

2025-2026
Pre-Management Development Program
Application

City of Albuquerque Employee Learning
Center

Application and Supporting Materials Due:
5:00pm MST – Friday, June 13th, 2025





The Pre-Management Development Program (PMDP) offers an in-depth, practical, and educational curriculum pathway for City employees who are pursuing a distinguished career as public service managers. The goal of the PMDP is to shape our future leadership/management to meet the demands of the public service system.

The program offers employees the opportunity to earn 3 CNM college credits, 2 years of service credit as a supervisor when applying for entry-level supervisory positions within the city, and Toastmasters public speaking credentials.

In order to qualify for this program, applicants must:

- Complete their probationary period
- Have less than two years prior supervisory experience
- Not be on any form of disciplinary or corrective action

Candidates must complete and submit this application including the application form, a professional resume, a writing sample, and three (3) letters of recommendation, to include one from the direct supervisor, one from the division manager, and one from a professional contact of their choice.

This is a competitive selection process. Your application will be submitted to your department director who will be required to sign a letter of agreement for you to participate. City Directors will choose up to three (3) applications to submit to the Employee Learning Center for consideration. Participation in the program is voluntary and you must maintain satisfactory job performance while in the program.

Participants, their Directors, and Supervisors must make an absolute commitment to the entire 12-month program, site visits and special events. Participants, Supervisors, and Directors must create a plan for managing existing work while participants attend the program. Selected employees will enroll at the City's Employee Learning Center (ELC) and CNM. Participants will attend training at CNM or ELC one day a week throughout the year. Participants' Supervisors may receive progress updates on request.

In addition to attending class, participants must:

- Complete all homework assignments on time (this is a homework-intensive course)
- Pass all quizzes, exams, activities and projects.
- Write and present assignments in the classroom setting
- Enroll in the 'PMDP' Toastmasters club and successfully complete speeches in the public setting
- Identify an area of opportunity within their department and design a project plan to address it to the betterment of public service. Successfully complete and present this project plan to department directors and division managers.
- Form a Learning Team and successfully facilitate a Departmental Site Visit.

This is a once per year application process. If you were ineligible due to requirements or if you were not selected this year, you may apply to the program next year.

Contact Rath Chaleunphonh at the Employee Learning Center, (505) 768-3200 or rath@cabq.gov for more information.

PMDP Schedule

The Pre-Management Development Program maintains a strict attendance and homework completion policy. With this in mind, you, your Supervisor, and Manager should work together to determine a work schedule that allows you to attend all classes and complete all course work while maintaining your regular job duties.

Class Locations

Employee Learning Center (ELC)
City Hall Basement
1 Civic Plaza NW
Albuquerque, NM 87102

Central New Mexico Community College (CNM)
CNM Advanced Technology Center
4700 Alameda Blvd. NE
Albuquerque, NM 87113

Teachable Online Learning Platform

Knowledge City Online Learning Platform

City of Albuquerque Employee Learning Center
PRE-MANAGEMENT DEVELOPMENT PROGRAM APPLICATION

APPLICANT INFORMATION

Name:

Employee ID#:

Job Title:

Department:

Division:

Hire Date:

Personal Phone:

Work Phone:

Email Address:

BACKGROUND AND EXPERIENCE

Have you completed your probation period?

Yes
☐

No
☐

Do you have any Supervisory Experience?

Yes
☐

No
☐

If yes, please specify the length of experience:

If yes, was this a temporary position?

Yes
☐

No
☐

Do you have a degree (Assoc., BS, MA, PHD) in any management or business field?

Yes
☐

No
☐

If yes, please specify:

Where do you have internet access?

At Home
☐

At Work
☐

Other Location
☐

If Other Location, please specify:

Using the scale below, please rate your comfort level with the following:

	Very Uncomfortable	Uncomfortable	Comfortable	Very Comfortable
General Computer Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet Browser (Internet Explorer, Firefox, Chrome, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word or other word processor system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint or other presentation system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel or other data system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Speaking on a prepared topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing an essay in response to a question	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

City of Albuquerque Employee Learning Center
PRE-MANAGEMENT DEVELOPMENT PROGRAM APPLICATION

APPROVAL AND PROGRAM GUIDELINES

The Pre-Management Development Program is a **one-year** course, with classes held one day a week. Participants, their Supervisors, Managers, and Director must make an absolute commitment to the entire 12-month program, including site visits and special events. Participants, their Supervisors, Managers, and Director are encouraged to create a plan for managing existing work while participants attend the program as the participant will be unavailable during class time. A general schedule is listed below.

- Every Week Through December: CNM, Toastmasters, & ELC Class – 09:00 – 17:00
- Every Week January through June: ELC Classes & Toastmasters – 09:00 – 17:00

While enrolled in the Pre-Management Development Program, participants must maintain satisfactory program performance including attendance, homework completion, and grades at both ELC and CNM. Participants must also maintain satisfactory job performance in their current role. Supervisors may receive quarterly updates on participant performance by request. Failure to maintain program or job performance may be grounds for removal from the program.

Applying for the Pre-Management Development Program is a competitive selection process. The Employee Learning Center will submit all completed applications to their respective Department Directors who will be required to authorize participant involvement. Directors may choose up to three (3) applicants per Department to submit to the ELC for consideration.

Participation in the program is voluntary.

By signing below, you agree to abide by all program rules and guidelines. Contact Rath Chaleunphonh at the Employee Learning Center, (505) 768-3200 or rath@cabq.gov for more information.

SIGNATURES

Applicant signature:	Date
Direct Supervisor signature:	Date
Division Manager signature:	Date
Department Director signature:	Date

Management Development Program Funding

This funding form MUST be submitted along with the application packet prior to the submission deadline. Fund transfers will only be performed for selected students after notification to Department Directors. Funds will not be transferred until the beginning of the fiscal year for which the student participates.

Employee Name: _____

Employee ID Number: _____

Department: _____

Division: _____

Payment Information

Please provide the following information for this employee so that the appropriate department account can be charged.

Operating Funding

Fund _____

Account _____

Department Number _____

Location (if Applicable) _____

Project and Grant Funding

Fund _____

Account _____

PC Business Unit _____

PC Project _____

PC Activity _____

I give the City of Albuquerque Human Resources Department the authority to deduct \$1000 from the account listed above for participant registration in the Pre-Management Development Program, Fiscal Year 2026.

Department Director Signature

Printed Name

Date

Preparing Your Writing Sample

You must submit a writing sample as part of your Pre-Management Development Program application. The steps below will assist you in writing and formatting your sample.

What should I write about?

The main goal of the writing sample is to explain why you should be considered for the Pre-Management Development Program. This document is similar to an in-person job interview, but the pressure of meeting face to face and formulating quick responses has been removed. Keep in mind that each department director may select up to three (3) employees to submit for consideration. Your application will compete against all other applications so your writing sample, as well as the other pieces of your application, must stand out from the others. In addition to explaining why you should be selected for the program, your writing sample should include:

- Your long-term career aspirations with the City of Albuquerque
- The greatest strength you can bring to a manager/supervisor position
- How you will benefit in becoming a manager/supervisor
- How the City of Albuquerque will benefit from your participation and successful completion of this program

How do I format my writing sample?

Formatting is important in developing your writing sample. Proper formatting conveys professionalism that can be applied to manager/supervisor positions. The steps below will assist you in developing a well-formatted writing sample.

1. Write in 1st Person ("I believe I am qualified..." instead of "This candidate is qualified...")
2. Write clear, brief statements that demonstrate your ability to communicate effectively using carefully chosen words to indicate your knowledge, skills, and abilities
3. Use simple, active verbs whenever possible
4. The sample should be well-organized and present clear examples, ideas, and convictions
5. Refrain from using highly technical language
6. Use concrete words to clarify your text
7. The body of the document should include a brief introduction, adequate paragraphs to provide evidence and details to the statements made in the introduction, and a concluding paragraph that summarizes the main points
8. Your writing sample should be 1-2 pages in length
9. Use Calibri or Times New Roman, 12-point font
10. Use single spacing in the document