

LEADERSHIP ESSENTIALS *in* ACTION PROGRAM



*For Unionized
Supervisors*

Questions and Answers

How is LEAP-U different than the Leadership Essentials in Action Program (LEAP)?

- LEAP-U is a cohort-based leadership development program being piloted in 2025. It is currently specifically designed for CUPE 1004 Parks/Non-Parks operational supervisors whose home position reports directly to an exempt manager and who supervise crews or teams.
- LEAP is a cohort-based leadership development program specifically designed for first-level exempt leaders from across the City who lead people, projects and portfolios. LEAP is for those who are new to their leadership roles and/or new to the City, those who want to refresh their leadership skills and those who have not had the opportunity to participate in a foundational leadership development program in the past.

How does LEAP-U connect to my development planning?

- Because LEAP-U provides comprehensive learning and development in the City's three leadership dimensions of Leading Self, Engaging Others and Advancing the Organization and the program includes seven workshops over the course of the year, we highly recommend that LEAP-U form some--or even all--of your development plan for the year. You are encouraged to work together with your manager to include LEAP-U in your development plan.

Will participation in LEAP-U be a factor considered in hiring?

- No, participation in LEAP-U will not be a factor included or considered in the hiring process. The purpose of LEAP-U is to help grow your leadership skills.

If I am a LEAP-U participant, do I have to attend all the sessions?

- We encourage LEAP-U participants to make every effort to attend all of the program's learning sessions.
- Because this is a cohort program, the collective participation of all cohort members is a key part of the learning experience.
- That said, we know things come up that prevent attendance and we appreciate advance notice when possible about absences.

Do I receive a certificate when I finish the LEAP-U program?

- Yes! You will get a certificate and the program will be entered into your learning history in the City's SuccessFactors Learning Management System (LMS).

Will there be more LEAP-U cohorts in the future?

- We will be assessing the effectiveness of the first LEAP-U pilot and, depending on the success of the pilot, as well as available HR budget and team resources, the intention is to be able to offer additional LEAP-U cohorts.

Are there other leadership development courses or programs available at the City specifically for unionized supervisors?

- CityLearn, the City's staff training function, offers a wide variety of in-person and virtual courses that are available to all employees, pending manager approval, and which are designed to help participants develop essential leadership skills.
- **Supervisory Skills** is a two-day course for new and seasoned City supervisors who want to learn about essential supervisory skills and to gain some practical techniques to lead teams successfully.
- The **Supervisory Skills Learning Program** is a self-directed learning pathway of recommended in-person CityLearn courses, City e-learning courses, LinkedIn online learning modules, and articles. The program is for those interested in becoming a supervisor and also those who want to enhance their knowledge and skillset as a current City supervisor. This program can be completed at your own pace over 5 years.
- Other available CityLearn courses cover topics such as leading self and emotional intelligence, building resilience, having effective conversations, coaching skills and conflict management skills.
- CityLearn programs and courses are aligned to the City's Leadership Competency Framework and the three dimensions of leadership—Leading Self, Engaging Others and Advancing the Organization.
- You can find and register for courses on the City's SuccessFactors Learning Management System (LMS).
- Some departments also offer their own leadership development programs for unionized supervisors. We encourage you to speak with your direct manager to see if this is an option in your department.