



Welcome to the

Emerging Leaders Development Program

by CalTrin

September 2025 – April 2026



Hello Participant!

Welcome to the Emerging Leaders Development Program by [CalTrin](#)! This eight-month journey was specially designed for child- and family-serving supervisors/managers in the State of California with less than three years of leadership experience. Your participation in this carefully selected group will provide you with opportunities to positively impact your department, organization, and the communities you serve.

This program was developed by the California Training Institute (CalTrin), which is funded by the California Department of Social Services' Office of Child Abuse Prevention. Our mission is to deliver science-based, professional development and extended learning to staff of family resource centers, Child Abuse Prevention Councils, and child welfare agencies throughout California's 58 counties.

This Orientation Packet will provide you with a high-level overview of key points to know about participating in this program, including:

- Training and event schedule
- Participant expectations & program best practices
- Benefits of participating in the program
- Accountability group requirements
- CalTrin's Online Learning Platform

Should you have any questions or need assistance, please get in touch with the CalTrin team at info@caltrin.org or directly contact your Program Facilitator, Jessica Mattly, at jmattly@rchsd.org.

We look forward to embarking on this journey with you!

The CalTrin Team

Program Schedule

Please review the scheduled dates and times for program meetings and training. You will also receive a calendar invitation for each scheduled event with details and Zoom links.

Kick-Off

September 4, 2025
10:00 A.M. – Noon PT

Strengths-Based Leadership

September 18, 2025
9:00 A.M. – Noon PT

Emotional Intelligence in the Workplace

October 2, 2025
9:00 A.M. – Noon PT

Effective Feedback (Part 1)

October 16, 2025
9:00 A.M. – Noon PT

Effective Feedback (Part 2)

October 23, 2025
9:00 A.M. – Noon PT

Supervising for Success (Part 1)

November 6, 2025
9:00 A.M. – Noon PT

Supervising for Success (Part 2)

November 13, 2025
9:00 A.M. – Noon PT

Leading Through Change

December 4, 2025
9:00 A.M. – Noon PT

Developing Others Through Coaching

December 18, 2025
9:00 A.M. – Noon PT

My Action Plan

January 8, 2026
9:00 A.M. – Noon PT

Stretch Project Presentations

March 25 & 26, 2026
9:00 A.M. – 3:00 P.M. PT

Graduation

April 2, 2026
9:00 – 10:00 A.M. PT

You will receive individual calendar invitations with Zoom links for each event. If you are missing an invitation for any of the trainings above, please contact info@caltrin.org.

Attendance Policy



Participants who commit to the program are expected to fully participate and attend all scheduled sessions.

Please thoroughly review the below attendance policy to ensure your availability to participate in the Emerging Leaders Development Program.

Attendance Requirements:

- Participants can miss up to two scheduled sessions due to previously scheduled commitments or unforeseen circumstances. However, attendance is mandatory for the Kick-Off session and the Stretch Project Presentations.
- Participants will be removed from the program on their third absence from a scheduled session or upon missing a mandatory session.
- Missed session process:
 - Participant will notify CalTrin that they will not be in attendance: info@caltrin.org
 - A missed session email notice will be sent to the participant, the participant's leader (listed on the Leadership Support Form), and the program facilitator.

Mandatory Attendance:

Kick-Off: 09/04/25 @ 10 A.M. – Noon PT

Stretch Project Presentation: 03/25/26 or 03/26/27 @ 9 A.M. – 3 P.M. PT

(Participants will be assigned to attend and present on one of the two dates to attend and present. Presentation dates will be assigned by October 1, 2025.)

AI Policy

California privacy laws mandate consent for recording conversations using AI applications. To ensure a respectful and secure learning environment, AI assistants (e.g., OtterBot, ReadAI) are not allowed during training. For accommodations, email info@caltrin.org at least three business days before the training.

Participant Expectations

Participants in the Emerging Leaders Development Program are expected to fully engage in this interactive program through a series of trainings, events, group discussions, and coursework.

- ✓ **Commit** to completing the full eight-month program
 - ✓ Participants who miss more than two sessions or a mandatory session will be excused from the program
- ✓ **Plan** to complete up to three hours of coursework per week
- ✓ **Attend** all scheduled program trainings and events
- ✓ **Fully participate** with your camera and audio turned on
- ✓ **Collaborate** with your assigned Accountability Group
- ✓ **Be receptive** to feedback and new ideas presented in the program
- ✓ **Complete homework** and assigned tasks in the Online Learning Platform
- ✓ **Prepare and present** a Stretch Project (March 2026)

Program Best Practices

Make the most of your experience in the Emerging Leaders Development Program with these tips and best practices.

- ✓ **Identify your goals** by clearly defining what you hope to achieve, learn, and develop in this program.
- ✓ **Schedule time in advance** to complete required homework and coursework (up to three hours per week).
- ✓ **Keep your leader informed** about any new topics or concepts you are learning or planning to implement. This is a great opportunity to receive feedback as you develop in your leadership knowledge and skillset.

Program Benefits

Your full participation in and successful completion of the Emerging Leaders Development Program will not only increase your leadership skills, knowledge, and ability but will also come with a few additional benefits.

Community & Networking

Participants of the program will have the opportunity to meet, network, and support other like-hearted leaders who work in child- and family-serving organizations on a mission to prevent child abuse and neglect in California.

Organizational Impact

During the program, you will have an opportunity to plan, create, and execute a Stretch Project with the goal of increasing team engagement and effectiveness within your department or organization. Through small and impactful changes, your hard work in the program will help develop a workforce that is equipped and encouraged to partner with families in your community.

Priority Access to CalTrin Trainings

Participants of the program will be offered priority registration for any future CalTrin trainings and events through December 2026.

Leadership Library

Participants will receive new leadership development books and resources throughout the duration of the program.

Accountability Groups

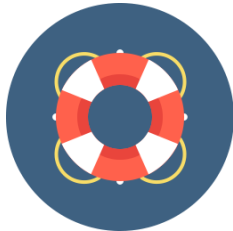
You will be assigned to a small Accountability Group for the duration of the program. These small groups are designed to provide you with community and support as you move through each new training topic. Review some best practices below for maximizing the effectiveness and engagement of your Accountability Group.



Introduce yourself to the group and share about what you hope to gain/learn throughout the program.



Share about your areas of leadership opportunity and ask your group for support as you implement small but impactful changes in that development area. Also, share your big (and small) wins so you can be encouraged and celebrated by the group! You might inspire another group member with what you have learned or accomplished!



Ask for help or support when you need it! Your group members have experience, ideas, or encouragement to share!



Actively participate and engage with the other group members. This is your opportunity to network, find community, and build lasting professional relationships. Be inclusive with your group members by ensuring that all individuals have the opportunity to share in a conversation and provide their input.

Online Learning Platform

CalTrin has created a one-stop shop for coursework, materials, and information related to the Emerging Leaders Development Program. Review the steps below to access the Online Learning Platform.

Program Materials: <https://training.caltrin.org/page/emergingleaders-2025-26>

- Click “Sign In”
- If you do not have an existing username and password for the CalTrin online learning platform, you will need to [sign up for a free account](#).

What’s Included:

Once you have signed into your CalTrin account, you will be granted access to the exclusive Emerging Leaders Development Program content and materials:

- Training event information and resources
- Recordings, coursework, and homework

