

**City of Berkeley  
Leadership Development Program  
CURRICULUM**

*Leadership*

- Defining Leadership
- Leadership in a context of diversity
- Leading with Emotional Intelligence
- The Politics of Advice: How to Influence Others
- Developing Leadership in Others

*Organizational Culture, Organizational Change*

- Understanding what culture is and how it has an impact on organizations
- Understanding the importance of developing an organizational culture
- Understanding how organizations must adapt to change as a major organizational strategy
- Understanding resistance to change
- How to be an effective change agents
- Using norm setting as a tool toward establishing culture
- Interventions and methods for influencing culture

*Project Management*

- Clarifying project outcomes
- Stakeholder Analysis
- Tools & methods for monitoring and managing the project (including Microsoft Project)
- Enhancing communication with others involved in the project

*Policy Analysis & Application*

- Defining the problem & providing supporting evidence
- Exploring alternative solutions & establishing criteria for success
- Projecting outcomes and weighing trade-offs
- Setting policy vs. starting a program
- How policy plays out at the City of Berkeley

*Group Dynamics*

- Constructive conflict & collaboration
- Communication styles & when, as a leader, to use what type of style
- Group Facilitation Skills
- How to give & receive feedback for improved group interactions

*City- Specific Information*

- COB Approach to Business Systems Analysis
- Presentations by LDP Participants on Own Departments
- Panels
  - LDP Graduates
  - COB Directors
  - External City Managers
  - COB City Managers (current & former)

*Stand Up Skills*

- Making Effective Presentations
- Dealing with Resistant Audiences