

## BPH Staff Changemakers Program Application -- 2022 Cohort

Submit your completed and signed application to [sph\\_hr@berkeley.edu](mailto:sph_hr@berkeley.edu) by **Wednesday, February 9, 2022**.

### OVERVIEW

- Participants gain exposure to and skills and experience in: leading change; project management; change management; group facilitation; continuous process improvement; process mapping; and more
- Successful completion recognized with: Team Achievement Award (\$1,000, less taxes); Berkeley Public Health Changemaker designation; inclusion in the campus-wide Process Champion Network
- Serves as an Achieve Together professional development goal!
- **Time Commitment:** early March – late November, 2022, 1 - 6 hours per week (see p. 2 for detail)
  - Supervisors must work with their staff to identify at least 5% of ongoing effort to eliminate/defer/reassign from current responsibilities to make space for participation in the program
  - Program is in alignment with the University's personnel policy on professional development ([link](#))
  - Per the Sponsored Projects Office and Contracts & Grants Accounting, training development costs (including paid effort) offered consistent with campus policy (PPSM-50) can be offered to grant-funded staff. (Ref: PPSM-50, Uniform Guidance Section § 200.472 - Training and education costs)
- **Eligibility:** All BPH career and contract status staff working 50% time or more
- **Cohort:** Up to nine applicants will be selected to participate in the 2022 cohort
  - All applicants will be invited to complete BPE Level 1 Process Pro and to participate on a changemaker project team for one of the priority improvement projects

### COMPONENTS

1. **Leadership Sessions:** Discussions with Dean Lu and members of the BPH Leadership Team on key leadership topics and competencies, such as leading with cultural humility, network building, strategic planning, and leading change
2. **Business Process Excellence (BPE) Champion Program:** Subject matter around process, project, and change management continuously builds as you work your way from Process Pro to Process Master, co-leading a priority improvement project along the way to put what you're learning into practice
  - a. **Level 1 Process Pro:** Terminology for process, project, and change management; introduction to basic concepts and tools, such as process mapping and root cause analysis
  - b. **Level 2 Process Expert:** Applying basic concepts into simple practice, including process architecture, key performance indicators and metrics, pain/waste identification, and group facilitation, including [Miro](#) for online meetings
  - c. **Level 3 Process Master:** Applying advanced concepts into practice via a priority project, including training and coaching on project and change management concepts, tools, and templates and [ProMapp](#) and [Smartsheet](#) software
3. **Co-leadership of a priority "Changemaker" Project:** Participants will team up to co-lead and execute projects key to making BPH the best place for staff to work. They will lead project teams of volunteers from throughout the school to bring about the change they want to see. Projects have not been pre-determined for 2022; there will be options, as well as a proposal opportunity for participants.

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### TIMELINE

| Activity   | General Timeframe         | Estimated Time Commitment   | Setting  |
|--|---------------------------|---|--|
| Kick-off meeting – <i>including participants &amp; their supervisors</i>       | early March               | 60 min.   | Zoom   |
| Leadership Session #1<br>(with Ché Abrams)                                     | mid-March                 | 90 min., plus pre/post reading/activity   | In-person*   |
| BPE Level 1 Process Pro  | mid-March – early April   | 3 – 5 hrs.  | Self-paced online courses                                  |
| BPE Level 2 Process Expert   | mid-April – early May     | 6 half-day sessions of instructor-led training and exercises  | At least two sessions in-person, with others via Zoom      |
| Project Proposal & Selection   | early May                 | 60 min. meeting, plus more time if proposing a project  | Zoom   |
| Leadership Session #2<br>(with Quin Hussey)                                    | May                       | 90 min., plus pre/post reading/activity   | In-person*   |
| BPE Level 3 Process Master & Changemaker Project Leadership                    | mid-May – early September | 8 – 12 hrs. training, including ProMapp & Smartsheet, and 50+ hours project leadership, implementation, & close-out | Zoom, in-person, and/or hybrid – project teams' discretion |
| Mid-program check-in meeting   | June                      | 60 min.   | TBD Zoom or in-person                                      |
| Leadership Session #3<br>(with Anne Clayman)                                   | September                 | 90 min., plus pre/post reading/activity   | In-person*   |
| Leadership Session #4<br>(with Michael Lu)                                     | October                   | 90 min., plus pre/post reading/activity   | In-person*   |
| Leadership Session #5<br>(with Seana Van Buren)                                | October                   | 90 min., plus pre/post reading/activity   | In-person*   |
| Program feedback meeting   | November                  | 60 min.   | TBD Zoom or in-person                                      |
| Showcase & Celebration – <i>including participants &amp; their supervisors</i> | late 2022/early 2023      | 2 hrs.  | In-person*   |

*\*as pandemic conditions allow*

Questions? Contact Seana Van Buren, Asst. Dean for Admin., [skelly@berkeley.edu](mailto:skelly@berkeley.edu) or 510-326-5429  
<https://tinyurl.com/sphstaffchangemakers>

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|  |                            |
|--|----------------------------|
| <b>Name:</b>                               | <b>Email:</b>              |
| <b>Unit (program, center, team, etc.):</b> |                            |
| <b>Role (e.g., working title):</b>         |                            |
| <b>Supervisor's Name:</b>                  | <b>Supervisor's Email:</b> |
| _____                                      | _____                      |
| <b>Applicant's signature</b>               | <b>Date</b>                |
| _____                                      | _____                      |
| <b>Supervisor's signature</b>              | <b>Date</b>                |

**In 500 words or less, please describe why you want to participate in the Staff Changemakers Program, how you might benefit from it, and how our school might benefit if you are selected to participate:**

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To make space for your participation in the program, please describe what will be eliminated/deferred/reassigned from your current responsibilities (at least 5% of your ongoing effort):

If not selected for the cohort, I would still like to:

- **Complete Level 1 Process Pro of the Business Process Excellence Champion Program:**  
Yes                  No                  Maybe, need more info
- **Participate on a project team for one of the priority "Changemaker" Projects:**  
Yes                  No                  Maybe, need more info

Any additional comments: