

Executive Leadership Program

Ensure your future as a manager by enrolling in the Executive Leadership Program (ELP), a nine-month nationwide program for individuals at the GS 11-13 levels who have little or no supervisory experience. ELP provides residential training, developmental work experiences, needs assessment and career planning tailored to the federal environment, providing you the skills, experience and exposure to help you move to a higher level.



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Program Curriculum

The core curriculum of the Executive Leadership Program is delivered during four residential seminars with classes based on the U.S. Office of Personnel Management's Leadership Effective Framework (LEF), a model for effective leadership/managerial performance. The program helps you acquire or enhance the LEF competencies needed to become a successful government leader and manager.

- **Orientation Session** You will begin with a one-week orientation session to establish a working relationship with other participants and program staff. Held at a residential training site, the session will outline program requirements, policies, expectations and opportunities.
- **Leadership Training Sessions** Two leadership training sessions focus on developing leadership competencies and understanding the art of leadership through innovative classroom instruction, simulations and seminars with best practice leaders from the private and federal sector.
- **Graduation Week Activities** During the final week of the program, you participate in the following activities to complete your program experience:
 - Leadership development team briefings - each team will conduct a one-hour briefing based on a current leadership or policy issue in the federal government
 - Transitioning workshop - an opportunity for you to review the program year and transition into the next phase of your career
 - Graduation ceremony - agency program coordinators, supervisors, agency officials and guests are invited to celebrate your success

Other Program Components

- **Individual Needs Assessments** You complete the Leadership Effectiveness Inventory (LEI) to assess your level of leadership and managerial skills. You also complete the Myers-Briggs Type Indicator® (MBTI) personality assessment. The results of these assessments are returned to you at the orientation session to help you design your personal leadership development plan.
- **Leadership Development Plan** You design a leadership development plan which is used as a roadmap for your development. A plan format, including provisions for defining and meeting specific career development objectives is provided. The ELP staff and trainers will guide you in the design of your plan as you coordinate plan preparation with your first-line supervisor and agency program coordinator to ensure appropriate support.
- **Leadership Development Team Activity** During the orientation session, you will be assigned to a leadership development team designed to strengthen leadership and interpersonal skills, stimulate commitment to personal development and provide a forum to explore current issues facing managers/executives in the federal workplace. Each team designs and delivers a one-hour briefing on a current leadership or policy issue in the federal government.
- **Developmental Work Assignments** Developmental work assignments are designed to provide exposure to different leadership/managerial experiences and perspectives. At a minimum, you complete one 60-day developmental assignment outside of your position of record. These assignments can be counted as either calendar or actual work days. Assignments must be completed during the program period.
- **Shadowing Assignment** You complete a three day assignment "shadowing" a federal manager or executive at the GS-13 to Senior Executive Service (SES) level. By observing

managers/executives in action, you gain exposure to managerial duties, responsibilities and approaches. You observe how the concepts learned in the program are applied in real-world situations.

- **Executive Interviews** You interview five or more federal managers/executives, including a member of the SES, one female manager, and one equivalent manager in the private sector. The executive interviews provide an additional opportunity for you to interact at the highest levels of management and to gain critical information for long-term networking and career planning.
- **Leadership Readings** You read and review three or more books on leadership and management issues. This component helps you broaden your knowledge of the field and strengthen your analytical skills. A leadership reading list is provided at the orientation session.
- **Program Impact Paper** You prepare a paper discussing your experiences during the program year and how those experiences will impact your career plans and goals. The program impact paper will also include a discussion of your progress in each of the program components.
- **Mentor** The benefits of having a Mentor are significant. A mentor is someone you trust and respect who can help you define your goals. The mentor can provide you support and encouragement to reach your goals. Some of the benefits of having a mentor include: Leadership Development Plan counseling, career strategy advising, role modeling, monitoring, feedback, sponsoring and mediating.
- **Community Service** The goal of the community service requirement is for the participant to demonstrate a commitment to serve the public. Community involvement - making the community a better place to live - correlates directly with the competency of Public Service Motivation in aligning one's practices with those of the public interest. It is hoped that all participants will see the value in giving back to the community and will develop a lifelong devotion for enhancing the welfare of others. Each participant is required to do eight (8) hours of community service with an organization of your choice. Your community service must be done for organizations such as non-profit, governmental or religious organizations, not individual people.

Residential Training Schedule/Cost

Program	Session	Dates	Year	Application Deadline	Tuition	Location
ELP 2013-1	Orientation	Apr 29 – May 4	2012	Course Closed	\$4575	Virginia Beach, VA
ELP 2013-1	Core I	Jul 15-20	2012			Flintstone, MD
ELP 2013-1	Core II	Oct 21-26	2012			ABQ, NM
ELP 2013-1	Graduation	Jan 27-Feb 1	2013			Towson, MD
ELP 2013-2	Orientation	Sep 9-14	2012	Aug 15, 2012 (or until filled)	\$4575	Newport News, VA
ELP 2013-2	Core I	Dec 2-7	2012			Jacksonville, FL
ELP 2013-2	Core II	Mar 10-15	2013			Cambridge, MD
ELP 2013-2	Graduation	Jun 9-14	2013			Towson, MD

Executive Leadership Program

See 2012-2013 Executive Leadership Program Schedule in [the Application Form](#).

Nomination Procedure

A complete nomination package should be sent by mail or a logistics services company (e.g., FedEx, UPS) to:

Executive Leadership Program
Center for Leadership and Management
Graduate School
600 Maryland Avenue, SW, Suite 330
Washington, DC 20024-2520
Phone: (202) 314-3580

The nomination package must be received by the nomination deadline and must include:

- A completed Executive Leadership Program Application that includes information about the applicant, the applicant's immediate supervisor, and the program coordinator at the applicant's organization; the program coordinator is the person who will maintain records of the applicant's developmental activities and serve as a liaison with the Graduate School on program matters;
- The application must also include a statement from the applicant indicating the applicant's purpose for applying and how participation in the Executive Leadership Program will support the applicant's career goals;
- The applicant's current resume, signed and dated by the applicant ;
- Payment method information; we must receive payment or payment information with the application to process the registration; we accept:
 - Credit cards (American Express, Diners Club, MasterCard and VISA)
 - Government purchase cards
 - Organization purchase order; a completed and signed government training authorization form (e.g., SF182) can be submitted in lieu of a purchase order
 - Electronic fund transfers (EFT)
 - Cash, Money Orders, Checks or Cashiers Checks.

Individuals should be nominated based on both their leadership/management potential and their motivation to fully participate in and complete all program requirements. To complete the Executive Leadership Program, participants will be absent from their position of record for a minimum of three months. Participants must finish all program components. No exceptions will be made. Additional work time will be needed to complete some activities and to meet other requirements that must be accomplished. Please carefully consider these time requirements before submitting a nomination package.

The nomination deadline and other program dates are listed below. Program applicants are advised that their organization may have different deadline dates and requirements. It is important to check with the organization's program coordinator for information regarding deadline dates and requirements. The Graduate School is an equal opportunity provider and employer. We make every practical effort to ensure that our programs are accessible to physically challenged participants and participants with special needs.

If you have questions or need additional information, please contact our Customer Support Center or our Center for Leadership and Management.

Contact Information

Executive Leadership Program
Center for Leadership and Management
Graduate School
600 Maryland Ave, SW, Suite 330
Washington, DC 20024-2520

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Withdrawals and Substitutions

Withdrawals and Substitutions are accepted at not 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 \$1,000 processing fee if no substitution is made. There will be no refund for withdrawal after the orientation session begins. Substitutions may be made anytime until the session begins.

Quick Links

- > **Aspiring Leader Program**
- > **Assessment Tools**
- > **Executive Core Qualifications**