



## The Graduate School Executive Leadership Program

### ***PREPARING HIGH-POTENTIAL EMPLOYEES FOR LEADERSHIP POSITIONS***

Our nine month long Executive Leadership Program (ELP) prepares public service employees at the GS 11-13 level for success as they step into leadership positions. Through classroom instruction, individual and team assignments, executive interviews, shadowing and developmental assignments, you develop and strengthen the skills you need. To ensure that your experience is rewarding and beneficial, we work with you to tailor a personal program that meets your specific leadership development needs. Join a group of motivated peers as you embark on this exciting experience that will stimulate your career.

**You have worked hard and intend to continue on your path of success, but do you have the skills that will take you to the next level of performance?**

Learn to increase your visibility while developing and increasing your exposure in developmental opportunities. Gain a deeper understanding of how your organization and the federal government really work and build the self confidence to achieve your personal and professional goals at the Graduate School's Executive Leadership Program.

**The Executive Leadership Program is strategically designed around three program components:**

#### **Training**

Participants are required to attend four one-week residential training sessions, beginning on Sunday evening and ending each week at noon on Friday. Key training is developed under the Executive Core Qualifications designed by the Office of Personnel Management with an emphasis on **Leading People**. Training focuses on competencies such as Team Building, Conflict Management, External Awareness and Critical Thinking. There is a special emphasis on the study of Emotional Intelligence, Mentoring and Coaching. A 360 Group Report identifies additional training that may be critical to a specific cohort of students.

#### **Leading Teams**

Program participants work with an experiential learning team throughout the nine-month program. Teams consist of peers representing diverse agencies and job series. The team environment provides an opportunity for participants to practice new leadership concepts. Additionally, each team is tasked with developing a team project and delivering their final results to their class peers. The ELP emphasizes sharpening skills that define the role of a leader on a team. The Myers-Briggs Type Indicator is used as a tool to help teams better understand member preferences resulting in successful team engagement.

#### **Developmental Assignments**

Developing the self as well as others is critical to personal and professional growth. This change occurs when ELP participants are exposed to new ideas and new thinking as presented through a number of developmental activities. These activities are required of all program participants:

**Leadership Development Planning.** Participants complete Graduate School USA's Leadership Effectiveness Inventory (LEI), a 360 assessment, to determine strengths and developmental needs. Through feedback, participants design a **Leadership Development Plan**, which is used as a road map for the nine-month program as well as for career planning. ELP staff and trainers coach participants in writing a well-defined plan that targets strong personal and professional objectives. Support and final approval for this plan are coordinated with the first-line supervisor and agency program coordinator.

**Mentor.** Participants are required to have a mentor during the ELP. The benefits of having a mentor are significant in helping define goals and providing support and encouragement.

**Developmental Work Assignments.** Developmental work assignments are designed to provide exposure to different leadership/managerial experiences and perspectives. At a minimum, participants complete one eight-week developmental assignment outside of the position of record. Assignments are to be completed during the nine-month program.

**Shadowing Assignment.** Participants complete a three-day assignment "shadowing" a federal manager or executive at the GS-13 to Senior Executive Service (SES) level. By observing executives in action, participants gain exposure to managerial duties, responsibilities, and various leadership styles. They observe how the concepts learned in the program are applied in real-world situations.

**Executive Interviews.** Participants interview five or more federal managers/executives including one equivalent manager in the private sector. Executive interviews provide participants the opportunity to interact at the highest levels of management and gain critical information for long-term networking and career planning.

**Leadership Readings.** Participants read and review three or more books on leadership and management issues. This component helps broaden knowledge of the field and strengthen analytical skills. A leadership reading list is provided at the orientation session.

**Community Service.** Participants are required to complete eight hours of community service to demonstrate a commitment to serve the public.

### Time Required

Participants must participate in all training and complete all program components to graduate.

### Program Schedule

#### ELDP 2014-2015

Session	Dates	Year	Location
Session I	Sep 7 - 12	2014	Norfolk, VA
Session II	Dec 7 - 12	2014	Orlando, FL
Session III	Mar 8 - 13	2015	Newport News, VA
Session IV	Jun 7 - 12	2015	Towson, MD

*ELP Leaders are incredibly ambitious – they meet the personal and professional challenges that distinguish them in a group*