ACTIVITY CALENDAR
CLASS OF 2003 EXECUTIVE LEADERSHIP PROGRAM

DATE	ACTIVITY
August 18 - 23, 2002	**ORIENTATION SESSION** **Classes One - Eight** Norfolk Waterside Marriott Hotel Norfolk, Virginia
August, 2002 - August, 2003	**Class of 2003 Executive Leadership Program participants will complete the following components –** 30-day Developmental Assignment 60-day Developmental Assignment Developmental Assignment Papers Five Executive Interviews Three Management Book Reviews One-week Shadowing Assignment Leadership Training Session Outstanding Leadership Practices Seminar Transitioning Workshop Leadership Development Team Activities and Briefing Graduation Ceremony
October 27 - November 8, 2002	**LEADERSHIP TRAINING SESSION** **Classes One - Four** Harrisburg-Hershey Crowne Plaza Hotel Harrisburg, Pennsylvania
December 1 - 13, 2002	**LEADERSHIP TRAINING SESSION** **Classes Five - Eight** Harrisburg-Hershey Crowne Plaza Hotel Harrisburg, Pennsylvania
December 6, 2002	Signed and approved **Leadership Development Plans** for **Classes One - Four** are due to the Executive Leadership Program office

ACTIVITY CALENDAR
CLASS OF 2003 EXECUTIVE LEADERSHIP PROGRAM
(continued)

DATE	ACTIVITY
January 17, 2003	Signed and approved **Leadership Development Plans** for **Classes Five - Eight** are due to the Executive Leadership Program
February 14, 2003	The **Supervisor's Mid-Year Review** of their Executive Leadership Program participant's progress is due to the Executive Leadership Program office
March 7, 2003	The **Management Book Reviews** are due to the Executive Leadership Program office
March 27, 2003	**Program Coordinators Luncheon Meeting** B. Smith's Restaurant at Union Station Washington, D. C.
May 18 - 23, 2003	**OUTSTANDING LEADERSHIP PRACTICES SEMINAR** **Classes One - Eight** The Millennium Hotel – Cincinnati Cincinnati, Ohio
June 13, 2003	The **Outstanding Leadership Practices Seminar Paper** is due to the Executive Leadership Program office
June 20, 2003	The **Executive Interview Papers** are due to the Executive Leadership Program office
June 27, 2003	The **Shadowing Assignment Paper** is due to the Executive Leadership Program office
August, 2003 (TBD)	**Program Coordinators Training Session** Location to be determined

ACTIVITY CALENDAR
CLASS OF 2003 EXECUTIVE LEADERSHIP PROGRAM
(continued)

DATE	ACTIVITY
August 1, 2003	The **Developmental Assignment Papers** (one for the 30-day Developmental Assignment and one for the 60-day Developmental Assignment) are due to the Executive Leadership Program office
August 1, 2003	The **Leadership Development Team Briefing Paper** is due to the Executive Leadership Program office
August 8, 2003	The **Program Impact Paper** is due to the Executive Leadership Program office
August 8, 2003	The **Supervisor's End-Of-Year Review** of their Executive Leadership Program participant's progress is due to the Executive Leadership Program office
August 25, 2003	**LEADERSHIP IN THE NEW MILLENNIUM** **Classes One - Eight** Renaissance Harborplace Hotel Baltimore, Maryland
August 26 - 27, 2003	**LEADERSHIP DEVELOPMENT TEAM PRACTICE SESSIONS and BRIEFINGS** **Classes One - Eight** Renaissance Harborplace Hotel Baltimore, Maryland
August 28, 2003	**TRANSITIONING WORKSHOP** **Classes One - Eight** Renaissance Harborplace Hotel Baltimore, Maryland
August 29, 2003	**GRADUATION CEREMONY** **Classes One - Eight** Renaissance Harborplace Hotel Baltimore, Maryland

PROGRAM COORDINATOR'S ROLES AND RESPONSIBILITIES

The roles and responsibilities for the **EXECUTIVE LEADERSHIP PROGRAM COORDINATOR** include the following --

- Coordinate all Executive Leadership Program activities at the agency level.

- Be the agency central point of contact for all the agency official's Executive Leadership Program needs. This includes explanation of Executive Leadership Program components and guidelines, nomination/selection procedures, and agency benefits that result from agency participation in the Executive Leadership Program.

- Counsel and assist participants in selection of developmental assignments and the identification of in-house agency training that should be included in an effective Leadership Development Plan (LDP) that fulfills the Executive Leadership Program objectives and requirements. Please be advised that the Program Coordinator is not responsible for selecting the developmental assignments for the participant.

- Provide orientation and background information for supervisors and agency officials who have agreed to provide developmental assignments for Executive Leadership Program participants.

- Maintain on-going communication with participants, supervisors, and agency officials.

- Monitor and evaluate all participant activities throughout the Executive Leadership Program year.

- Attend all Executive Leadership Program Coordinator meetings and the yearly Program Coordinator's Training Session.