

For: FAS National Office Employees

2002 Executive Leadership Program (ELP) for FAS Mid-Level Employees

Approved by: Deputy Administrator, Management



1 Overview

**A
Program
Announcement**

HRD, Training and Development Branch (TDB) is accepting nominations for the FY 2002 ELP for FAS Mid-Level Employees, which is sponsored by the USDA Graduate School. ELP (formerly the Women’s Executive Leadership Program) is a developmental program that provides leadership and managerial training and development opportunities for high-potential full-time, permanent GS-11 through GS-13, or equivalent, level employees preparing them for future positions as leaders and managers.

**B
Purpose**

This notice provides:

- information about the nomination and selection processes for ELP for Mid-Level Employees
- a description of ELP for Mid-Level Employees (Exhibit 1).

Note: Participants will be **away from their positions for a minimum of 5 months** during the 12-month period. Additional work time will be needed to complete some activities and to meet other requirements that must be accomplished. Carefully consider these time requirements with your first-line supervisor **before** submitting a nomination package.

**C
Contact**

If there are questions about this notice, contact Joe Hoffman, HRD, TDB at 202-418-9048.

Disposal Date	Distribution
September 1, 2001	All FAS National Office employees

Notice PM-2245

2 Nomination Process

A Nominee Qualifications

Nominees for ELP must:

- be full-time, permanent employees
 - be at the GS-11 through GS-13 level or equivalent
 - be a nonsupervisor, or new supervisor, with less than 1 year's supervisory experience during their entire Federal career
 - demonstrate leadership and management potential.
-

B Nomination Procedure

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

- completed AD-2008 (Exhibit 2), including supervisory signature

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

AD-2008 is available at the FFAS Employee Forms Online Website at <http://intranet.fsa.usda.gov/dam/ffasforms/forms.html>. Click "Find Current Forms Using Our Advanced Keyword Search". ENTER "2008" in the "Form Number" field and click "Submit". Click "wpd" for WordPerfect format or click "pdf" for Adobe Reader format.

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2 Nomination Process (Continued)

**B
Nomination
Procedure
(Continued)**

- 2-page written statement 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 contributed to their success:
- oral, written, and interpersonal communication
 - leadership
 - initiative
 - technical competence.
- current OF-612 **or** SF-171 **or** resume signed and dated by the applicant with current home address
 - list of all formal training courses taken in the last 5 years
- Note:** Do **not** submit a completed SF-182 until the nominee is notified of selection for ELP for Mid-Level Employees.
- a statement written by the first-line supervisor assessing the applicant's potential for leadership or managerial responsibilities.
-

**C
Where to Send
Nomination
Packages**

Send the original and 6 copies of the completed nomination package using either of the following methods.

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

Note: FAXed copies of nomination packages will **not** be accepted.

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2 Nomination Process (Continued)

D

Deadline

All nominations must be **received** in HRD, TDB by **May 25, 2001**. Nominations received after this date will not be considered. Substitution of nomination items will not be permitted after the deadline.

3 Selection Process

A

Participants

FAS may support up to 2 nominees.

B

Participant Selection

Participants will be selected as follows.

- Panel will review and rank employee nominations using criteria established Agencywide. Candidates will be considered without discrimination for any nonmerit reason, such as race, color, religion, sex, 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.
 - FAS Partnership Council-related work shall be:
 - viewed as administrative duty
 - subject to assessment and evaluation by the panel.
 - FAS Executive Advisory Group will make selection recommendations based on panel rankings.
 - FAS Executive Advisory Group will make recommendations to the Administrator.
 - Administrator or designee will select final participants.
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3 Selection Process (Continued)

C

Panel Membership

HRD, TDB will select and facilitate panels. The panel consists of:

- 3 voting FAS employees
- 1 nonvoting HRD, TDB representative
- 1 nonvoting CR representative
- 1 nonvoting union representative.

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

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.

E

Program Costs

Tuition for the 2002 ELP for Mid-Level Employees is \$3,650 per participant and will be paid from the Agencywide management fund.

Note: Individual training budgets will not be charged.

Tuition does **not** include travel and lodging costs. Travel and lodging costs will be funded by the employee's office travel budget. A minimum of 4 trips are required to Pennsylvania, Virginia, Missouri, and Maryland.

F

Accommodation

Persons with disabilities who require accommodations to attend or participate in this training should contact Joe Hoffman at 202-418-9048 or TDD 202-418-9107.

Note: Some accommodation services, such as a sign language interpreter, require at least 3 workdays notice to schedule.

G

Selection Notification

HRD, TDB will notify employees whose names are forwarded to the Graduate School, USDA for consideration. The Graduate School, USDA will send selectees written notification of their acceptance by July 20, 2001.

Description of 2002 ELP for Mid-Level Employees

PROGRAM DESIGN

The Executive Leadership Program for Mid-Level Employees is a 12-month program open to women and men at the GS-11 through -13 levels. This program is designed for nonsupervisors with less than 1 year's supervisory experience during their careers within the Federal government.

The program is tailored to each participant's developmental needs, focusing on the Graduate School, USDA's Leadership Effectiveness Inventory (LEI), and the Myers-Briggs Type Indicator (MBTI) for leadership/managerial skills and personality assessment. In addition to the LEI and MBTI, other program components include:

- **Leadership Development Plan**
- **Leadership Development Team Activity and Presentation**
- **Developmental Work Assignments**
- **Shadowing Assignments**
- **Executive Interviews.**

PROGRAM CURRICULUM

The Executive Leadership Program for Mid-Level Employees is structured around four 5-day residential seminars held within a 250-mile radius of the Washington, D.C., metropolitan area. Based on the U.S. Office of Personnel Management's Leadership Effective Framework (LEF), a model for effective leadership/managerial performance, this program will help participants acquire or enhance the LEF competencies needed to become successful leaders and managers within the Federal government.

Orientation Session

Participants will begin with a 1-week orientation session to establish a working relationship between other participants and program staff. Held at a residential training site, this session will outline program requirements, policies, expectations, and opportunities.

Leadership Training Session

The Leadership Training Session (formerly called "Core Training Session") is a 2-week residential session that assesses each participant's developmental needs in relation to the roles and responsibilities of leaders/managers. During this session, participants will finalize their Leadership Development Plan, addressing the developmental needs they will need to strengthen during their tenure with the Executive Leadership Program for Mid-Level Employees.

The Outstanding Leadership Practices Seminar

The Outstanding Leadership Practices Seminar is a 1-week training session where participants will be placed into benchmarking teams and observe first-hand organizations that have proven reputations for outstanding leadership practices. This session is scheduled for May 19 through 24, 2002, in St. Louis, Missouri, for the Class of 2002.

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Description of 2002 ELP for Mid-Level Employees (Continued)

PROGRAM COMPONENTS**Individual Needs Assessments**

Before attending the orientation session, participants will complete the Leadership Effectiveness Inventory (LEI) to assess their level of leadership and managerial skills. Participants will also complete the Myers-Briggs Type Indicator (MBTI) personality assessment. The results will be used as the basis for each participant's Leadership Development Plan.

Leadership Development Plan

Each participant will design a Leadership Development Plan that will be used as a roadmap for their development during the program. A Leadership Development Plan format, including provisions for defining and meeting specific career development objectives, will be provided. The Executive Leadership Program for Mid-Level Employees Director will guide each participant in the design of their plan. Each participant will coordinate plan preparation with their first-line supervisor and agency program coordinator to ensure appropriate support.

Leadership Development Team Activity

During the orientation session, participants will be assigned to Leadership Development Teams. These teams are designed to strengthen leadership and interpersonal skills, stimulate commitment to personal development, and provide a forum to explore current issues facing managers/executives in the Federal workplace. Each team will design and deliver a 1-hour presentation on 1 of the 27 Leadership Effectiveness Inventory components. This presentation will be conducted during the Close-Out Week Activity.

Developmental Work Assignments

Developmental Work Assignments are designed to provide exposure to different leadership/managerial experiences and perspectives.

At a minimum, participants will complete one 30-day and one 60-day developmental assignment outside of their position of record. These assignments can be counted as either calendar or actual workdays. Assignments must be completed during the program year. Participants must complete 2 separate assignments (not one 90-day combined assignment) to satisfy this program requirement.

Shadowing Assignment

Each participant will complete a 1-week assignment "shadowing" a Federal manager or executive at the GS-13 to Senior Executive Service (SES) level. By observing managers/executives in action, participants will gain exposure to managerial duties, responsibilities, and approaches. Participants will observe how the concepts learned in the program are applied in real-world situations.

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Description of 2002 ELP for Mid-Level Employees (Continued)

PROGRAM COMPONENTS (Continued)**Executive Interviews**

Participants will interview 5 or more Federal managers, including a member of the Senior Executive Service (SES) and a female manager. The executive interviews will provide an additional opportunity for participants to interact at the highest levels of management and to gain critical information for long-term networking and career planning.

Management Readings

Participants will read and review 3 or more books on leadership and management issues. This component will help participants broaden their knowledge of the field and strengthen their analytical skills. A management reading list is provided at the orientation session.

Program Impact Paper

Participants will prepare a paper discussing their experiences during the program year and how those experiences will impact their career plans and goals. The program impact paper will also include a discussion of their progress with each of the program components. The participant's first-line supervisor, agency program coordinator, and the Executive Leadership Program for Mid-Level Employees office will also receive a copy of the program impact paper.

Close-Out Week Activities

During the final week of the program, participants will participate in the following activities to round out their program experience:

- Leadership In the New Millennium - an opportunity to learn from experts and executives on the future of leadership in the Federal government
- Leadership Development Team Presentations - each team will conduct a 1-hour presentation based on 1 of the 27 Leadership Effectiveness Inventory competencies
- Post-LEI/Transitioning Workshop - an opportunity for participants to review the program year and transition into the next phase of their career, as well as receive the results of the LEI that they complete with their supervisor again at the end of the program year
- Graduation Ceremony - agency program coordinators, supervisors, agency officials, and guests are invited to celebrate each participant's success.

ENTRY DATES

The orientation session for the Class of 2002 Executive Leadership Program for Mid-Level Employees is scheduled for August 19 through 24, 2001.

The Class of 2002 Executive Leadership Program for Mid-Level Employees will end during the month of August 2002.

AD-2008, 2002 Executive Leadership Program for Mid-Level Employees Nomination Form

REPRODUCE LOCALLY. Include form number and date on reproductions.

AD-2008 (05-07-01)		U.S. DEPARTMENT OF AGRICULTURE	
2002 EXECUTIVE LEADERSHIP PROGRAM FOR MID-LEVEL EMPLOYEES NOMINATION FORM			
1. Indicate Agency (<i>Check</i>) <i>Note your agency deadline for submitting the nomination package.</i>			
FAS <input type="checkbox"/> Note: Deadline <u>May 25, 2001</u>		FSA <input type="checkbox"/> Note: Deadline <u>May 29, 2001</u>	
2. Name	3. Division/Staff (<i>Include Office Address</i>)	4. Room Number and Stop Code	
5. E-mail Address			
6. Title	7. Grade	Full-Time Federal Employee? Yes <input type="checkbox"/> No <input type="checkbox"/>	8. Telephone Number
			9. FAX Number
10. 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 and are aware that selectees are away from their job for a minimum of 5 months.			
A. Supervisor's Signature	B. Date	C. Supervisor's Telephone Number	
D. Print Supervisor's Name and Title		E. Supervisor's Mailing Address	
11. Other required information to be included with this nomination form:			
A. Written statement of 2 pages addressing how this training will also improve performance in current and expected job assignments. Emphasis should be on how your abilities or competencies in the following areas contributed to your success.			
<ul style="list-style-type: none"> • oral, written, and interpersonal communication • leadership • initiative • technical competence. 			
B. Current OF-612 or SF-171 or resume signed and dated by the applicant with current home address.			
C. List of all formal training courses taken in the last 5 years.			
D. A statement written by the first-line supervisor assessing the applicant's potential for supervisory or managerial responsibilities.			
12. Please submit this nomination form, and all other information listed in item 11 (the original and 6 copies), by the Agency deadline in item 1, to:			
Regular Mail: Joe Hoffman USDA, FSA, HRD, TDB Stop 0574 1400 Independence Avenue, SW Washington, DC 20250-0574		Or Fed Ex: Joe Hoffman USDA, FSA, HRD, TDB Suite 303-A 2101 L Street, NW Washington, DC 20037-1526	

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