

For: FAS National Office Employees and All FSA Federal and County Office Employees

2001 New Leader Program (NLP)

Approved by: Deputy Administrator, Management



1 Overview

A

Purpose

This notice announces that HRD, Training and Development Branch (TDB) is accepting nominations for the 2001 NLP.

B

Contact

If there are questions about this notice, contact Tanya Coram-Howard at 202-418-9044 or TDD 202-418-9107.

2 New Leader Program Overview and Dates

A

Program Overview

NLP is a 6-month leadership development program for Federal/County employees at the GS/CO-7 through GS/CO-11 level who have just entered leadership positions or have a high potential for leadership positions.

Each participant develops and follows a customized individual learning plan. Participants practice and develop skills in real-world situations. Classroom training supplements learning that occurs on the job.

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<p>Disposal Date</p> <p>July 1, 2001</p>	<p>Distribution</p> <p>FAS National Office employees and All FSA Federal and County employees; State Offices relay to County Offices</p>
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2 New Leader Program Overview and Dates (Continued)

A

**Program
Overview
(Continued)**

NLP:

- is designed around a model of effective leadership competencies, the Leadership Effectiveness Framework

 - will focus on the following basic competencies:
 - leadership
 - problem solving
 - self-direction
 - flexibility
 - interpersonal skills
 - decisiveness
 - written communication
 - oral communication
 - technical competence
 - teaming
 - customer service
 - conflict management
 - working effectively in a diverse workforce.
-

B

Program Dates

There will be 2 six-month programs for 2001.

- Program I will begin February 2001 (subject to change)
- Program II will begin May 2001 (subject to change).

Each program includes 3 separate 1-week residential seminars located within 200 miles of the Washington, D.C. area.

3 Program Components

A Program Requirements

Participants must complete all of the following program requirements:

- Core Classroom Curriculum
- **Note:** See subparagraph B for 3, 1-week seminars.
- Self Study Developmental Assignments
- Individual Needs Assessments
- Individual Development Plan
- Leadership Development Team Activity
- 1-Week Shadowing Assignment
- Management Readings
- 30-day developmental assignment within the Agency, but outside position of record.

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3 Program Components (Continued)

B

Seminar Outline An outline of each seminar is in the following table.

Week I--Core I	Week II--Core II	Week III--Core III
Orientation and Skill Building	Teams at Work	Team Presentations, Close-Out, and Graduation
<p>Participants are assigned to a leadership development team during this session and, as a team, explore a program-related issue.</p> <p>Participants will also focus on:</p> <ul style="list-style-type: none"> • individual development needs • self-direction • team building • leadership skills • team formation • interpersonal skills. 	<p>Core II takes place 6 weeks after orientation and concentrates on:</p> <ul style="list-style-type: none"> • team performance • conflict management • decision making and problem solving • interpersonal communications • customer service • diversity in the workplace • flexibility • presentation skills. 	<p>This is the final week of the program. The emphasis is on:</p> <ul style="list-style-type: none"> • oral communications • self-direction • leadership.

C

Additional NLP Information Exhibit 1 contains information from the NLP brochure.

Notice PM-2199

4 Nomination Process

A

Nominee Qualifications

Nominees for NLP must:

- be permanent full-time employees

Note: Schedule B employees, with re-employment rights, are also eligible to apply.

- be at the GS/CO-7 through GS/CO-11 or equivalent level
 - be 1 of the following:
 - first-line supervisors
 - team leaders
 - administrative support
 - project leaders
 - potential leaders
 - members of self-directed work teams
 - have the potential and motivation to complete all requirements and participate fully in all components of NLP.
-

B

Nomination Procedure

Eligible employees may apply by submitting a nomination package containing the following:

- completed NLP nomination form (Exhibit 2), including supervisory concurrence and signature

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

The NLP nomination form is available from the FSA Forms Online website at <http://www.fsa.usda.gov/dam/forms/fsaforms.asp>.

At the website, type **New Leader** on the form title field and click the submit button. Users can open or download the form in WordPerfect or PDF format.

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4 Nomination Process (Continued)

B

Nomination Procedure (Continued)

- statement assessing the nominee's potential written by the first-line supervisor or appropriate Agency official
- current resume, OF-612, or SF-171, which includes the following:
 - full name
 - home address
 - applicant's signature
 - date signed
- provide a written statement of up to 2 pages addressing how this training will improve performance in current and expected job assignments

Note: Emphasis should be on how abilities or competencies in the following areas are supported:

- leadership
 - initiative
 - interpersonal communication
 - oral
 - written
 - technical competence.
- list of all formal training courses taken in the last 5 years.
-

C

Accommodations

Persons with disabilities who require accommodations to attend or participate in this training should contact Tanya Coram-Howard at 202-418-9044 or TDD 202-418-9107 by **COB September 1, 2000**.

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4 Nomination Process (Continued)

D

**Where to Send
Nomination
Forms**

Send the original and 6 copies of the completed nomination forms using either of the following methods. **FAXed copies will not be accepted.**

IF sending by...	THEN use the address...
regular mail	TANYA CORM-HOWARD USDA FSA HRD TDB STOP 0574 1400 INDEPENDENCE AVENUE SW WASHINGTON DC 20250-0574.
FedEx	TANYA CORAM-HOWARD USDA, FSA, HRD, TDB SUITE 303-A 2101 L STREET NW WASHINGTON, DC 20037-1526.

E

Deadline Date

All nominations must be **received** in HRD, TDB by COB **September 15, 2000**. Nominations received after this date will not be considered. Substitution of nomination items will not be permitted after the deadline.

5 Selection Process

A

**Participants by
Organization**

Employees selected will be organizationally distributed as follows:

- FAS may support up to 2 nominees
 - FSA may support up to 20 nominees.
-

B

**Participant
Selection**

Participants will be selected as follows.

- Panels will review and rank employee nominations using Agencywide criteria. Candidates will be considered without discrimination for any nonmerit reason such as race, color, religion, sex, national origin, age, marital status, or disability.
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5 Selection Process (Continued)

**B
Participant
Selection
(Continued)**

- The work of candidates while on official time, performing labor relations representational functions, must be viewed with neutrality.
- FAS and FSA Partnership Council-related work shall be viewed as administrative duty, and thus shall be subject to evaluation by the panel.
- Recommendations are made to the Administrator based on the following table.

IF the nominee is an employee of...	THEN the...
FSA	Administrator or designee selects final participants.
FAS	<ul style="list-style-type: none"> • Executive Advisory Group makes recommendations to the Administrator • Administrator or designee selects final participants.

**C
Panel
Membership**

HRD, TDB will facilitate panels. Separate panels will be established for each Agency. The panel consists of:

- 3 voting agency employees
- 1 nonvoting HRD, TDB representative
- 1 nonvoting EEO representative
- 1 nonvoting union representative. **Union participation will be based on Agency's selection panel.**

Note: No panel will be held if the number of applications received does not exceed the number of positions available.

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5 Selection Process (Continued)

D

Program Costs

Tuition for the 2001 NLP is \$2,295 per participant.

- Tuition for FAS employees will be paid from the Agencywide management fund.

Note: Individual training budgets will not be charged.

- Tuition for FSA employees will be coded to each individual office.

Tuition does **not** include travel and lodging costs, which will be funded by the employee's office travel budget.

Note: Meals **are not** included in the tuition costs. Meal costs for graduation luncheon is included in the tuition costs.

E

**Selection
Notification**

HRD, TDB will notify nominees whose names are forwarded to the Graduate School, USDA for consideration. The Graduate School, USDA will send selectees written notification of their acceptance.

F

**Labor
Management
Obligations**

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.

Information From New Leader Program Brochure

OTHER PROGRAM COMPONENTS

INDIVIDUAL NEEDS ASSESSMENT

Participants will complete two self-assessments.

- **Leadership Effectiveness Inventory**—to assess competencies and managerial skills
- **Myers-Briggs Type Indicator**—to facilitate team building exercises

Participants use the results to understand how they and others view their strengths and weaknesses. This information forms the basis for an individual development plan tailored to meet each participant's developmental needs.

INDIVIDUAL DEVELOPMENT PLAN

Each participant will create an Individual Development Plan which becomes the road map for their development during the program. Classroom instruction and counseling guide participants in the development of the plan. Participants must coordinate plan preparation with their first-line supervisor and agency program coordinator to ensure appropriate support.

The Individual Development Plan will include a series of developmental activities with the individual's agency. These self-directed activities give insight into the agency mission, culture and organizational structure; reinforce the formal classroom training; and ensure that the agency and individual meet development needs for the future.

MANAGEMENT READINGS

In order to broaden knowledge of the management field and strengthen analytical skills, participants will read and write a review of two books on management issues.

MANAGEMENT INTERVIEWS

Participants must interview a federal manager at the GS 13 level or above. This interview will provide an additional opportunity for participants to have visibility at the management level and gain critical information for long-term career planning and development.

SHADOWING ASSIGNMENT

The New Leader Program includes a one-week "shadowing" assignment of a federal manager at the GS 13 through Senior Executive Service (SES) level. Participants will observe a manager in action to understand how the concepts learned in the program apply in real world situations.

30-DAY DEVELOPMENT ASSIGNMENT

Participants will complete a 30-day developmental assignment within their agency, but outside of their position of record. This component enables participants to develop competencies outside of their area of technical expertise.

LEARNING TEAM ACTIVITIES

Participants are assigned to learning teams during the Orientation Session. Each team will explore a program-related issue and make a one-hour team presentation of this issue during the final week of the program. This activity is designed to strengthen leadership and interpersonal skills, stimulate commitment to personal development, value and increase the understanding of diversity and provide a forum to explore current issues facing leaders in the federal workplace.



"Developing my Individual Development Plan really made me think in terms of what I needed to do for the remainder of my career with the Federal government and made me understand the need for everyone to develop goals throughout their life."

Jeannine Paulos, Army/Tooole Army Depot

NFP Nomination Form

REPRODUCE LOCALLY. Include form number and date on reproductions.

**2001 NEW LEADER PROGRAM (NLP)
NOMINATION FORM**

Note: Deadline September 15, 2000

1. Indicate appropriate Agency (Check) FSA <input type="checkbox"/> FAS <input type="checkbox"/>		2. Indicate choice of NLP Session (Check only one) Feb. 2001 <input type="checkbox"/> May 2001 <input type="checkbox"/>	
3. Name		4. Duty Station	5. Stop Code
6. Title		7. Grade	8. Telephone Number
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. Travel/lodging cost will be funded by the employee's office travel budget. NOTE: Union officials on 100% official time do not need supervisory concurrence and signature.			
Supervisor's Signature		Date	

10. Other required information to be included with this nomination form:
- A. A statement written by the first-line supervisor or Agency Nominating Official that assesses the applicant's potential.
 - B. Current resume, OF-612, or SF-171 which includes the following:
 - Full name
 - Home address
 - Signature of applicant
 - Date
 - C. Written statement of 2 pages addressing how this training will improve your performance in your current and expected job assignments. Emphasis should be on how abilities or competencies in the following areas are supported:
 - Oral, written, and interpersonal communications
 - Leadership
 - Initiative
 - Technical competence
 - D. List of all formal training courses taken in the last 5 years.

11. Please submit this nomination form, and all other "required" information listed above (the original and 6 copies), by September 15, 2000 to:

Tanya Coram-Howard USDA FSA HRD Training and Development Branch Stop 0574 1400 Independence Avenue SW Washington DC 20250-0574	OR	FEDEX Tanya Coram-Howard USDA FSA HRD Suite 303-A 2101 L ST NW Washington DC 20037-1526
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