

FY 2010 Atlanta Federal Executive Board Leadership Government Program



Opening Date: June 11, 2010

Closing Date: July 9, 2010

Maximum Number of Participants: Approximately 25

Agency Cost: \$750.00

Theme: Developing Exceptional Leaders for Government Excellence

Who May Apply

- Current GS-13 and GS-14 Permanent, Full-time Employees
- In exceptional cases, agencies may also nominate GS-12's if the justification for the nomination clearly demonstrates the individual's leadership potential and that the scope of the individual's job merits admittance to the program. (This may be especially true in agencies that have a lower management grade level).
- U.S. Postal Service and Veterans Administration employees in comparable grade levels are also encouraged to apply.

Focus

Succession planning to ensure a pool of highly qualified persons to replace those projected to leave Federal government service within the coming years. The program will focus on developing leadership skills and becoming more knowledgeable about the issues that will impact government over the next few years. These issues will include emergency preparedness, recruitment and retention of the best and brightest, conflict resolution, communication, community engagement, current economic issues, green initiatives and environmental challenges, etc. All training will take place during normal business hours. The program period will begin October 21, 2010 – September 30, 2011. *Selection and participation does not infer promotion.*

Program Goals

- To build a cadre of seasoned professionals who possess a broad understanding of the role of the Federal government in society and recognize the value of interagency collaboration in accomplishing Federal initiatives.
- To provide participants with challenging opportunities for professional and personal growth through assignments, lectures, seminars, reading, team work, and interagency experiences.
- To assist participants in developing a broader perspective of managerial competencies particularly relative to interpersonal skills, influencing and negotiating, problem solving, leveraging diversity, partnering, strategic thinking, external awareness, accountability, team building, and continual learning.

Responsibilities Of Selected Participants

Commitment of Time – Most agencies cannot afford for staff members to engage in a yearlong program where the employee will be away from their duty station and responsibilities. The program will involve 1-2 days per month of employee's time away from the office and no more than 10-20 percent of in-office staff time.

Attendance – Program participants are expected to attend all one-day sessions and any classes that are offered. Participants will be furnished a listing of significant dates at the Program Orientation. **If a participant misses more than five of the program days, he or she will be dropped from the program.**

Program – Participants will meet for one-day sessions with Governmental leaders and outside speakers to discuss issues impacting government. These issues might relate to such topics as the following:

- Diversity
- Critical Issues Impacting Government
- Agency and Community Collaboration and Cooperation
- Interpersonal Communication Skills
- Recruitment and Retention of the Best and Brightest
- Toolbox for Effective Leadership
- Understanding Leadership Styles
- Economic Issues
- Green Initiatives and Economic Challenges
- Methodology
 - Lectures/seminars will be dispersed over the program year.
 - Participants will be divided into workgroups to discuss in detail/concepts presented
 - Work teams will work on agreed project relating to discussed topics. Projects may involve study or research of federal agencies to determine best practices, create videotapes, lesson plans, or create models that will serve to make government more effective and efficient.
 - Results will be shared with the Atlanta FEB, OPM and other agencies where appropriate.

External Awareness – Participants will be tasked to visit other local federal agencies to learn more about other agency missions, how workload challenges are met, and organizational structure. This experience is designed to allow the participant to expand on models for success as well as awareness of more than one way to accomplish a task. It also allows the employee to view other career opportunities.

Reading Assignments – A leadership reading list will be furnished to participants. Participants are required to read and report on at least four or more books.

Mentor – Participants will be encouraged to select a mentor. However, the Leadership Government Program does not provide mentors.

How to Apply

Each applicant must submit the following:

- Application Information (Attachment A)
- Responses to the 5 Leadership Competencies and 7 Leadership Assessment Questions (Listed in Attachment B)
- First Line Supervisor Assessment (Attachment C)
- Financial Agreement (Attachment D) signed by the agency head or designated representative that is committed to paying the \$750.00. Costs will cover speakers, seminars, and other activities planned for program participation. *No charge will be processed unless the individual is admitted to the program.*

Information, forms, and formats other than those listed above will not be used by the panel.

Applications will be accepted from June 11, 2010 through July 9, 2010. To be considered, a complete application package containing the above information must be received or postmarked by midnight, July 9, 2010. Late, Faxed or Incomplete applications will not be considered.

No electronic submissions will be considered. Applicants may either hand deliver or mail completed application package to:

***Atlanta Federal Executive Board
Richard B. Russell Federal Building
75 Spring Street
Suite 1142
Atlanta, Georgia 30303***

Selection Process

- A panel made up of individuals from a cross section of agencies will complete the initial screening to include assessing the demonstrated potential for leadership development by reviewing and evaluating the applications. The panel will rate and rank candidates based on a predetermined assessment tool.
- Candidates will be rated on the following evaluation method worth a total of 100 points:
 - Supervisor Evaluation 25 points
 - Leadership Competencies 40 points
 - Leadership Assessment Questions 35 points
- The top candidates will be referred to the Leadership Government Steering Committee. If more than 25 candidates, that committee will select the top 25 candidates. Final selections will be made by the FEB Policy and Steering Committee.
- The program is designed to strengthen leadership capabilities throughout the agencies represented by the Atlanta FEB. Every effort will be made to ensure equitable representation from the agencies.

For More Information

Contact Gwenne Campbell or Ron Stephens of the Atlanta Federal Executive Board at 404-331-4400 or Atlantafeb@gsa.gov

Atlanta Federal Executive Board provides equal opportunity for all persons without regard to race, color, sex, age, national origin, religion, gender, disability, sexual orientation, marital status, or political affiliation.

ATTACHMENT A

**FY 2011 ATLANTA FEDERAL EXECUTIVE BOARD
LEADERSHIP GOVERNMENT PROGRAM
Application Form**

APPLICANT'S NAME:

AGENCY:

OFFICE PHONE:

FAX:

EMAIL:

CURRENT POSITION TITLE:

CURRENT GRADE:

Briefly describe your current position:

PREVIOUS POSITIONS: (List in reverse chronological order)

Employer:

Title & Grade:

From:

To:

Overview of Duties:

Employer:

Title & Grade:

From:

To:

Overview of Duties:

Employer:

Title & Grade:

From:

To:

Overview of Duties:

COMMITMENT

The Government Leadership Program is a yearlong developmental program. The program will involve 1-2 days per month of employee's time away from the office and no more than 10-20 percent of in-office staff time.

ATTENDANCE

Program participants are expected to attend all one-day sessions and any classes that are offered. Participants will be furnished a listing of significant dates at the Program Orientation. Again, if a participant misses more than 5 of the program days, he or she will be dropped from the program.

Signatures confer agreement of commitment and attendance.

Applicant's Signature:

Date:

Supervisor's Signature:

Date:

Agency Head or Designee's Signature:

Date

ATTACHMENT B

Leadership Competencies

Applicants must address each competency and document their knowledge, skills, abilities, and accomplishments. Applicants should document any experience that demonstrates they have the potential to excel in each of the leadership competencies. Include paid, social, or volunteer work experience as well as education, training and outside activities. Include the context in which these experiences occurred and the outcomes. Accomplishments, special projects/assignments, commendations, and other kudos also may be included. The same experience may be used (repeated) for more than one competency. Each leadership competency is scored separately. Therefore, it is important to clearly associate any experience for which you want to receive credit with the specific leadership competency. Remember that the purpose of addressing the leadership competencies is to document your experience; therefore, when writing your narrative, do not write philosophical essays. **Limit your response to no more than 200 words per competency. Information beyond this will not be considered.** Each leadership competency is worth up to a maximum of 8 points each. This section is worth a total of 40 points.

1. ***Communication (oral & written)*** – The ability to explain, advocate and express facts and ideas in a convincing manner. Actively listens to others; speaks effectively with individuals and groups; writes clearly and purposefully to achieve appropriate results.
2. ***Interpersonal Skills*** – Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations, is tactful, compassionate, and sensitive, and treats others with respect.
3. ***Problem Solving (include creativity & innovation)*** – Identifies and analyzes problems, distinguishes between relevant and irrelevant information to make logical decisions; provides solutions to individual and organizational problems.
4. ***Team Building*** – Inspires, motivates, and guides others toward goal accomplishments; consistently develops and sustains cooperative working relationships; encourages and facilitates cooperation within the organization and with customer groups.
5. ***Resilience/Flexibility*** – Deals effectively with pressure; maintains focus and intensity; and remains optimistic and persistent even under adversity. Recovers quickly from setbacks. Effectively balances personal life and work. Is open to changes and new information; adapts behaviors and work methods in response to new information, changing conditions, or unexpected obstacles. Adjusts rapidly to new situations warranting attention and resolution.

Leadership Assessment Questions

Applicants should address each of the following questions using **no more than 200 words per question. Information beyond this will not be considered.** Each question is worth up to a maximum of 5 points. This section is worth a total of 35 points.

1. Describe your leadership/professional strengths and describe your leadership/professional weaknesses. Please elaborate.
2. To date, have you applied any self-improvement tools (i.e., books, workshops, mentors, etc.) to help you to address question #1? Provide examples of the impact these tools have had on your professional growth.
3. Describe any interpersonal opportunities you have created or taken part in to enhance your professional growth? Explain the impact of these opportunities.
4. The current Presidential administration is focused on integrity and accountability in government. As a potential leader, how would you rate the importance of integrity and accountability? Please explain and elaborate including how you have applied these principles in your current position.
5. What do you consider your highest career achievement and/or your most important accomplishment? What leadership impact did you have in the situation(s)? Explain.
6. Describe a time when you set and achieved a challenging goal, task or work process (include how you sold it to others, what was the outcome, etc.) Explain.
7. Identify a leader (living or deceased) whom you admire. Identify the leadership characteristics that impress you the most about this leader?

ATTACHMENT C

**FY 2010 Atlanta Federal Executive Board Government Leadership Program
Supervisor Evaluation of Management/Leadership Potential**

Applicant Name: _____

Applicant Email Address: _____

This rating is worth a total of 25 points. Provide a numerical score to evaluate the applicant according to the following management/leadership competencies using the following scale:

1 – Little or No Potential	2 – Limited Potential	3 – Average Potential	4 – Above Average Potential	5 – Exceptional Potential
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Management/Leadership Competency	First-line Supervisor Score
<i>Communication (oral & written)</i> – The ability to explain, advocate and express facts and ideas in a convincing manner. Actively listens to others; speaks effectively with individuals and groups; writes clearly and purposefully to achieve appropriate results.	
<i>Interpersonal Skills</i> – Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations, is tactful, compassionate and sensitive, and treats others with respect.	
<i>Problem Solving (include creativity & innovation)</i> – Identifies and analyzes problems, distinguishes between relevant and irrelevant information to make logical decisions; provides solutions to individual and organizational problems.	
<i>Team Building</i> – Inspires, motivates and guides others toward goal accomplishments; consistently develops and sustains cooperative working relationships; encourages and facilitates cooperation within the organization and with customer groups.	
<i>Resilience/Flexibility</i> – Deals effectively with pressure; maintains focus and intensity; and remains optimistic and persistent even under adversity. Recovers quickly from setbacks. Effectively balances personal life and work. Is open to changes and new information; adapts behaviors and work methods in response to new information, changing conditions, or unexpected obstacles. Adjusts rapidly to new situations warranting attention and resolution.	

SIGNATURE:

First-line Supervisor

Date

ATTACHMENT D

Atlanta Federal Executive Board

IMPAC CARD PAYMENT INFORMATION FORM

Leadership Government Program – FY 2011

Cost: \$750.00

\$ _____ + \$5.00 (credit card processing fee) = _____

\$ _____ TOTAL IMPAC CARD AUTHORIZED CHARGE

Agency Name:

Agency Mailing Address:

IMPAC Card Number _____ - _____ - _____ - _____

Expiration Date: __ - __ Type of Card: __ Visa __ Master Card

(Authorization Number _____ FOR FEB USE ONLY)

Cardholder's Name: _____ Telephone #: _____

Cardholder's Signature:
