



**Executive Leadership Program  
Center for Leadership and Management**

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**ADVANCE COPY**

**Announcing the  
CLASS OF 2005  
EXECUTIVE LEADERSHIP PROGRAM**

Graduate School, USDA  
Center for Leadership and Management  
600 Maryland Avenue, SW Suite 330  
Washington, D. C. 20024-2520

# CLASS OF 2005 EXECUTIVE LEADERSHIP PROGRAM CENTER FOR LEADERSHIP AND MANAGEMENT GRADUATE SCHOOL, USDA

**August 8, 2004 - September 2, 2005**

Are you a mid-level manager or individual performer looking for a way to stimulate your career and life? Would you benefit from a program that can help you achieve your career ambitions, increase your visibility, help you understand how your organization and the Federal government really work, and give you the self-confidence to take your next career step?

Join a group of highly talented and motivated peers to enhance those competencies needed to be a successful leader and to gain important insights into your style and its impact on others. You will have an opportunity to put into practice the leadership competencies that are essential to moving into higher leadership positions. You will learn from our expert faculty, experienced coaches, and your Program peers. The Executive Leadership Program provides a safe place to try new roles and practice new skills that can help you advance in your career.

The Executive Leadership Program is tailored to your developmental needs, focusing on the Leadership Effectiveness Framework competencies and characteristics needed to make you a successful leader or manager.

This twelve-month Program is open to Federal government employees at the GS-11 through GS-13 levels with minimal supervisory experience.

## **PROGRAM CURRICULUM**

The Executive Leadership Program is based on the U. S. Office of Personnel Management's Leadership Effectiveness Framework (LEF), a model for effective leadership/managerial performance. The Executive Leadership Program can help you acquire or enhance those LEF competencies needed to become a successful Federal leader or manager.

**Orientation Session.** We will begin with a one-week Orientation Session to establish a working relationship between the Executive Leadership Program participants and Program staff. This session will outline program requirements, policies, expectations, and opportunities. When you are accepted into the Executive Leadership Program, you are placed in a specific class. The Orientation Session for Classes One - Four of the Class of 2005 Executive Leadership Program is scheduled for August 8 - 13, 2004. The Orientation Session for Classes Five - Eight of the Class of 2005 Executive Leadership Program is scheduled for August 15 - 20, 2004. Both of these sessions will be held in Norfolk, Virginia.

## **PROGRAM CURRICULUM (continued)**

**Leadership Training Session.** The Leadership Training Session is a two week residential program that assesses your developmental needs in relation to the roles and responsibilities of leaders/managers. During this session you will finalize your Leadership Development Plan addressing the developmental needs that you will have the opportunity to strengthen during your tenure in the Executive Leadership Program. The Leadership Training Session for Classes One - Four of the Class of 2005 Executive Leadership Program is scheduled for October 24 - November 5, 2004. The Leadership Training Session for Classes Five - Eight of the Class of 2005 Executive Leadership Program is scheduled for November 28 - December 10, 2004. Both of these sessions will be held in Portsmouth, Virginia.

**Best Practices Seminar -- A Dialogue on Leadership.** The Best Practices Seminar -- A Dialogue on Leadership is a one-week training session where Executive Leadership Program participants will have the opportunity to visit and see first-hand organizations that have proven reputations for outstanding leadership practices. The Leadership Dialogue Teams will make a presentation on their site visit during this session. The Best Practices Seminar – A Dialogue on Leadership for the Class of 2005 Executive Leadership Program is scheduled for July 10 - 15, 2005 and will be held in New York, New York.

**Graduation Week Activities.** During the final week of the Program, you will attend many activities to round out your program experience. These activities include the following:

- 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 Briefings – each team will conduct a one-hour briefing based on one of the 27 Leadership Effectiveness Inventory competencies
- Transitioning Workshop – an opportunity to review the Executive Leadership Program year and to transition into the next phase of your career
- Graduation Ceremony – supervisors, agency officials, Program Coordinators, and guests are invited to celebrate your success

The Graduation Week Activities for the Class of 2005 Executive Leadership Program is scheduled for August 28 - September 2, 2005 and will be held in Baltimore, Maryland.

## OTHER PROGRAM COMPONENTS

***Individual Needs Assessment.*** After attending the Orientation Session, you will complete the Leadership Effectiveness Inventory (LEI) to assess your level of leadership and managerial skills. You will also complete the Myers-Briggs Type Indicator (MBTI) personality assessment. You will receive the results of the LEI and MBTI during the Leadership Training Session. Results of these assessments will be used for the design of your Leadership Development Plan.

***Leadership Development Plan.*** You will design a Leadership Development Plan (LDP) as a roadmap for your development during the Executive Leadership Program. A Leadership Development Plan format, including provisions for defining and meeting specific career development objectives, will be provided. The Executive Leadership Program Director will guide you in the design of this plan. You will coordinate plan preparation with your first-line supervisor and Agency Program Coordinator to ensure appropriate agency 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 workforce. Each team will design and deliver a one-hour briefing on one of the 27 Leadership Effectiveness Inventory components. This briefing will be conducted during the Graduation Week.

***Developmental Work Assignments.*** Developmental Work Assignments are designed to provide exposure to different leadership/managerial experiences and perspectives. At a minimum, you will complete one 30-day and one 60-day developmental assignment outside of your position of record. These assignments can be counted as either calendar or actual work days. Assignments must be completed during the Program year. You must complete two separate assignments – not one 90-day combined assignment -- to satisfy the Program requirement. These developmental assignments will allow you to see how your and/or other organizations approach the kinds of problems and issues that your organization faces as well as giving you new insights that can be incorporated into your permanent position-of-record.

***Shadowing Assignment.*** You will complete a one-week assignment “shadowing” a Federal manager or executive at the GS-13 to the Senior Executive Service (SES) level. By observing managers/executives in action, you will gain exposure to managerial duties, responsibilities, and approaches, as well as observing the concepts learned in the Program applied in real-world situations.

## **OTHER PROGRAM COMPONENTS (continued)**

***Executive Interviews.*** You will interview five or more Federal managers, including a member of the Senior Executive Service (SES) and a female manager. The Executive Interviews will provide you with an additional opportunity to interact at the highest levels of management and to gain critical information for long-term networking and career planning.

***Leadership Readings.*** You will read and review three or more books on leadership and management issues. This component will help you broaden your knowledge of the field and strengthen your analytical skills. A Leadership Reading List is provided at the Orientation Session.

***Program Impact Paper.*** You will prepare a paper discussing your experiences during the Executive Leadership Program year and how these experiences will impact your future career plans and goals. The Program Impact Paper will also include a discussion of your progress in each of the Program components. Both your first-line supervisor and the Executive Leadership Program office will receive a copy of your paper.

## **AGENCY PROGRAM COORDINATOR SUPPORT**

You will work with a Program Coordinator at your agency to coordinate Program responsibilities and to ensure that administrative tasks are carried out. Your Agency Program Coordinator maintains a record of your developmental activities and program components and serves as a liaison with the Executive Leadership Program on program matters.

## **PARTICIPANT QUALIFICATIONS**

The Executive Leadership Program is open to individuals who are full-time, permanent Federal employees at the GS-11 through GS-13 levels. We also accept employees from state and local government. The Program is designed for both non-supervisors and supervisors with minimal supervisory experience during their careers.

Individuals should be nominated based on both their leadership/management potential and their motivation to fully participate in and complete all Executive Leadership Program requirements.

## **TIME REQUIREMENTS**

To complete the Executive Leadership Program, you will be absent from your position of record for a minimum of five months, spread out over the twelve-month period. You must finish all Program components. No exceptions will be made. Additional work time will be needed to complete some activities and to meet other requirements that must be accomplished back on the job. Please carefully consider and discuss the time requirements with your first-line supervisor before submitting a Nomination Package.

## **NOMINATION PROCEDURE**

Nomination Packages must be sent by the appropriate agency official and must be received by the Executive Leadership Program office by **FRIDAY, JULY 16, 2004**. Your agency may have a different deadline. Please check with your agency's Program Coordinator.

Nomination Packages should be sent by regular mail, Federal Express, or UPS. Faxed copies of Nomination Packages will not be accepted.

The Nomination Package must include the following information:

- A statement written by the first-line supervisor and/or Agency Nominating Official that assesses the applicant's potential for leadership or managerial responsibilities.
- A completed agency training form with all the necessary approval signatures.
- A current OF-612 or resume signed and dated by the applicant showing current home address. Program information is mailed directly to the participant's home. An updated SF-171 is also acceptable.
- The name, title, agency mailing address, and work telephone number for the applicant's first-line supervisor, Agency Nominating Official (optional), and Program Coordinator.

Nomination Packages that do not include all of the information listed above will be returned to the agency.

Agencies should ensure that nominees are selected in a fair and equitable manner. The Graduate School, USDA makes every effort to provide barrier-free programs. Agencies are encouraged to nominate persons with disabilities. With advance notice, the Executive Leadership Program will work with the nominee and the agency to provide any special accommodations.

## **TUITION**

Tuition for the Class of 2005 Executive Leadership Program is **\$3,950.00** per participant. Payment is made to the Graduate School, USDA through an approved agency training form or by use of the Federal government credit card.

Tuition payment does not include travel or lodging costs. Travel and lodging costs for the four residential training sessions -- the Orientation Session, Leadership Training Session, The Best Practices Seminar -- A Dialogue on Leadership, and the Graduation Week Activities -- are the responsibility of the sponsoring agency. Hotel reservations and logistical arrangements are made by the Executive Leadership Program office for the residential training sessions. Lodging costs will be at or lower than per diem rates for the residential training locations.

## **PAYMENT OPTIONS**

In addition to authorized training forms, the Graduate School, USDA offers special options for tuition payment -- Federal government credit cards, personal checks, VISA, Master Card, and American Express. We will also work with agencies to split tuition payment over fiscal years 2004 and 2005. Potential candidates paying their own tuition will still need their agency's approval to be accepted into the Executive Leadership Program.

## **WITHDRAWAL POLICY**

Withdrawals are accepted at no cost prior to the Nomination Deadline -- Friday, July 16, 2004. For withdrawals made after the Nomination Deadline and two weeks before the first Orientation Session -- from Monday, July 19, 2004 through Monday, July 26, 2004 -- your agency will be assessed a \$1,000 fee if no substitution is made. Withdrawals made less than two weeks before the Orientation Session with no substitution will be assessed the full tuition -- \$3,950.00. No refunds will be given after the Orientation Session begins.

## **FOR MORE INFORMATION**

For more information on the Class of 2005 Executive Leadership or to send a Nomination Package, please contact:

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Center for Leadership and Management  
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elp@grad.usda

*Purpose for Applying*  
(To Be Completed by the Applicant)

**Part A:** Please state your purpose for applying. How will your participation in the Executive Leadership Program support your career goals?

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<b>Applicant's Signature</b>	
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# Class of 2005 Executive Leadership Program Application

(To Be Completed by the Applicant)

First Name	Last Name
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Home Address	Work Address

Work Phone	Work Fax
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Home Phone	E-mail
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Title		Series	Grade
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Social Security Number			
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Education	HS		AA		BA/BS		Masters		PhD	
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Years of Government Service	
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Immediate Supervisor's Name	
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Supervisor's Title	Supervisor's Mailing Address
Supervisor's Telephone Number	

Supervisor's E-mail Address	
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Agency Program Coordinator	
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Agency Program Coordinator's Telephone Number	Agency Mailing Address
Agency Program Coordinator's Fax Number	

Agency Program Coordinator's E-mail Address	
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