ROZZI & ASSOCIATES

Building Capacity : Building Community
a CFBC initiative to strengthen the nonprofits that serve our community

CFBC Leadership Development Program 2019

At Rozzi and Associates, our leadership development program uses highly relational ***one-on-one coaching*** and a systematic process in which leaders and experienced coaches collaborate to achieve personal growth leading to stronger organizations.

Our Program Value

- Tailored to individual needs while aligning to organizational mission and goals
- Capstone project provides an activities-based learning assignment
- Impact on organization and services is easily measured
- Develops leaders within organization
- Individual professional development aids in leader engagement and retention

Our Process

Phase 1: Targeted Assessments

Each participant will be given StrengthsFinder and EQ-I 2.0 (emotional intelligence assessment) to establish a baseline of understanding for the participant, board member/manager and coach. The manager will be determined prior to the launch of the program (For example, for an executive director the manager will typically be the President of the Board of Directors). These assessments provide understanding about personality, work styles, and values. The assessments come with a detailed report to support the coaching process and helps the participant understand him or herself better and help confirm where coaching is most needed. Debrief of the assessments will be scheduled between coach and participant after the program launch.

Phase 2: Program Launch

The program launches with a luncheon [**April 9, 2019, location TBD**] where participants, Board Members, and coaches gather to review the leadership development program roles, responsibilities, and timeline.

After the launch session, the participant will complete a 180° competency rating with their Board Member. Using the results of the assessments and 180° competency rating, a coach will engage with the participant and Board Member to ensure a clear direction for development and establish specific goals.

Phase 3: Action Plan (with Capstone Project)

The participant and coach will create a personal action plan to set up the development focus area. The sections of the action plan will include:

- Competency to develop or area to improve
- Background or reason chosen
- SMART goal statement
- Capstone project description
- Learning activities (e.g. videos, blogs, books, articles, or classes)

What is a Capstone Project and why is it so Important?

The capstone project is a hands-on project that falls within the scope of a participant's role. The project's intention is to stretch the participant by providing an activities-based learning assignment that will focus on the practical application for improving a competency.

Practical application is key. The capstone project will be the crowning achievement or culmination in a participant's competency development.

Sample capstone projects include:

- *Plan and implement a project to create a detailed Standard Operating Procedures Guide for organization. Guide to be distributed by December 31.*

- *Establish and lead a development committee of Board members as well as existing volunteers. Determine goals and objectives to be accomplished and monitor progress. Train volunteers as needed.*

- *Design program outcome measurement and evaluation schedule. Engage and empower program staff in design and implementation.*

Phase 4: Implementation and Measuring Success

This is when the hard work begins. Each participant will work to complete the steps of the approved action plan. Regular participant-coach, participant-Board Member, and Board Member-coach meetings will be scheduled. The meetings will be critical for tracking progress, providing guidance, and keeping all parties fully informed and involved.

During this phase, we will address the following questions:

- What progress are you making on your competency development and your stated goal?
- What specific progress have you made on your capstone project? Are you taking time to document and keep track of everything you are learning?
- What specific progress have you made on your other activities (articles, videos, etc.)? What did you learn? How do/don't these topics apply to your development?
- How has your Board Member supported your development so far? Have you shared any of your learnings or successes with him or her – especially in the areas of your capstone project and your other supporting activities?
- Have you shared any of your articles, videos, or other resources with your direct reports, co-workers or anyone else? What was their reaction to the resource? Was it positive or negative?
- Are you running into any roadblocks or obstacles to staying on track?

One in-person group session [**Breakfast July 16 & Location TBD**] will be held during this phase for participants to share capstone projects, receive additional ideas and support from group members, and encourage an atmosphere of peer support and accountability.

Phase 5: Graduation

The coach will work with the participant on the capstone project presentation and practice runs for several weeks prior to graduation.

The graduation celebration will be a Celebration Luncheon [**November 12, location TBD**] which includes the participants, Board Members and CFBC representatives. Each participant will share a presentation on his or her learnings and present his or her capstone project. This presentation celebrates the participant's achievements and helps everyone see the results of the program.

Coaching engagements can continue for additional rounds of learning. It is the responsibility of the participant to maintain healthy habits and continue to develop as a leader. At the final meeting, the coach will provide the participant with ideas on ways to make ongoing development a priority.

Program Length & Logistics

- Seven months in duration
- Three in-person cohort meetings including launch and graduation
- Eight one-on-one virtual coaching sessions

Program Roles & Responsibilities

Organization and Board Member

- Provide environment for success (time necessary, resources)
- Help participant select capstone project and approve action plan
- Support and encourage participant throughout program
- Celebrate successes

Participant

- Be self-aware, be open to learning
- Commit time, stay on timeline
- Communicate with Board Member and coach
- Develop competency important to organization
- Track progress, document success
- Share learnings

Coach

- Facilitate learning and development
- Keep participant and Board Member on timeline
- Provide action plan and resources to help development
- Help prepare participant for final presentation