

***FY 2015 Atlanta Federal Executive Board
Leadership Government Program
“Meeting the Challenge: Preparing Our Next
Senior Leaders for Excellence”***



Leadership Government

Opening Date: June 11, 2014
Closing Date: July 11, 2014
Maximum Number of Participants: Approximately 30
Agency Cost: \$750.00

Who May Apply

- Current GS-13 and GS-14 Permanent, Full-time Employees, and U.S. Postal Service, Veterans Administration and Military employees in comparable grade levels may apply.
- In exceptional cases, agencies may also nominate GS-12 level employees 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).

Program

The purpose of the Leadership Government training program is to aid in 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 increasing knowledge and awareness of the issues that will impact government in the near future. 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 1, 2014 – September 30, 2015. ***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, project teams, mentoring, community service and interagency experiences.
- To assist participants in developing a broader perspective of leadership 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 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 class sessions, external awareness visits, and any events that are scheduled. Participants will be furnished a listing of significant dates at the program orientation. **If a participant misses more than five (5) of the program days, he or she will be dropped from the program.**

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

- Diversity
- Emotional Intelligence
- Critical Issues Impacting Government
- Political Savvy
- Economic Issues
- Sustainability
- Economic Challenges
- Toolbox for Effective Leadership
- Interpersonal Communication Skills
- Understanding Leadership Styles
- Environmental Issues and Green Initiatives
- Interagency Collaboration and Community Outreach

Methodology – Training information will be presented through classroom-style lectures and seminars conducted biweekly during the program year. Participants will engage in detailed class discussions on the concepts presented. Participants will also be divided into teams to work on collaborative projects relating to discussed topics. Projects may involve a study or research of federal agencies to determine best management practices to make government more effective and efficient. Projects may also focus on providing service to the local community including schools, community organizations, and youth groups. Teams may create various tools including manuals, brochures, videotapes, lesson plans, or models demonstrating their project results and findings. Project presentations will be required at the end of the program year and will be shared with Leadership Government classmates, the Atlanta FEB, OPM and other agencies where appropriate.

External Awareness – Participants will be tasked to visit other local federal agencies and private organizations, 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 (4) or more books.

Mentor – Participants will be encouraged to select a mentor. The Leadership Government Program will work with the Mentoring for Effective Leadership Development (M.E.L.D.) program to provide a vehicle for mentor selection and involvement.

Community Service – Participants will engage in community awareness activities as appropriate.

How to Apply

Each applicant must submit a **complete application package** which consists of 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**)
- Payment Agreement (Payment and Authorization Form) 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- Application Fee **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, 2014 through July 11, 2014**. To be considered, a complete application package containing the above information must be received or postmarked by midnight on **July 11, 2014**. **Late, Faxed or Incomplete applications will not be considered. No electronic submissions will be considered.**

Applicants may either hand deliver or mail completed application packages 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 Application Review Committee. If more than 30 candidates, that committee will select the top 30 candidates. Final selections and determinations 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 Mr. Ron Stephens, Executive Director, 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 2015 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 Leadership Government Program is a yearlong developmental program. The program will involve 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.

(Signatures are Required)

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 recognition 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.

Please submit original responses to the questions. If your answers are found as a re-submit or borrowed from a past application you will automatically be disqualified.

Leadership Assessment Questions

Applicants should address each of the following questions using **no more than 300 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. Briefly describe your primary work responsibilities and leadership roles within your agency. Describe a minimum of two (2) examples of major accomplishments achieved while serving in a leadership role and the resulting impact of the accomplishments to the agency or mission.
2. How would you describe your leadership style? Give examples and state outcomes and results of how you utilized your leadership style in one (1) of the following scenarios:
 - a. influenced decision-making;
 - b. promoted the success of an individual (within the workplace, community, family, etc.);
 - c. leading a team/group.
3. What do you believe is the most important attribute of a good leader? Describe why this attribute is important, and give examples of where you have successfully and effectively exhibited this attribute resulting in decision-making, problem-solving, communicating, etc.
4. Discuss the importance and value of a leader developing an awareness of community issues and engaging in community service and advocacy. Describe a community issue of importance to you and how you support that issue (i.e., volunteerism, nonprofit/charitable support, etc.). How have your efforts affected or changed the community?
5. As a leader, discuss your views on promoting diversity (racial, gender, generational, etc.) in the workplace. Include examples of how you have increased your awareness and understanding of the importance creating a diverse, yet inclusive workplace environment. Describe any examples of how you have helped promote diversity awareness within your agency.
6. Describe how you have benefitted from a mentoring relationship, either as a mentor or mentee (within the workplace, community, family, etc.). Upon completion of the Leadership Government Program, how do you plan to utilize the skills you have mastered in helping someone else achieve their professional and/or personal goals?
7. How do you feel others around you see you as a leader? What leadership characteristics might your co-workers say you possess? Give an example of what may have led them to their opinion about you.

Please submit original responses to the questions. If your answers are found as a re-submit or borrowed from a past application you will automatically be disqualified.

ATTACHMENT C

**FY 2015 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
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.	
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.	
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.	
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.	
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.	

SIGNATURE:

First-line Supervisor *(Required)*

Date