

BPH Staff Changemakers Program Application -- 2023 Cohort

Submit your completed and signed application to sph_hr@berkeley.edu by Friday, December 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:** mid-January – mid-November, 2023, 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 2023 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 2023; 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 & their supervisors</i>	mid-January	60 min.	Zoom
Leadership Session #1 (with Ché Abrams)	late January	90 min., plus pre/post reading/activity	In-person
BPE Level 1 Process Pro	late January – early February	3 – 5 hrs.	Self-paced online courses
BPE Level 2 Process Expert	mid-February – mid-March (before spring break)	5 half-day sessions of instructor-led training and exercises	At least two sessions in-person, with others via Zoom
Project Proposal & Selection	early March	60 min. meeting, plus more time if proposing a project	Zoom
BPE Level 3 Process Master & Changemaker Project Leadership	early April – 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
Leadership Session #2 (with Quin Hussey)	April	90 min., plus pre/post reading/activity	In-person
Mid-program check-in meeting	May	60 min.	TBD Zoom or in-person
Leadership Session #3 (with Michael Lu)	August	90 min., plus pre/post reading/activity	In-person
Leadership Session #4 (with Anne Clayman)	September	90 min., plus pre/post reading/activity	In-person
Leadership Session #5 (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 & their supervisors</i>	late 2023/early 2024	2 hrs.	In-person

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

**BPH Staff Changemakers Program
Application — 2023 Cohort**

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

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: