



Peak Performance Program for Aspiring Leaders FY2013

Program Announcement and Application

Objectives:	<p>This announcement is to solicit federal employees at the GS7 – GS12*). The Peak Performance Program prepares federal employees to engage at a high level of performance by strengthening core competencies such as oral and written communication, interpersonal skills, self-direction, flexibility, leadership, problem solving, and decisiveness.</p>
Eligibility:	<p>Federal Employees as the GS-7 - GS-12 levels.</p>
Program Overview:	<p>The Atlanta Federal Executive Board has partnered with federal agencies to meet the challenges of workforce development and succession planning.</p> <p>As federal agencies, we are faced with dual challenges of limited budgets, yet with the growing demand to ensure that development of our workforce continue. Our goal is to assist agencies with programs that are effective and efficient, that meet the needs of your agencies’ mission and goals.</p> <p>This competence based training targets, grades GS7 – GS12, and offers opportunities to participate in developmental and performance training, while promoting best practices across agencies, through networking and collaboration with program participants. Additionally, this approach will assist agency leadership in recognizing talent and leadership potential early in their employee’s career.</p> <p>The Peak Performance Program includes nine (9) program days that will be delivered in three (3) Semesters, beginning February 2013 and ending September 2013. Teamwork will be critical to success in this program. Each participant will be assigned to Discussion Groups during the first semester. Participating in Discussion Groups strengthens leadership, communication and interpersonal skills and stimulates commitment to personal development.</p> <p>Program participants will continue in their present job positions and perform their normal duties. <u>Please be advised that this program does not involve and nor does in imply promotion or a change in position, upon the completion of this program.</u></p> <p><u>Strategic Program Goals</u></p> <ul style="list-style-type: none"> • The goal of the Peak Performance Program is to enhance competencies at the GS7 – GS 12 level and bring awareness to competencies and skills that are necessary for continued growth and leadership development. • The framework is designed for targeted learning and development, focusing on the following competencies: <ul style="list-style-type: none"> ○ <u>Oral Communication</u> – Expresses information (i.e., ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (i.e., technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately. ○ <u>Written Communication</u> – Expresses facts and ideas in writing in a succinct and organized manner. ○ <u>Public Service Motivation</u> – Shows a commitment to serve the public. Ensures actions meet public needs; aligns organizational objectives and practices with

public interests.

- **Self-Direction** - Demonstrates belief in own abilities and ideas; is self-motivated and results-oriented; recognizes own strengths and weaknesses; seeks feedback from others and opportunities for self-learning and development.
 - **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.
 - **Influencing/Negotiating** – Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.
 - **Flexibility/Resiliency** – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.
 - **Continual Learning** – Grasps the essence of new information; masters new technical and business knowledge; recognizes own strengths and weaknesses; pursues self-development; seeks feedback from others and opportunities to master new knowledge.
 - **Problem Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.
 - **Integrity/Honesty** – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.
 - **Accountability** – Holds self and others accountable for rules and responsibilities. Can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget. Monitors and evaluates plans, focuses on results and measuring attainment of outcomes.
 - **Decision Making** – Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals.
 - **Creative Thinking** – Uses imagination to develop new insights and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.
 - **Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.
- To target competencies that are critical to success in the federal workplace that are common to all professional job series, providing participants with a leadership awareness experience through challenging opportunities for professional and personal growth through seminars, classroom activities, team building and shadowing opportunities.
 - Bring participants together in a learning environment that promotes internalizing, and practicing the concepts and skills of competency-based performance. Participants are carefully guided in the developmental and performance

	<p>enhancement process so that congruence between organizational and individual goals is assured. Strengths and communication styles are identified and emphasized, so that they can be fully utilized for both the individual and organization's benefit.</p> <ul style="list-style-type: none"> • Provide focused learning from reading, seminar presentations and interactive discussions that will reinforce experiences during group activities. • Facilitate unique individual and group activities that will drive awareness of performance principles that can be easily applied to the participant's current professional and personal situation. • Provide focused activities that are completed individually and within assigned working groups that will allow for practice and reinforcement of new skills and behavior, resulting in sustained professional and personal improvement.
<p>Participant Responsibilities:</p>	<p>Time Commitment – The Peak Performance Program for Aspiring Leaders is a 9-month program, consisting of nine (9) days delivered in three (3) semesters. These days are spread out over the calendar year, starting in February of each year and ending in September. In order to maximize the limited days that training will be in session, each participant will be asked to complete specific tasks and assignments outside of class and be prepared to share any related feedback or assignment results during class sessions.</p> <p>Attendance Requirement – Your attendance is critical to your success in this program in order to achieve the intended outcome and to maximize your developmental experience. You are expected to make every effort to plan your work around these days. However, we do acknowledge that agency requirements and emergencies do occur. No more than two (2) absences will be allowed or you will be dropped from the program. Your agency supervisor will be notified of each absence.</p>
<p>Program Components:</p>	<p>Major components of this program, in addition to the classroom setting seminars and leadership development activities, include the following:</p> <ul style="list-style-type: none"> • Individual Needs Assessment • Reading Assignments • Shadowing Assignment/Manager Interviews • Individual Development Plan • Leadership Panel Discussion/Q&A
<p>Cost:</p>	<p>Tuition is \$600 and is the responsibility of the participant's organization, upon being accepted into the program.</p>
<p>Program Dates/Locations:</p>	<p>First Semester:</p> <ul style="list-style-type: none"> • February 5, 2013 in SNFC, 2nd Flr, Cnf. Rm. B • February 12, 2013 in SNFC, 2nd Flr, Cnf. Rm. B • March 12, 2013 in SNFC, 2nd Flr, Conf. Rom. B

	<p>Second Semester:</p> <ul style="list-style-type: none"> • April 9, 2013 in SNFC, 2nd Flr. Cnf. Rm. B • May 14, 2013 in SNFC, 2nd Flr. Cnf. Rm. B • June 11, 2013 in SNFC, 2nd Flr. Cnf. Rm. B <p>Third Semester:</p> <ul style="list-style-type: none"> • July 9, 2013 in SNFC, 2nd Flr. Cnf. Rm B • August 13, 2013 in SNFC, 2nd Flr. Cnf. Rm. B • September 10, 2013 in SNFC, 2nd Flr. Cnf. Rm B
Application Procedures:	<p>Each applicant must submit the following:</p> <ul style="list-style-type: none"> • Application Information (Attachment A) • Responses to Assessment Questions (Attachment B) • First Line Supervisor Assessment (Attachment C) • Financial Agreement (Attachment D) signed by the agency head or designated representative that is authorized to make payment in the amount of \$600. Costs will cover seminar material, self assessments, and other activities planned for program participation. No charge will be processed unless the individual is admitted into the program.
Point of Contact:	Ronald Stephens, FEB Executive Director, 404-331-4400, Ronald.Stephens@gsa.gov
Application Period and Due Date:	<p>The Application Period will be open effective December 18, 2012 – January 16, 2013. To be considered, a complete application package containing the above information and supporting documents must be received or postmarked by midnight, January 16, 2013.</p> <p>No electronic submissions will be considered. Applicants may either hand deliver or mail completed application package to:</p> <p>Atlanta Federal Executive Board Richard B. Russell Building 75 Spring Street, Suite 1142 Atlanta, GA 30303</p>
Cancellation Policy:	Withdrawals are accepted at no cost if made more than 14 days before the program begins. If you cancel less than 14 days before the program begins, there is a \$250 processing fee that will be accessed. There will be no refund for withdrawal after the first session.
Selection Process:	<ul style="list-style-type: none"> • A panel made up of individuals from a cross section of agencies will complete the initial screening to include assessing the demonstrated potential in development by reviewing and evaluating how each applicant responded to the application questions along with the supervisor's endorsement. • The Top candidates will be referred to the FEB Policy and Steering Committee for evaluation and selection. <p><i>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.</i></p>

ATTACHMENT A

**FY 2013 ATLANTA FEDERAL EXECUTIVE BOARD
Peak Performance Program for Aspiring Leaders 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 FEB P3 Program is a nine-month developmental program. The program will involve 1 day 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 2 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
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ATTACHMENT B

Questions for Review:

Applicants should address each of the following questions using **no more than 200 words per question**. **Information beyond this will not be considered.**

1. Why is it important to you that you participate in this program?
2. Give an example of when you had to present complex information in a simplified manner (oral or written) in order to explain it to someone.
3. Describe a time when you set and achieved a challenging goal, task or work process (what specific steps did you take to achieve the goal, what was the outcome, etc.) Explain.
4. If selected for the Peak Performance Program, how do you see yourself applying what you learned to your workplace?
5. What area of personal growth are you committed to developing in the next 12 months? Why?

ATTACHMENT C

FY 2013 Atlanta Federal Executive Board P3 Program

Supervisory/Management Endorsement

Name: _____

Current Grade: _____ Telephone Number: _____

Office: _____

I have reviewed my employee's attached statement of interest and assessment questions. As the employee's supervisor, I understand that I will play an active role to ensure that my employee submits a completed IDP as required for completion of this program.

My recommendation/endorsement is provided as follows (provide a narrative of your endorsement of at least 300 words):

Signature of First-Level Supervisor or Manager

Date

Regional Administrator/Highest Office Signature Authority

Date

Note: Candidates will not be considered without this Supervisory Endorsement Form.

ATTACHMENT D

**Atlanta Federal Executive Board
IMPAC CARD PAYMENT INFORMATION FORM**

P3 Program – FY 2013

Cost: \$600.00

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

\$ _____ TOTAL CREDIT 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:
