Leadership Development Program for Supervisors and Managers – Program Guidelines and Expectations Agreement

Registration and Cancellation Deadlines
The registration deadline for every cohort is two weeks before the first scheduled session. The deadline to cancel your registration is one week before the first session. For specific registration and cancellation dates, refer to the schedule for your selected cohort.

Program Guidelines and Expectations
Participation in the Leadership Success Program for Team Leaders is a privilege and requires your full participation. During the program, all participants must commit and adhere to the following:

1. Attend all weekly sessions with your cohort. For virtual sessions, ensure attendance in an environment with minimal disruptions.
2. Arrive on time for all sessions. A best practice is to arrive/log-in ten minutes before your session begins to ensure timeliness.
3. Stay and participate in each session for its entire duration. Failure to do so can result in you being marked absent for the whole session.
4. To complete the program and be eligible to receive a certificate of completion, your attendance at all ten sessions in their entirety is required.
5. Missing the first session or having more than two unexcused absences results in you being dropped from the program.
6. If you miss a session, continue attending sessions with assigned cohort as scheduled.
7. You are responsible for reaching out to the program manager for assistance with attending the make-up session(s) you need to complete the program.
8. Treat each other with respect. Sessions are to be safe environments where trust is essential and openness is encouraged.

Program Guidelines: Virtual Sessions
For those who wish to participate in the program virtually, a UCI-Sponsored Zoom account, access to a computer or device with Internet access, and a webcam are required to interact with the facilitator and other program participants. Be prepared and willing to enable your camera for every virtual session throughout the duration of the program.

For a UCI-sponsored Zoom account, contact OIT for Campus, https://www.oit.uci.edu/services/communication-collaboration/zoom/, and by IS for health, https://ucihealth.zoom.us/.

Additional Information and Program Contact
Additional information to prepare you for the program will follow the registration confirmation notification.

Upon registration for your desired cohort in the UC Learning Center, you will receive a confirmation email containing specific information needed to access the virtual cohort sessions, if chosen.

Please contact Kohei Wada for questions related to the program.