

For: FSA Permanent Federal Employees

**FY 2001 Seminars of the Management Development Centers**

Approved by: Acting Deputy Administrator, Management



**1 Overview**

**A**

**Background**

HRD, Training and Development Branch (TDB) is accepting nominations for FY 2001 seminars of the Management Development Centers. The Centers were established to provide intensive policy, executive, and management education for a select group of Government employees.

**B**

**Purpose**

This notice:

- informs employees GS-11 and above about FY 2001 seminars of the Management Development Center
- explains the nomination and selection process.

**C**

**Contact**

If there are any questions about this notice, contact Julia Jackson at 202-418-9049 or TTD/TTY at 202-418-9107.

**D**

**Labor  
Management  
Obligation**

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

<p><b>Disposal Date</b></p> <p>December 1, 2000</p>	<p><b>Distribution</b></p> <p>All FSA Permanent Federal employees, State Offices relay to County Offices</p>
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## Notice PM-2191

### 2 Program Overview

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#### A Program Purpose

The seminars of the Management Development Centers help employees:

- better understand their role in providing leadership
  - gain information about current Administration initiatives
  - examine managerial skills
  - learn to work effectively with a work force undergoing profound change.
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#### B Additional Information About Individual Seminars

Seminars are residential and are 1 to 2 weeks long. Additional information about individual seminars including length, location, and cost is provided in the booklet entitled, "Seminars of the Management Development Centers".

The booklet is available for review according to the following table.

<b>IF employee is located in the...</b>	<b>THEN the booklet is available from...</b>
National Office	<ul style="list-style-type: none"><li>• division or staff training contacts</li><li>• HRD/TDB</li><li>• outside Room 3095-South.</li></ul>
Field Office	<ul style="list-style-type: none"><li>• State training officers</li><li>• APFO training officers</li><li>• KCAO training officers</li><li>• KCCO training officers</li><li>• KCFO training officers</li><li>• KC-ITSDO training officers</li><li>• KC-ITSTO training officers.</li></ul>

**Note:** See Exhibit 1 for the Management Development Centers schedule.

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## Notice PM-2191

### 3 Nomination Process

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#### A Nominee Qualifications

Nominees for the seminars must:

- be Federal employees
- meet at least the minimum criteria specified in the "Who Should Attend" paragraphs outlined for individual seminars in the "Programs and Seminars of the Management Development Centers" booklet.

**Note:** See Exhibit 2 for an outline of eligibility criteria for specific Management Development Center seminars.

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#### B How to Apply

Eligible employees may apply for an individual seminar by submitting a nomination package containing the following:

- original and 6 copies of the completed Management Development Centers nomination form (Exhibit 3), with supervisory concurrence and signature

**Notes:** The nomination form is available in the u\wpforms and k:\wpforms directory on the Novell LAN and the National Forms Library on BBS. The file name is mandevel.pdf.

Union officials on 100 percent official time do not need supervisory concurrence and signature.

- written statement of 2 pages or less addressing how this training will improve performance in current and expected job assignments

**Note:** Emphasis should be placed on their abilities or competencies in the following areas:

- oral, written, and interpersonal communication
  - leadership
  - initiative
  - technical competence.
- list of all formal training courses taken in the last 5 years.
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**Notice PM-2191**

**3 Nomination Process (Continued)**

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**C**

**Where to Send  
Nomination  
Package**

Send the nomination package, according to subparagraph B, to either of the following addresses:

- **regular mail:**  
USDA FSA HRD TDB  
STOP 0574  
1400 INDEPENDENCE AVE SW  
WASHINGTON DC 20250-0574
  
  - **FEDEX:**  
USDA FSA HRD TDB  
2101 L ST NW SUITE 303A  
WASHINGTON DC 20037.
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**D**

**Deadline for  
Submitting  
Nominations**

All nominations must be **received** in HRD, TDB by **August 7, 2000**. Nominations received after this date will not be considered. Substitution of nomination items will **not** be permitted after the deadline.

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**4 Selection Process**

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**A**

**Participants by  
Organization**

FSA may nominate up to 25 employees. Nominations will be accepted as follows.

Office	No. of Nominees
Administrator	1
DAFP	1
DAFLP	1
DACO	2
DAM	5
EDSO	15

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## Notice PM-2191

### 4 Selection Process (Continued)

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#### **B Participant Selection**

Participants will be selected as follows.

- Panels will review and rank employee nominations using criteria established Agency-wide. Candidates will be considered without discrimination for any nonmerit reason such as race, color, religion, gender, national origin, age, marital status, or disability.
  - The work of candidates while on official time performing labor relations representational functions must be viewed with neutrality.
  - FSA Partnership Council-related work shall be viewed as administrative duty and, thus, shall be subject to assessment/evaluation by the panel.
  - Deputy Administrators will make recommendations to the Administrator based on:
    - panel rankings and recommendations
    - number of participants that may be specified for their office.
  - Administrator or designee will make selections.
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#### **C Panel Membership**

HRD, TDB will facilitate panels. The panel will consist of:

- 3 voting Agency employees
  - 1 HRD, TDB nonvoting representative
  - 1 EEO nonvoting representative
  - 1 Union nonvoting representative.
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#### **D Program Cost**

Tuition for the 2001 Seminars of the Management Development Centers range from \$2,150 to \$3,750 depending on the trainee's course selection.

Tuition for employees should be coded to their originating office and costs will be covered from National-level funding.

Tuition does not include travel costs. Travel costs will be funded by the employee's office travel budget.

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**Notice PM-2191**

**4 Selection Process (Continued)**

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**E**

**Selection  
Notification**

HRD, TDB will notify nominees of selection.

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**F**

**Reasonable  
Accommodation**

Persons with disabilities who require accommodations to attend or participate in a seminar should contact Julia Jackson on 202-418-9049 or TDD at 202-418-9107 by August 7, 2000.

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Management Development Centers Schedule

**SCHEDULE: Programs of the Management Development Centers**

(S) = Shepherdstown (D) = Denver (E) Europe

**Alternative Dispute Resolution**

Pg. 33 \$2,150  
 Oct 30-Nov 3 '00 (S)  
 Aug 6-10 '01 (S)

**Countering Terrorism Seminar**

Pg. 50 \$2,150  
 Jan 22-26 '01 (D)  
 Jul 30-Aug 3 '01 (S)

**Developing Customer-Focused Organizations**

Pg. 37 \$2,150  
 Oct 30-Nov 3 '00 (S)  
 Nov 13-17 '00 (D)  
 May 14-18 '01 (S)  
 Aug 27-31 '01 (D)  
 Sep 24-28 '01 (S)

**Developing High Performing Teams**

Pg. 29 \$2,450  
 Dec 18-22 '00 (D)  
 Mar 26-30 '01 (D)  
 Jun 11-15 '01 (D)  
 Aug 6-10 '01 (D)

**Diversity: A Business Necessity for the Millennium**

Pg. 38 \$2,150  
 Nov 27-Dec 1 '00 (D)  
 Dec 11-15 '00 (S)  
 Feb 12-16 '01 (D)  
 Mar 19-23 '01 (S)  
 Jun 18-22 '01 (D)  
 Sep 24-28 '01 (D)

**Dynamics of Public Policy**

Pg. 51 \$3,300  
 Apr 30-May 11 '01 (S)  
 Aug 6-17 '01 (S)

**Environmental Policy Issues**

Pg. 52 \$3,300  
 Mar 19-29 '01 (D)  
 July 9-19 '01 (S)  
 Sep 17-27 '01 (D)

**Executive Assessment Program**

Pg. 18 \$3,750  
 Feb 12-16 '01 (D)  
 Sep 10-15 '01 (D)

**Executive Development Seminar: Leading Change**

Pg. 10 \$3,300  
 Oct 16-26 '00 (D)  
 Oct 30-Nov 10 '00 (S)  
 Jan 16-25 '01 (D)  
 Feb 5-16 '01 (S)  
 Mar 5-15 '01 (D)  
 Mar 19-30 '01 (S)  
 Apr 16-26 '01 (D)  
 May 7-17 '01 (D)  
 May 14-25 '01 (S)  
 Jun 4-15 '01 (S)  
 Jun 18-29 '01 (S)  
 Jul 9-19 '01 (D)  
 Jul 23-Aug 3 '01 (S)  
 Aug 6-16 '01 (D)  
 Aug 20-31 '01 (S)  
 Sep 10-21 '01 (S)

**Executive Forum on Current Issues**

Pg. 53 \$3,300  
 Apr 16-27 '01 (S)

**Executive Supervisory Skills**

Pg. 25 \$2,150  
 Jan 8-12 '01 (D)  
 Jul 30-Aug 3 '01 (D)

**Federal Budgetary Policies and Processes**

Pg. 54 \$3,300  
 Apr 2-12 '01 (D)

**Federal Human Resources Management**

Pg. 55 \$3,300  
 Apr 30-May 11 '01 (S)

**Government Performance and Results: Managing Your Organization to Outcomes and Results**

Pg. 56 \$2,150  
 Dec 11-15 '00 (S)  
 Apr 2-6 '01 (D)

**Healthy Watersheds: Community-Based Partnership**

Pg. 57 \$3,300  
 Oct 30-Nov 9 '00 (D)  
 Jun 4-14 '01 (D)

**Leadership Assessment Program**

Pg. 16 \$3,750  
 Dec 11-15 '00 (S)  
 Feb 26-Mar 2 '01 (S)  
 Mar 26-30 '01 (S)  
 Apr 23-27 '01 (S)  
 May 21-25 '01 (S)  
 Sep 24-28 '01 (S)

**Leadership Communications Workshop: Interpersonal Communication**

Pg. 26 \$3,300  
 Dec 18-22 '00 (D)  
 Jun 4-8 '01 (D)  
 Aug 20-24 '01 (D)

**Leadership Communications Workshop: Representing Your Agency to External Audiences**

Pg. 27 \$3,300  
 Feb 12-16 '01 (D)  
 May 7-11 '01 (D)  
 Sep 10-14 '01 (D)

**Leadership Potential Seminar**

Pg. 6 \$3,300  
 Nov 27-Dec 8 '00 (S)  
 Jan 29-Feb 8 '01 (D)  
 Mar 5-16 '01 (S)  
 Mar 19-29 '01 (D)  
 Apr 16-27 '01 (S)  
 Apr 30-May 10 '01 (D)  
 Jun 11-21 '01 (D)  
 Jun 18-29 '01 (S)  
 Jul 9-20 '01 (S)  
 Jul 9-19 '01 (D)  
 Aug 6-17 '01 (S)  
 Sep 10-21 '01 (S)  
 Sep 17-27 '01 (D)

**Leadership Skills for Non-Supervisors and Non-Managers**

Pg. 28 \$2,450  
 Apr 9-13 '01 (D)  
 Aug 13-17 '01 (D)

**Leadership Update Seminar**

Pg. 58 \$2,150  
 Dec 5-8 '00 (D)

**Management Assessment Program**

Pg. 17 \$3,750  
 Dec 11-16 '00 (D)  
 Feb 26-Mar 3 '01 (D)  
 Mar 19-24 '01 (D)  
 Jun 18-22 '01 (D)  
 Jul 30-Aug 4 '01 (D)  
 Aug 27-Sep 01 '01 (D)



Management Development Centers Schedule (Continued)

SCHEDULE: Programs of the Management Development Centers		
(S) = Shepherstown (D) = Denver (E) Europe		
<p><b>Management Development Seminar: Leading Organizations</b></p> <p>Pg. 9 \$3,300</p> <p>Oct 16-27 '00 (S)</p> <p>Oct 30-Nov 9 (D)</p> <p>Nov 27-Dec 8 '00 (S)</p> <p>Dec 11-21 '00 (D)</p> <p>Jan 22-Feb 2 '01 (S)</p> <p>Jan 29-Feb 8 '01 (D)</p> <p>Feb 26-Mar 9 '01 (S)</p> <p>Mar 5-15 '01 (D)</p> <p>Mar 19-30 '01 (S)</p> <p>Apr 2-13 '01 (S)</p> <p>Apr 16-26 '01 (D)</p> <p>Apr 30-May 11 '01 (S)</p> <p>May 14-24 '01 (D)</p> <p>Jun 4-15 '01 (S)</p> <p>Jul 9-19 '01 (D)</p> <p>Jul 9-20 '01 (S)</p> <p>Aug 6-16 '01 (D)</p> <p>Aug 20-31 '01 (S)</p> <p>Sep 4-13 '01 (D)</p> <p><b>Management of Information Technology</b></p> <p>Pg. 59 \$2,150</p> <p>Feb 5-9 '01 (D)</p> <p>May 7-11 '01 (D)</p> <p>Aug 20-24 '01 (D)</p> <p><b>Managing Project Teams</b></p> <p>Pg. 30 \$2,150</p> <p>Nov 13-17 '00 (D)</p> <p>Jan 8-12 '01 (D)</p> <p>Apr 30-May 4 '01 (D)</p> <p>Jul 30-Aug 3 '01 (D)</p> <p><b>National Security Policy</b></p> <p>Pg. 60 \$3,300</p> <p>Nov 27-Dec 7 '00 (D)</p> <p>Feb 20-Mar 1 '01 (D)</p> <p>July 9-19 '01 (S)</p> <p>Aug 20-30 '01 (D)</p> <p><b>Natural Resources Seminar: Policies and Issues</b></p> <p>Pg. 61 \$3,300</p> <p>Mar 5-16 '01 (S)</p> <p><b>Revitalizing the Downsized Organization</b></p> <p>Pg. 43 \$2,150</p> <p>Jun 4-8 '01 (D)</p> <p>Aug 20-24 '01 (D)</p>	<p><b>Science, Technology, and Public Policy</b></p> <p>Pg. 62 \$3,300</p> <p>Feb 5-16 '01 (S)</p> <p>Apr 2-13 '01 (S)</p> <p>Jun 18-29 '01 (S)</p> <p>Sep 10-21 '01 (S)</p> <p><b>Seminar for New Managers: Leading People</b></p> <p>Pg. 8 \$3,300</p> <p>Oct 16-27 '00 (S)</p> <p>Oct 23-Nov 3 '00 (E)</p> <p>Oct 30-Nov 9 '00 (D)</p> <p>Nov 27-Dec 8 '00 (S)</p> <p>Dec 11-21 '00 (D)</p> <p>Jan 22-Feb 2 '01 (S)</p> <p>Jan 29-Feb 8 '01 (D)</p> <p>Mar 5-15 '01 (D)</p> <p>Apr 2-13 '01 (S)</p> <p>Apr 16-26 '01 (D)</p> <p>Apr 30-May 11 '01 (S)</p> <p>May 14-24 '01 (D)</p> <p>Jun 4-15 '01 (S)</p> <p>Jul 9-19 '01 (D)</p> <p>Jul 23-Aug 3 '01 (S)</p> <p>Aug 6-16 '01 (D)</p> <p>Aug 20-31 '01 (S)</p> <p>Sep 4-13 '01 (D)</p> <p>Sep 10-21 '01 (S)</p> <p><b>Strategies to Build High Performing Organizations: Performance Driven Organizations</b></p> <p>Pg. 45 \$2,150</p> <p>Jan 16-19 '01 (D)</p> <p>Apr 30-May 4 '01 (D)</p> <p>Jul 23-Jul 26 '01 (D)</p> <p><b>Strategies to Build High Performing Organizations: The Executive as Change Agent</b></p> <p>Pg. 46 \$2,150</p> <p>Jan 22-25 '01 (D)</p> <p>May 7-10 '01 (D)</p> <p>Jul 23-Aug 2 '01 (D)</p> <p><b>Supervisory Leadership Seminar</b></p> <p>Pg. 7 \$3,300</p> <p>Oct 30-Nov 10 '00 (S)</p> <p>Feb 20-Mar 1 '01 (D)</p> <p>Mar 5-16 '01 (S)</p> <p>Jun 18-29 '01 (S)</p> <p>Aug 20-31 '01 (S)</p> <p>Sep 17-27 '01 (D)</p>	<p><b>Team Building and Team Leadership</b></p> <p>Pg. 31 \$2,150</p> <p>Nov 13-17 '00 (D)</p> <p>Dec 11-15 '00 (S)</p> <p>Jan 8-12 '01 (D)</p> <p>Feb 12-16 '01 (D)</p> <p>Mar 12-16 '01 (S)</p> <p>Apr 30-May 4 '01 (D)</p> <p>May 14-18 '01 (S)</p> <p>Jun 4-8 '01 (D)</p> <p>Aug 13-17 '01 (S)</p> <p>Sep 17-21 '01 (D)</p> <p><b>Team Facilitation Skills Workshop</b></p> <p>Pg. 32 \$2,450</p> <p>Jan 22-26 '01 (D)</p> <p>Mar 26-30 '01 (D)</p> <p>Jun 18-22 '01 (D)</p> <p>Aug 27-31 '01 (D)</p> <p><b>United States Foreign Policy</b></p> <p>Pg. 63 \$3,300</p> <p>Aug 6-17 '01 (S)</p>



Management Development Centers Schedule (Continued)

**SCHEDULE: Programs by Title**

(S) = Shepherdstown (D) = Denver (C) = Charlottesville (E) Europe

**360 Degree Leadership**

Pg. 22 \$1,595  
M105 Mar 8-9 '01 (C)

**Alternative Dispute Resolution**

Pg. 33 \$2,150  
Oct 30-Nov 3 '00 (S)  
Aug 6-10 '01 (S)

**Building High Performance Organizations for the 21st Century**

Pg. 34 \$1,995  
M114 Feb 20-23 '01 (C)

**Countering Terrorism Seminar**

Pg. 50 \$2,150  
Jan 22-26 '01 (D)  
Jul 30-Aug 3 '01 (S)

**Creative Leadership: Making Your Organization More Entrepreneurial**

Pg. 35 \$2,395  
M111 June 20-22 '01 (C)

**Designing a Learning Organization**

Pg. 36 \$1,595  
M117 Jul 19-20 '01 (C)

**Developing Customer-Focused Organizations**

Pg. 37 \$2,150  
Oct 30-Nov 3 '00 (S)  
Nov 13-17 '00 (D)  
May 14-18 '01 (S)  
Aug 27-31 '01 (D)  
Sep 24-28 '01 (S)

**Developing High Performing Teams**

Pg. 29 \$2,450  
Dec 18-22 '00 (D)  
Mar 26-30 '01 (D)  
Jun 11-15 '01 (D)  
Aug 6-10 '01 (D)

**Diversity: A Business Necessity for the Millennium**

Pg. 38 \$2,150  
Nov 27-Dec 1 '00 (D)  
Dec 11-15 '00 (S)  
Feb 12-16 '01 (D)  
Mar 19-23 '01 (S)  
Jun 18-22 '01 (D)  
Sep 24-28 '01 (D)

**Dynamics of Public Policy**

Pg. 51 \$3,300  
Apr 30-May 11 '01 (S)  
Aug 6-17 '01 (S)

**Environmental Policy Issues**

Pg. 52 \$3,300  
Mar 19-29 '01 (D)  
Jul 9-19 '01 (S)  
Sep 17-27 '01 (D)

**Executive Assessment Program**

Pg. 18 \$3,750  
Feb 12-16 '01 (D)  
Sep 10-15 '01 (D)

**Executive Coaching**

Pg. 23 \$1,645  
M103 Jan 17-19 '01 (C)

**Executive Communication Skills: Leading the Process of Change**

Pg. 24 \$2,395  
M118 Jul 23-27 '01 (C)

**Executive Development Seminar: Leading Change**

Pg. 10 \$3,300  
Oct 16-26 '00 (D)  
Oct 30-Nov 10 '00 (S)  
Jan 16-25 '01 (D)  
Feb 5-16 '01 (S)  
Mar 5-15 '01 (D)  
Mar 19-30 '01 (S)  
Apr 16-26 '01 (D)  
May 7-17 '01 (D)  
May 14-25 '01 (S)  
Jun 4-15 '01 (S)  
Jun 18-29 '01 (S)  
Jul 9-19 '01 (D)  
Jul 23-Aug 3 '01 (S)  
Aug 6-16 '01 (D)  
Aug 20-31 '01 (S)  
Sep 10-21 '01 (S)

**Executive Forum on Current Issues**

Pg. 53 \$3,300  
Apr 16-27 '01 (S)

**Executive Supervisory Skills**

Pg. 25 \$2,150  
Jan 8-12 '01 (D)  
Jul 30-Aug 3 '01 (D)

**Federal Budgetary Policies and Processes**

Pg. 54 \$3,300  
Apr 2-12 '01 (D)

**Federal Human Resources Management**

Pg. 55 \$3,300  
Apr 30-May 11 '01 (S)

**Government Performance and Results: Managing Your Organization to Outcomes and Results**

Pg. 56 \$2,150  
Dec 11-15 '00 (S)  
Apr 2-6 '01 (D)

**Healthy Watersheds: Community-Based Partnership**

Pg. 57 \$3,300  
Oct 30-Nov 9 '00 (D)  
Jun 4-14 '01 (D)

**Innovation in Government Lab**

Pg. 39 \$1,645  
M112 Sep 19-21 '01 (C)

**Leadership Assessment Program**

Pg. 16 \$3,750  
Dec 11-15 '00 (S)  
Feb 26-Mar 2 '01 (S)  
Mar 26-30 '01 (S)  
Apr 23-27 '01 (S)  
May 21-25 '01 (S)  
Sep 24-28 '01 (S)

**Leadership Communications Workshop: Interpersonal Communication**

Pg. 26 \$3,300  
Dec 18-22 '00 (D)  
Jun 4-8 '01 (D)  
Aug 20-24 '01 (D)

**Leadership Communications Workshop: Representing Your Agency to External Audiences**

Pg. 27 \$3,300  
Feb 12-16 '01 (D)  
May 7-11 '01 (D)  
Sep 10-14 '01 (D)

**Leadership for a Democratic Society**

Pg. 11 \$9,450  
\$10,150  
(Applied Learning Program)  
Program 263  
Oct 22-Nov 17 '00 (C)  
Program 264  
(Applied Learning Program)  
Nov 26-Dec 8 '00 and  
Apr 8-20 '01 (C)  
Program 265  
Jan 7-Feb 2 '01 (C)  
Program 266  
Feb 4-Mar 2 '01 (C)  
Program 267  
(Applied Learning Program)  
Mar 11-23 '01 and  
Jun 3-15 '01 (C)  
Program 268  
(Applied Learning Program)  
Mar 25-Apr 6 '01 and  
Jun 17-29 '01 (C)  
Program 269  
Apr 29-May 25 '01 (C)  
Program 270  
Jul 15-Aug 10 '01 (C)  
Program 271  
Aug 12-Sep 7 '01 (C)  
Program 272  
Sep 16-Oct 12 '01 (C)

**Leadership for Results**

Pg. 40 \$8,450  
M109  
Oct 15-19 '00 (C)  
Nov 13 and Dec 11 '00 (C)  
Jan 16 and Feb 12 '01 (C)  
Mar 4-6 '01 (C)  
M110  
Jul 8-12 '01 (C)  
Aug 6 '01 (C)  
Sep 10 '01 (C)  
Oct 15 '01 (C)  
Nov 5 '01 (C)  
Dec 9-11 '01 (C)



Management Development Centers Schedule (Continued)

SCHEDULE: Programs by Title		
(S) = Shepherdstown (D) = Denver (C) = Charlottesville (E) Europe		
<p><b>Leadership Potential Seminar</b> Pg. 6 \$3,300 Nov 27-Dec 8 '00 (S) Jan 29-Feb 8 '01 (D) Mar 5-16 '01 (S) Mar 19-29 '01 (D) Apr 16-27 '01 (S) Apr 30-May 10 '01 (D) Jun 11-21 '01 (D) Jun 18-29 '01 (S) Jul 9-20 '01 (S) Jul 9-19 '01 (D) Aug 6-17 '01 (S) Sep 10-21 '01 (S) Sep 17-27 '01 (D)</p> <p><b>Leadership Skills for Non-Supervisors and Non-Managers</b> Pg. 28 \$2,450 Apr 9-13 '01 (D) Aug 13-17 '01 (D)</p> <p><b>Leadership Update Seminar</b> Pg. 58 \$2,150 Dec 5-8 '00 (D)</p> <p><b>Management Assessment Program</b> Pg. 17 \$3,750 Dec 11-16 '00 (D) Feb 26-Mar 3 '01 (D) Mar 19-24 '01 (D) Jun 18-22 '01 (D) Jul 30-Aug 4 '01 (D) Aug 27-Sep 01 '01 (D)</p> <p><b>Management Development Seminar: Leading Organizations</b> Pg. 9 \$3,300 Oct 16-27 '00 (S) Oct 30-Nov 9 (D) Nov 27-Dec 8 '00 (S) Dec 11-21 '00 (D) Jan 22-Feb 2 '01 (S) Jan 29-Feb 8 '01 (D) Feb 26-Mar 9 '01 (S) Mar 5-15 '01 (D) Mar 19-30 '01 (S) Apr 2-13 '01 (S) Apr 16-26 '01 (D) Apr 30-May 11 '01 (S) May 14-24 '01 (D) Jun 4-15 '01 (S) Jul 9-19 '01 (D) Jul 9-20 '01 (S) Aug 6-16 '01 (D) Aug 20-31 '01 (S) Sep 4-13 '01 (D)</p> <p><b>Management of Information Technology</b> Pg. 59 \$2,150 Feb 5-9 '01 (D) May 7-11 '01 (D) Aug 20-24 '01 (D)</p> <p><b>Managing Project Teams</b> Pg. 30 \$2,150 Nov 13-17 '00 (D) Jan 8-12 '01 (D) Apr 30-May 4 '01 (D) Jul 30-Aug 3 '01 (D)</p>	<p><b>National Security Policy</b> Pg. 60 \$3,300 Nov 27-Dec 7 '00 (D) Feb 20-Mar 1 '01 (D) July 9-19 '01 (S) Aug 20-30 '01 (D)</p> <p><b>Natural Resources Seminar: Policies and Issues</b> Pg. 61 \$3,300 Mar 5-16 '01 (S)</p> <p><b>Revitalizing the Downsized Organization</b> Pg. 43 \$2,150 Jun 4-8 '01 (D) Aug 20-24 '01 (D)</p> <p><b>Science, Technology, and Public Policy</b> Pg. 62 \$3,300 Feb 5-16 '01 (S) Apr 2-13 '01 (S) Jun 18-29 '01 (S) Sep 10-21 '01 (S)</p> <p><b>Seminar for New Managers: Leading People</b> Pg. 8 \$3,300 Oct 16-27 '00 (S) Oct 23-Nov 3 '00 (E) Oct 30-Nov 9 '00 (D) Nov 27-Dec 8 '00 (S) Dec 11-21 '00 (D) Jan 22-Feb 2 '01 (S) Jan 29-Feb 8 '01 (D) Mar 5-15 '01 (D) Apr 2-13 '01 (S) Apr 16-26 '01 (D) Apr 30-May 11 '01 (S) May 14-24 '01 (D) Jun 4-15 '01 (S) Jul 9-19 '01 (D) Jul 23-Aug 3 '01 (S) Aug 6-16 '01 (D) Aug 20-31 '01 (S) Sep 4-13 '01 (D) Sep 10-21 '01 (S)</p> <p><b>Strategic Management for Executives</b> Pg. 44 \$1,645 M113 Mar 7-9 '01 (C)</p> <p><b>Strategies to Build High Performing Organizations: Performance Driven Organizations</b> Pg. 45 \$2,150 Jan 16-19 '01 (D) Apr 30-May 4 '01 (D) Jul 23-Jul 26 '01 (D)</p> <p><b>Strategies to Build High Performing Organizations: The Executive as Change Agent</b> Pg. 46 \$2,150 Jan 22-25 '01 (D) May 7-10 '01 (D) Jul 23-Aug 2 '01 (D)</p>	<p><b>Supervisory Leadership Seminar</b> Pg. 7 \$3,300 Oct 30-Nov 10 '00 (S) Feb 20-Mar 1 '01 (D) Mar 5-16 '01 (S) Jun 18-29 '01 (S) Aug 20-31 '01 (S) Sep 17-27 '01 (D)</p> <p><b>Team Building and Team Leadership</b> Pg. 31 \$2,150 Nov 13-17 '00 (D) Dec 11-15 '00 (S) Jan 8-12 '01 (D) Feb 12-16 '01 (D) Mar 12-16 '01 (S) Apr 30-May 4 '01 (D) May 14-18 '01 (S) Jun 4-8 '01 (D) Aug 13-17 '01 (S) Sep 17-21 '01 (D)</p> <p><b>Team Facilitation Skills Workshop</b> Pg. 32 \$2,450 Jan 22-26 '01 (D) Mar 26-30 '01 (D) Jun 18-22 '01 (D) Aug 27-31 '01 (D)</p> <p><b>The Aspen Institute Executive Seminar</b> Pg. 47 \$1,995 M101 Feb 5-9 '01 (C) M102 Jun 25-29 '01 (C)</p> <p><b>The Aspen Institute Leading Change in Government Seminar</b> Pg. 48 \$1,945 M106 Mar 27-30 '01 (C) M107 Aug 7-10 '01 (C)</p> <p><b>The Leadership Assessment Experience</b> Pg. 19 \$2,645 M108 May 15-18 '01 (C)</p> <p><b>United States Foreign Policy</b> Pg. 63 \$3,300 Aug 6-17 '01 (S)</p>

Eligibility Criteria for Specific Management Development Center Seminars

Programs by GS Level						
Program Title	Pg.	11	12	13	14	15 SES
360 Degree Leadership	22					H• •
Building High Performance Organizations for the 21st Century	34					H• •
Creative Leadership: Making Your Organization More Entrepreneurial	35					H• •
Designing a Learning Organization	36					H• •
Executive Coaching	23					H• •
Executive Communication Skills: Leading the Process of Change	24					H• •
Innovation in Government Lab	39					H• •
Leadership for a Democratic Society	11					H• •
Leadership for Results	40					H• •
Strategic Management for Executives	44					H• •
The Aspen Institute Executive Seminar	47					H• •
The Aspen Institute Leading Change in Government Seminar	48					H• •
The Leadership Assessment Experience	19					H• •
Executive in Residence Program	72				H•	• •
Developing Customer-Focused Organizations	37	•	•	•	•	• •
Executive Assessment Program	18				H•	• •
Natural Resources Seminar: Policies and Issues	61		•	•	•	• •
Strategies to Build High Performing Organizations: Performance Driven Organizations	45					• •
Executive Development Seminar: Leading Change	10				H•	•
Alternative Dispute Resolution	33			•	•	•
Countering Terrorism Seminar	50	•	•	•	•	•
Developing High Performing Teams	29	•	•	•	•	•
Diversity: A Business Necessity for the Millennium	38			•	•	• •
Dynamics of Public Policy	51				•	•
Environmental Policy Issues	52			•	•	•
Leadership Communications Workshop: Interpersonal Communication	26			•	•	•
Executive Forum on Current Issues	53				•	•
Executive Supervisory Skills	25			•	•	•
Federal Budgetary Policies and Processes	54		•	•	•	•
Federal Human Resources Management	55				•	•
Government Performance and Results: Managing Your Organization to Outcomes and Results	56			•	•	•
Leadership Skills for Non-Supervisors and Non-Managers	28			•	•	•
Leadership Update Seminar	58	•	•	•	•	•
Management of Information Technology	59			•	•	•
Managing Project Teams	30	•	•	•	•	•
National Security Policy	60			•	•	•
Science, Technology, and Public Policy	62			H•	•	•
Seminar for New Managers: Leading People	8			•	•	•
Team Building and Team Leadership	31	•	•	•	•	•
Team Facilitation Skills Workshop	32	•	•	•	•	•
United States Foreign Policy	63			•	•	•
Healthy Watershed: Community-Based Partnership	57	•	•	•	•	•
Leadership Communications Workshop: Representing Your Agency to External Audiences	27			•	•	•
Revitalizing the Downsized Organization	43	•	•	•	•	•
Management Assessment Program	17			•	•	•
Management Development Seminar: Leading Organizations	9			•	•	•
Leadership Assessment Program	16	•	•	•	•	•
Leadership Potential Seminar	6	•	•	•	•	•
Strategies to Build High Performing Organizations: The Executive as Change Agent	46					
Supervisory Leadership Seminar	7	•	•	•	•	•

H• = High Potential Candidates

**FY 2001 Management Development Centers Nomination Form**

REPRODUCE LOCALLY.

**2001 Management Development Centers  
NOMINATION FORM**

**Note: Deadline August 7, 2000**

1. Indicate appropriate FSA office (Check).		
AO <input type="checkbox"/>	DAFP <input type="checkbox"/>	DACO <input type="checkbox"/>
DAFLP <input type="checkbox"/>	EDSO <input type="checkbox"/>	DAM <input type="checkbox"/>
2. Name and Home Address	3. Duty Station	4. Stop Code
5. Title		6. Grade
7A. Home Telephone Number	7B. Office Telephone Number	
<b>8. Select your 1st and 2nd choice seminars.</b>		
1st Choice*		
Course*:		
Location 1st Choice*:		
Location 2nd Choice*:		
Dates 1st Choice*:		
Dates 2nd Choice*:		
2nd Choice*		
Course*:		
Location 1st Choice*:		
Location 2nd Choice*:		
Dates 1st Choice*:		
Dates 2nd Choice*:		
* Indicate a 1st and 2nd choice seminar, location, and date. Competition for seminars is very keen and therefore we sometimes have to schedule participants for their second choice.		
<b>9. Please notify your supervisor that you are submitting your name for consideration of the training listed above. Have your supervisor sign below to indicate that they have been notified.</b>		
Supervisor's Signature		Date
<b>10. Other required information to be included with this nomination form:</b>		
A. Written statement of 2 pages or less addressing how this training will improve your performance in your current and expected job assignments. Please address the following criteria in your statement:		
<ul style="list-style-type: none"> <li>• oral, written, and interpersonal communication</li> <li>• leadership</li> <li>• initiative</li> <li>• technical competence.</li> </ul>		
B. List of all formal training courses taken in the last 5 years.		
<b>11. Please submit this nomination form, and all other information listed in Item 10 (the original and 6 copies), by August 7, 2000.</b>		
<b>USDA-FSA-HRD/Training and Development Branch</b> Stop 0574 Julia Jackson 1400 Independence Avenue, SW Washington, DC 20250-0574		<b>OR FEDEX TO:</b> USDA-FSA-HRD/Training and Development Branch Julia Jackson 2101 L Street, NW Suite 303-A Washington, DC 20037

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