

**Diverse and Empowered Employees of Portland (DEEP)  
Leadership Development Program (LDP)  
Frequently Asked Questions (FAQ)**

1. **Why do I have to be involved with one of three Affinity Groups [City African American Network (CAAN), Unidos Latinos Americanos (ULA) and Women’s Empowerment (WE)] to participate?** This is a pilot program and these three DEEP Affinity groups are the ones that participated in its organization. DEEP will be seeking a grant or grants to continue this program in the future, and will seek to involve other affinity groups as well.

2. **How do I become a member of the affinity groups and what does that entail?** To become a member you need to submit an email requesting membership to one of the following individuals, respective of which Affinity group you are seeking to join. Membership requirements are simple, you are only required to be a part of the email listserv. It is the hope of DEEP and its member affinity groups that individuals will want to (and choose to) become more actively involved with their affinity groups through the LDP.

To join an affinity group, please send an email requesting membership to the relevant contact below:

- ✓ CAAN: [McGodson \(Sonny\) Ben-Jumbo](#)
- ✓ ULA: [Cristina Nieves](#)
- ✓ WE: [Meghann Fertal](#)

3. **What time commitment is involved to participate in the LDP?** The time commitment for the Leadership Development Program is currently estimated at 20 hours spread out over the course of 9 months (April – December, 2016). The breakdown of those hours is as follows:

- 3 Hours – Orientation training and Graduation Ceremony (During work hours)
- 10 Hours – Leadership Development Trainings, Subject Matter Expert Trainings, and Cohort Lunches (During the lunch hour)
- 7 Hours – Individual Mentorship (Off work hours; planned by participant)
- 20 Hours – Total

Orientation for the program will take place Wednesday, April 27 from 1-3 pm.

4. **What if you have vacation time during the LDP?** If you have a significant amount of leave planned during the 9 month program, you should consider that you might not be ready for the commitment to the LDP. The LDP team will provide a calendar to program participants at orientation, detailing what participants can expect over the 9 months

training period. Having scheduled vacation will not preclude anyone from being involved, however, because this is a pilot program, we are hopeful that those involved will be dedicated in their participation.

5. **Will mentors receive any kind of training?** Yes. Our consultant, Yvonne Chang will provide the orientation/training to the 15 program participants in April and a subsequent orientation/training to their respective Mentors in May.
6. **Is there a structured project that the participants will be required to do?** No. Some of the affinity groups, such as CAAN, will have some “homework”, such as viewing certain TED talks, but there is no specific project to be completed.
7. **How will you pick the candidates?** There will be a few minor requirements.
  - You have to be a City employee (temporary, part-time, full-time, seasonal, contracted, intern, etc.) throughout the duration of the program.
  - You will need approval from your manager.
  - You will need to be able attend the trainings/meetings.We will be selecting a variety of participants, which should include new employees, seasoned employees, managers, entry-level, older, younger, different bureaus/offices, etc. Some of the qualities we are looking for in prospective candidates are: potential community builders, enthusiasm and a desire to participate, a positive attitude, and the earnest desire to learn and grow.
8. **What is the expectation of an applicant or what do you want the applicant to exemplify?** See answer above. We are hoping that all participants will want to become more involved in their affinity groups, and have aspirations for leadership within the City and beyond.
9. **How many participants from each affinity group?** Five from each of the three groups = 15 total.
10. **Are managers excluded?** No. We want a variety of people to participate and to learn from each other.
11. **Do we have to have a mentor selected ahead of time?** No. If you have an idea of who you’d like, that is great, but we will try to match you with someone that fits your description/needs. We are even allowing mentors to be members of the community— individuals who are not employed by the City of Portland.
12. **Are there any programs for applicants who don’t make the LDP this time?** We hope so. DEEP is hoping to connect with all of the applicants and is considering options to provide some workshops or trainings on a periodic basis. There are some common themes among the applicants already, which gives us an idea of some great workshops or trainings that could be organized. This whole process is part of DEEP’s mission.

*DEEP is dedicated to enhancing a work environment that is inclusive and supportive of the City of Portland’s diverse workforce that is committed to quality public service.*

**13. There has been some confusion about the LDP and other City or Bureau mentorship programs. What makes the LDP different?** Overall, the City of Portland employee make-up is 77% white, 7% Black/African American and 5% Hispanic/Latino, with a total of the workforce being 58% male. For managers and supervisors, those numbers are 84% White, 5% Black/African American and 4% Hispanic/Latino, with a total of the managers and supervisors being 64% male.

The LDP is meant to take a more targeted approach to leadership development on the basis of the respective participatory affinity groups. That is to say, training offered in the LDP will seek to engage issues more specific to the challenges faced by Minorities and Women. There will indeed be a mentorship aspect, but we will also be requiring participation in selected leadership development trainings. The leadership development trainings are meant to provide program participants with practical tools that they can use to enhance their work product, as well as practical means by which our participants can learn to overcome the gender and racial biases that they may face on a day to day basis. There will also be space for each affinity group to come together and debrief, discuss and support their participants.

The goals of the program are important:

- Support and develop the skills of current City employees,
- Retain and promote those employees,
- Grow our leadership in the affinity groups,
- Change our workforce to better reflect the demographics of our city.

We want to move those percentages of women and minorities in management and supervisory positions to a higher level. It is not only good for morale, but it makes the work that the City does more enriching and our customer service much better.