

For: All FSA Employees

FY 2003 Seminars of the Management Development Centers

Approved by: Deputy Administrator, Management



1 Overview

A

Background

HRD, Training and Development Branch (TDB) is accepting nominations for the FY 2003 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 GS-11 and above employees about the FY 2003 seminars of the Management Development Centers
- explains the nomination and selection process.

C

Contact

If there are any questions about this notice, contact Julia Jackson on 202-418-9049.

Note: TTD/TTY number is 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>Disposal Date</p> <p>December 1, 2002</p>	<p>Distribution</p> <p>All FSA Employees; State Offices relay to County Offices</p>
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Notice PM-2321

2 Program Overview

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.
-

B

Additional Information About Individual Seminars

Seminars are residential and are 1 to 2 weeks long. Additional information about individual seminars including length, locations, and cost is provided in the booklet "Management Development Centers, Catalog of Courses and Seminars" FY 2003.

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

IF employee is located in...	THEN the booklet is available from...
National Office	<ul style="list-style-type: none">• division or staff training contacts• HRD, TDB• outside room 3095-South.
Field Office	applicable training officer.

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

Notice PM-2321

3 Nomination Process

A

Nominee Qualifications

Nominees for the seminars must meet at least the minimum criteria specified in the "Who Should Attend" paragraphs outlined for individual seminars.

Note: Only employees who follow the Agency's nomination procedures in this notice will be considered for selection to participate in this program. **Do not apply directly to the Management Development Center.**

B

How to Apply

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

- one original and 6 copies of the completed FSA-1039 (Exhibit 2), with supervisory concurrence and signature

Notes: FSA-1039 is available from the FFAS Employee Forms Site accessible from <http://intranet.fsa.usda.gov>.

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 on 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-2321

3 Nomination Process (Continued)

C

Where to Send Nomination Package

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

- **regular mail to:**
USDA, FSA, HRD, TDB
STOP 0574
1400 Independence Avenue, SW
Washington, DC 20250-0574
- **FEDEX to:**
USDA, FSA, HRD, TDB
2101 L St. NW, Suite 303A
Washington, DC 20037.

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

D

Deadline for Submitting Nominations

All nominations must be **received** in HRD, TDB by **October 3, 2002**. Nominations received after this date will not be considered. Substitution of nomination items will **not** be permitted after the deadline.

4 Selection Process

A

Participant Selection

FSA may nominate up to 25 employees.

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, 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.
 - FSA Partnership Council related work shall be viewed as administrative duty, and thus shall be subject to assessment/evaluation by the panel.
-

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Notice PM-2321

4 Selection Process (Continued)

A

Participant Selection (Continued)

- The panel recommends final participants and refers participants to the Administrator or designee for approval for the allotted number of spaces approved.
 - No panel will be held if the number of applications received does not exceed the number of positions available.
-

B

Panel Membership

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

- 3 voting Agency employees
 - 1 HRD, TDB nonvoting representative
 - 1 EEO nonvoting representative
 - 1 Union nonvoting representative.
-

C

Program Cost

Tuition for the 2003 Seminars of the Management Development Centers ranges from \$2,400 to \$4,500 depending on the trainee's course selection.

Tuition, travel, lodging costs, and per diem for FSA GS and CO employees shall be coded to their originating office. Upon notification that candidates have been selected, the originating office may request an increase in their travel allotment consistent with the travel costs associated with participation in the program. Submit requests to FSA BUD.

D

Selection Notification

HRD, TDB will notify nominees of selection.

E

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 October 3, 2002.

Management Development Centers Schedule

PROGRAMS OF THE MANAGEMENT DEVELOPMENT CENTERS		
● = New ● = PMA (E) = Shepherdstown, WV (W) = Denver, CO		
Alternative Dispute Resolution pg. 20 \$2,500 Feb 24-28 '03 (E) Sept 29-Oct 3 '03 (E)	* Apr 14-18 '03 (E)	Feb 22-23 and Mar 8-9 '03 (E)
Budget and Performance Integration pg. 25 \$2,000 TBD (E)(W)	Developing and Communicating Leadership Competencies pg. 37 \$2,500 Nov 18-22 '02 (E) * Mar 3-7 '03 (E) Nov 17-21 '03 (E)	e-Learning For Beginners pg. 38 \$2,500 Jan 13-17 '03 (W)
Competitive Sourcing pg. 25 \$2,000 Oct 22-24 '02 (E) May 19-21 '03 (W)	Developing Customer-Focused Organizations pg. 20 \$2,500 Oct 21-25 '02 (E) Nov 18-22 '02 (W) * Mar 3-7 '03 (E) May 5-9 '03 (E) Jul 14-18 '03 (W) * Sept 22-26 '03 (W) Nov 17-21 '03 (E) Dec 1-5 '03 (W)	Emotional Intelligence as a Leadership Skill pg. 39 \$2,500 Feb 10-14 '03 (W)
Conflict Resolution Skills: Positive Approaches to Difficult People pg. 36 \$2,500 Mar 24-28 '03 (W)	Developing High Performing Teams pg. 18 \$2,500 Nov 4-8 '02 (W) Feb 24-28 '03 (W) Jun 2-6 '03 (W) Aug 18-22 '03 (W) * Oct 6-10 '03 (W)	Entrepreneurial Government Management pg. 21 \$2,800 Nov 18-22 '02 (E) Jun 23-27 '03 (E) Nov 17-21 '03 (E)
Contemporary Leadership Issues pg. 26 \$2,000 May 28-30 '03 (E) Sept 3-5 '03 (E)	Dynamics of Public Policy pg. 27 \$3,800 Oct 28-Nov 8 '02 (E) Jul 21-Aug 1 '03 (E) Oct 20-31 '03 (E)	Environmental Policy Issues pg. 27 \$3,800 May 12-23 '03 (E)
Countering Terrorism Seminar pg. 26 \$2,500 May 19-23 '03 (Q)	e-ffective Management pg. 38 (weekend design) \$2,500 Oct 12-13 and Oct 26-27 '02 (E)	Executive Assessment Program pg. 13 \$4,300 Jan 5-10 '03 (W) Aug 3-8 '03 (W)
Counterintelligence Seminar pg. 36 \$2,500 Oct 21-25 '02 (E)		Executive Communication Workshop: Representing Your Agency To External Audiences pg. 15 \$3,800 Mar 10-14 '03 (W) May 19-23 '03 (W)

* Program dates include a holiday.

What's Included
 Tuition includes all instructional services, course material, food, and lodging.

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Management Development Centers Schedule (Continued)

PROGRAMS OF THE MANAGEMENT DEVELOPMENT CENTERS

● = New ● = PMA

(E) = Shepherdstown, WV (W) = Denver, CO

Sep 8-12 '03 (W)

Executive Development Seminar: Leading Change

pg. 10
\$3,800
Dec 2-13 '02 (E)
Jan 6-17 '03 (E)
Jan 21-31 '03 (W)
Feb 3-14 '03 (E)
Feb 24-Mar 7 '03 (W)
Mar 17-28 '03 (E)
Apr 21-May 2 '03 (E)
May 5-16 '03 (W)
Jun 2-13 '03 (E)
Jun 16-27 '03 (W)
Jul 21-Aug 1 '03 (E)
Aug 4-15 '03 (W)
Aug 18-29 '03 (E)
Sep 15-26 '03 (E)
Oct 20-31 '03 (E)
Dec 8-19 '03 (W)

● **Executive Development Seminar: Blended Course**

pg. 37
\$3,200
Mar 17-21 '03 (W)
Online begins week of Jan 27
Aug 25-29 '03 (W)
Online begins week of July 7

Executive Forum on Current Issues

pg. 28
\$2,500 or \$3,800
Feb 18-28 '03 (E)

Executive Supervisory Skills

pg. 15
\$2,500
Nov 4-8 '02 (W)
Jul 7-11 '03 (W)
Aug 18-22 '03 (W)

* Nov 10-14 '03 (W)

● **Expanded Electronic Government**

pg. 28
\$2,000
TBD: See Web Site

Facilitative Leadership

pg. 18
\$2,800
Dec 9-13 '02 (W)
* Apr 14-18 '03 (W)
Sep 22-26 '03 (W)
Nov 17-21 '03 (W)

Federal Budgetary Policies and Processes

pg. 29
\$3,800
Apr 21-May 2 '03 (W)

Federal Human Resources Management

pg. 29
\$3,800
Jun 16-27 '03 (E)

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

pg. 30
\$2,500
Mar 17-21 '03 (E)

● **Homeland Defense: Critical Infrastructure Protection**

pg. 39
\$2,500
Jan 27-31 '03 (E)

Sep 8-12 '03 (E)

● **Homeland Defense: Understanding the Enemy**

pg. 40
\$2,500
Mar 10-14 '03 (E)
Jul 28-Aug 1 '03 (E)
Nov 3-7 '03 (E)

● **Improving Financial Performance**

pg. 30
\$2,000
TBD (E) See Web Site
Nov 6-8 '02 (W)

Leadership Assessment Program

pg. 12
\$4,300
Dec 9-13 '02 (E)
Feb 24-28 '03 (E)
* Apr 14-18 '03 (E)
May 5-9 '03 (E)
Jul 21-25 '03 (E)
Sep 29-Oct 3 '03 (E)
Nov 17-21 '02 (E)

Leadership Communication Workshop: Interpersonal Communication

pg. 16
\$3,800
Dec 16-20 '02 (W)
Mar 17-21 '03 (W)
Jun 2-6 '03 (W)
Aug 11-15 '03 (W)
Sep 29-Oct 3 '03 (W)
* Nov 10-14 '03 (W)

● **Leadership For Inclusion**

pg. 40
\$2,500

* Program dates include a holiday.

What's Included

Tuition includes all instructional services, course material, food, and lodging.

Continued on the next page

Management Development Centers Schedule (Continued)

PROGRAMS OF THE MANAGEMENT DEVELOPMENT CENTERS

☉ = New ● = PMA

(E) = Shepherdstown, WV (W) = Denver, CO

* Mar 3-7 '03 (W)
Leadership Potential Seminar
 pg. 6
 \$3,800
 Oct 28-Nov 8 '02 (E)
 Nov 12-22 '02 (W)
 Jan 6-17 '03 (E)
 Feb 3-14 '03 (W)
 Mar 3-14 '03 (E)
 Mar 31-Apr 11 '03 (W)
 Apr 21-May 2 '03 (E)
 Jun 2-13 '03 (W)
 Jul 7-18 '03 (E)
 Jul 21-Aug 1 '03 (W)
 Aug 4-15 '03 (E)
 Sep 8-19 '03 (W)
 * Oct 27-Nov 7 '03 (W)
 Dec 1-12 '03 (E)

Leadership Skills for Non-Supervisors/Managers
 pg. 16
 \$2,800
 Sep 29-Oct 4 '02 (W)
 Dec 15-20 '02 (W)
 Jan 5-10 '03 (W)
 Mar 9-14 '03 (W)
 Jun 8-13 '03 (W)
 Aug 24-29 '03 (W)
 Sep 28-Oct 3 '03 (W)
 Dec 14-19 '03 (W)

☉ **Lessons From the New Workplace: Leading Through Change and Chaos**
 pg. 41
 TBD

Jan 21-24 '03 (W)
Management Assessment Program
 pg. 12
 \$4,300
 Dec 1-6 '02 (W)
 Mar 9-14 '03 (W)
 * Apr 13-18 '03 (W)
 Jun 8-13 '03 (W)
 Sep 21-26 '03 (W)
 Nov 30-Dec 5 '03 (W)

Management Development Seminar: Leading Organizations
 pg. 9
 \$3,800
 Oct 21-Nov 1 '02 (W)
 Oct 28-Nov 8 '02 (E)
 Dec 2-13 '02 (W)
 Jan 6-17 '03 (E)
 Jan 21-31 '03 (W)
 Feb 3-14 '03 (E)
 Feb 18-28 '03 (E)
 * Feb 24-Mar 7 '03 (W)
 Mar 17-28 '03 (E)
 Mar 31-Apr 11 '03 (W)
 Apr 21-May 2 '03 (E)
 May 5-16 '03 (W)
 May 12-23 '03 (E)
 Jun 2-13 '03 (E)
 Jun 16-27 '03 (W)
 Jul 7-18 '03 (E)
 Jul 21-Aug 1 '03 (W)
 Aug 4-15 '03 (W)
 Aug 18-29 '03 (E)
 Sep 2-12 '03 (E)
 Sep 8-19 '03 (W)
 * Oct 27-Nov 7 '03 (W)

Dec 1-12 '03 (E)
Management of Information Technology
 pg. 31
 \$2,500
 Dec 2-6 '02 (W)
 May 5-9 '03 (E)
 Jun 9-13 '03 (W)
 Aug 11-15 '03 (E)

Managing Project Teams
 pg. 19
 \$2,500
 Oct 21-25 '02 (E)
 Mar 10-14 '03 (W)
 May 19-23 '03 (W)
 Jun 23-27 '03 (E)
 Jul 7-11 '03 (W)
 Sep 29-Oct 3 '03 (W)
 Nov 17-21 '03 (W)

Maximizing Human Capital
 pg. 21
 \$2,500
 Jan 13-17 '03 (W)
 Apr 7-11 '03 (W)
 Jul 7-11 '03 (W)

☉ **Mission to the STARS**
 pg. 41
 \$1,825
 Dec 4 -5, '02 (AL)
 Feb 12-13, '03 (AL)
 Apr 9-10, '03 (AL)
 May 29-30, '03 (AL)

National Security Policy
 pg. 31
 \$3,800
 Aug 18-29 '03 (W)

Natural Resources Seminar
 pg. 32
 \$3,800

* Program dates include a holiday.

What's Included

Tuition includes all instructional services, course material, food, and lodging.

Continued on the next page

Management Development Centers Schedule (Continued)

PROGRAMS OF THE MANAGEMENT DEVELOPMENT CENTERS

● = New ● = PMA

(E) = Shepherdstown, WV (W) = Denver, CO

Aug 4-15 '03 (E)

● **President's Management Agenda**
Overview
 pg. 32
 \$2,000
 TBD (E)(W) See Web Site

Science, Technology, and Public Policy
 pg. 33
 \$3,800
 Dec 2-13 '02 (E)
 Mar 31-Apr 11 '03 (E)
 Jun 16-27 '03 (E)
 Sep 15-26 '03 (E)
 Dec 1-12 '03 (E)

Seminar for New Managers: Leading People
 pg. 8
 \$3,800
 Oct 28-Nov 8 '02 (E)
 Nov 12-22 '02 (W)
 Dec 2-13 '02 (W)
 Jan 6-17 '03 (E)
 Jan 21-31 '03 (W)
 Feb 3-14 '03 (E)
 Feb 24-Mar 7 '03 (W)
 Mar 17-28 '03 (E)
 Mar 31-Apr 11 '03 (W)
 Apr 21-May 2 '03 (E)
 May 5-16 '03 (W)
 May 12-23 '03 (E)
 Jun 2 -13 '03 (E)
 Jun 16-27 '03 (W)
 Jul 7-18 '03 (E)
 Jul 21-Aug 1 '03 (W)
 Aug 4-15 '03 (W)
 Aug 18-29 '03 (E)
 Sep 2-12 '03 (E)
 Sep 8-18 '03 (W)
 Oct 20-31 '03 (E)
 Oct 27-Nov 7 '03 (W)

Dec 1-12 '03 (E)

● **Senior Leadership Workshop**
 pg. 42
 \$2,900
 Jul 13-18 '03 (W)
 Sep 14-19 '03 (W)
 Nov 16-21 '03 (W)

Strategic Diversity: A Business Necessity
 pg. 23
 \$2,500
 Apr 7-11 '03 (E)

Strategic Leadership: Building Performance-Based Organizations
 pg. 22
 \$2,800
Attend both Strategic Leadership Programs for a special price of \$4,300
 Feb 3-7 '03 (W)
 Jul 7-11 '03 (W)

Strategic Leadership: Leading Cultural Change
 pg. 22
 \$2,800
Attend both Strategic Leadership Programs for a special price of \$4,300
 Feb 10-14 '03 (W)
 Jul 14-18 '03 (W)

● **Strategic Management of Human Capital**
 pg. 33
 \$2,000
 Jan 28-30 '03 (E)

* Apr 14-16 '03 (W)

Supervisory Leadership Seminar
 pg. 7
 \$3,800
 Nov 12-22 '02 (W)
 Dec 2-13 '02 (E)
 Feb 3-14 '03 (W)
 Mar 31-Apr 11 '03 (E)
 May 5-16 '03 (W)
 Jun 2-13 '03 (E)
 Oct 20-31 '03 (E)

Team Building and Team Leadership
 pg. 17
 \$2,500
 Oct 28-Nov 1 '02 (W)
 Nov 18-22 '02 (E)
 Dec 16-20 '02 (W)
 Jan 27-31 '03 (E)
 Mar 24-28 '03 (W)
 * Apr 14-18 '03 (E)
 Jun 16-20 '03 (E)
 Jul 14-18 '03 (W)
 Aug 18-22 '03 (W)
 Sep 29-Oct 3 '03 (E)
 Oct 20-24 '03 (W)
 Nov 17-21 '03 (E)
 Dec 1-5 '03 (W)

Watershed Partnerships
 pg. 34
 \$3,800
 TBD See Web Site

● **Women's Leadership Seminar**
 pg. 42
 \$2,500
 Jun 2-6 '03 (W)

* Program dates include a holiday.

What's Included
 Tuition includes all instructional services, course material, food, and lodging.

FSA-1039, 2003 Management Development Centers Nomination Form

This form is available electronically.

FSA-1039 (09-13-02)		2003 Management Development Centers NOMINATION FORM	
Note: Deadline October 3, 2002			
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 (Including Zip Code)		3. Duty Station	4. Stop Code
5. Title		6. Grade	
7A. Home Tele. No. (Include Area Code)	7B. Work Tele. No. (Include Area Code)	7C. Office Fax No. (Include Area Code)	
8. Select your 1st and 2nd choice seminars.			
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.			
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.			
Tuition does not include travel costs. Travel costs will be funded by the employee's office travel budget.			
Supervisor's Signature		Date (MM-DD-YYYY)	
10. Other required information to be included with this nomination form:			
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"> • oral, written, and interpersonal communication • leadership • initiative 			
B. List of all formal training courses taken in the last 5 years.			
11. Please submit this nomination form, and all other information listed in Item 10 (one original and 6 copies), by October 3, 2002.			
USDA-FSA-HRD, Training and Development Branch Stop 0574 Julia Jackson 1400 Independence Avenue, SW Washington, DC 20250-0574		OR FEDEX TO: USDA-FSA-HRD, Training and Development Branch Julia Jackson 2101 L Street, NW Suite 303-A Washington, DC 20037	
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