioner/agency head)

Please check **one** of the responses below to indicate whether you recommend or do not recommend this nominee to participate in the Management Academy:

Recommend

I do not Recommend

### Commissioner Statement of Understanding

I understand that participation in the Management Academy will require a time commitment of one day per week for approximately **12** sessions during the winter and early spring. If he or she is selected, this nominee has my full support and will be released to fully participate in the program. Finally, I am aware that my agency will be charged \$2,000 for each employee from my agency who is selected to participate in the Management Academy.

Commissioner/Agency Head's Name (Print):

Commissioner/Agency Head's Signature:

Date:

## Nomination Package Checklist:

Please check (  ) that you have gathered all the required items before submitting the application for consideration:

Part 1: Nominee Information

Part 2: Short Written Responses

Part 3: Signed Manager Information and Statement of Understanding

Part 4: Signed Commissioner/Agency Head Endorsement

Part 5: Resume

*Please remember, only completed applications that include commissioner/agency head approval/authorization will be considered.*

## Submission Details:

Completed applications are due by Friday, January 16, 2026, and may be submitted to:

<https://bit.ly/mgmtacad2026>

Email the Executive Development team at [ExecutiveDevelopment@dcas.nyc.gov](mailto:ExecutiveDevelopment@dcas.nyc.gov) if you have any questions.

