

MEMORANDUM

To: Deans, Directors, and Department Heads

From: Meghan Kelley-Gosk, UMDP Program Coordinator
Claire Miller, Director of Training and Development

Date: October 5, 2000

RE: University Management Development Program - UMDP 2001

We are pleased to announce that we will be offering the University Management Development Program (UMDP) again this year. The UMDP program is a professional development program for managers and supervisors of UNC. It is offered through the Office of Human Resources' Training and Development Department. Forty participants (35 from UNC-CH and 5 from NC Central University) are selected to attend the program annually. The UMDP Nomination Form is attached and additional information about the program can be found on the Training and Development website: www.ais.unc.edu/hr. Because of the program's expense, the University requires that nominees commit to attending all sessions.

Nomination for the UMDP program runs from October 11, 2000 until November 15, 2000. Individuals may nominate themselves by submitting a Nomination form to Training and Development by November 15th. As with all training programs, an employee must have his/her supervisor's approval to attend.

In addition, we invite you to nominate those in your department who you believe will benefit from a program. As you consider those who you might nominate, please note the 2001 selection criteria: 1) availability to attend all sessions, 2) length of University service, 3) years of supervisory or managerial service, 4) number of direct reports, 5) professional development experiences, and 6) three personal learning objectives of the program. This year we ask that you submit your nominations (see attached nomination form) along with any letters of recommendation directly to Training and Development by November 15th. On November 20th, we will forward them to the Chancellor's Cabinet who will be making the final selection of the 35 UNC-CH participants. We will notify applicants of the Cabinet's selections by December 15th.

For additional information about the UMDP, please consult the Training and Development website at: www.ais.unc.edu/hr. Also, if you have questions, please call Meghan Kelley-Gosk at 962-9681 or Claire Miller at 962-9682.

3. Years of Managerial/Supervisory Experience: _____

4. Current Number of Direct Reports: _____

5. Professional Development Activities (including memberships, training programs, etc.):

6. Three personal learning objectives for the program:

Please return Nomination Form
by November 15th to:

UMDP Coordinator
Training & Development Department
Office of Human Resources
725 Airport Road, CB #1045
UNC-Chapel Hill
Chapel Hill, NC 27599-1045

Phone: 919-962-2550
Fax: 919-843-9850

**UNIVERSITY MANAGEMENT DEVELOPMENT PROGRAM
2001 NOMINATION FORM**
(Please print or type.)

**Session Dates: January 23 (Prologue), February 8, February 20,
March 8, March 20, and April 5**
All sessions are 8:30 AM - 4:30 PM

Name _____

Position/Title _____

Department Name and # _____

CB# _____ UNC PID # _____ Work Phone # _____

Please check if nominee has completed the following:

Supervisory Resources _____ Interaction Management _____

It Takes all Types: Understanding Your Myers-Briggs (MBTI) Personality
Assessment (Introduction to MBTI) _____

NOTE TO NOMINEE: Supervisory approval is not required for self-nomination; however, if you are admitted to the program you must have the approval of your supervisor to attend the UMDP sessions on work time.

NOTE TO NOMINATOR: Please confirm that nominee will be available to attend all classes and ask the nominee to provide at least three personal learning objectives. Also, please attach a letter of recommendation.

1. I understand that, if I am accepted into the University Management Development Program, I must attend all of the Core Sessions and complete the required number of Elective Sessions in order to receive a certificate of completion at the award ceremony on the final day of the program.

Nominee's Signature

2. Length of University Service: _____