

# Participant Contract

Contra Costa County Local Government Leadership Academy  
January 2021 through July 2021

## Seven (7) Academy Sessions

The agency and participant are investing in the participant's development, which requires their full participation in all seven full-day sessions. Participant has checked their vacation schedule and other work meeting schedules and has no conflicts with the dates of the Academy. The participant's supervisor or manager will NOT assign the participant to a work meeting or some other work on the following Academy dates:

- Session 1: January 14, 2021**
- Session 2: February 11, 2021**
- Session 3: March 11, 2021**
- Session 4: April 8, 2021**
- Session 5: May 13, 2021**
- Session 6: June 10, 2021**
- Session 7: July 8, 2021**

## Team Project

This year, given the pandemic and the challenges of managing remote work, staffing shortages and other issues agencies are dealing with, the typical team project component of the Academy will not be included.

There may be discussion during each session on issues agencies are facing in light of the pandemic and sharing of best practices in how to effectively work through those issues.

## Coaching

Each participant will be assigned a coach who is a senior leader not in the participant's chain of command. The participant and his/her coach will meet four times and supervisor acknowledges that participant will typically meet with their coach during work time.

Participant name (printed): \_\_\_\_\_

Participant Signature: \_\_\_\_\_

Direct Supervisor Signature: \_\_\_\_\_

Manager/Dept. Head Signature: \_\_\_\_\_

***The contract must be signed by the participant, his/her supervisor and the manager or department head. The signed contract must be turned by the first Academy session on January 14, 2021.***