

**U.S. DEPARTMENT OF ENERGY
AND
NATIONAL NUCLEAR SECURITY ADMINISTRATION (NNSA)**

Senior Executive Fellows

Administered by Kennedy School of Government at Harvard University

Objective:	<p>In today's world, senior executives need to be leaders as well as managers. However, being a leader often means acquiring a new skill set. Functional expertise is overshadowed by the need to build coalitions, drive results and performance, and guide organizational change. The Senior Executive Fellows program provides you with practical, effective tools that can help you:</p> <ul style="list-style-type: none"> • Identify and analyze the challenges and opportunities facing your organization, and master them politically, as well as technically • Develop strategic plans of action using communication, negotiation, and coalition-building skills • Manage the tensions between long-term policy goals and short-term political pressures • Create an organizational environment that is responsive to change, but also true to its purpose and tradition
Eligibility:	<p>The program focuses on skills associated with the Office of Personnel Management (OPM) executive core qualifications (ECQs) and is designed for federal government employees at the GS-14/GS-15 levels or equivalent Pay Band levels.</p> <p>NNSA employees are eligible to participate in only one career developmental program at a time; have career/career-conditional status; and are serving in permanent, full-time, competitive appointments.</p>
Program Overview:	<p>This program is designed to help senior executives develop integrated skills of strategy and leadership. It provides participants with effective tools needed to adopt a strategic leadership role that will enable them to look at issues from new perspectives and generate a wider range of possible solutions.</p>
Components:	<p>Through the case method, participants receive valuable training and practice in making decisions about real situations. Issues explored include cooperative versus competitive interactions with governmental agencies, political appointees, the media, as well as private sector organizations and individuals. You will also have the opportunity to improve your leadership skills through problem solving, simulations, role-playing, group exercises, and team building experiences.</p>
COST:	<p>DOE: Please contact Johnny McChriston at 505-245-2134, or email him at Johnny.mcchriston@hq.doe.gov directly to discuss costs associated with this fellow program.</p> <p>NNSA Applicants: NNSA will corporately fund three slots (to include tuition, travel, and per diem-related expenses). The first selectee will have the choice of attending any of the four sessions being offered as indicated below. The next two selectees will be attending Session #0006, October 19 – November 13, 2009. If an EM, OST, or NA-30 employee is selected, their respective organization will be responsible for their tuition, travel, and per diem-related expenses.</p>
Program Cycle:	<p>The following sessions are currently accepting applications: October 19, 2009-November 13, 2009; February 16, 2010-March 12, 2010; April 19, 2010-May 14, 2010; and October 18, 2010-November 12, 2010. Please be aware that the sessions fill up quickly.</p>

<p>Nomination Procedure:</p> <p>(Please note procedures are different for NNSA employees)</p>	<p>DOE Employees: Step 1: Each package must be coordinated through his or her training liaison/coordinator as well as your supervisor. Step 2: When coordinated and approved by your organization, complete a nomination package; it must include an application form (attached) Nomination form, application, a resume or curriculum vitae and typed responses to the essay questions. Step 3: For those organizations currently using the Corporate Human Resource Information System (CHRIS) training workflow, please use workflow to submit your request for training enrollment in Course #001564, Session #0006 for October 19-November 13, 2009; Session #0007 for February 16-March 12, 2010; Session #0008 for April 19-May 14, 2010; and Session #0009 for October 18-November 12, 2010. For those organizations not currently using the training workflow process, please follow your existing interoffice registration process. Step 4: Submit nomination materials via email to Johnny.mcchriston@hq.doe.gov or call him at (505) 245-2134, as well as contact Jessica.Dishta@hq.doe.gov, or call her at 505-245-2116.</p> <p>NNSA Applicants: Nomination package is available at http://scweb.na.gov/training/SeniorExecutivesFellowsProgram.shtm web page and includes all forms and instructions required to be considered for this career development opportunity.</p>
<p>Points of Contact:</p>	<p>DOE: Johnny McChriston, Human Resources Team Lead, Office of Learning and Workforce Development at (505) 245- 2134 or Johnny.mcchriston@hq.doe.gov. Jessica.Dishta@hq.doe.gov, or 505-245-2116.</p> <p>NNSA: Molly Saenz, Career Development Specialist, NNSA Service Center, OHCMS, Learning and Career Development, (505) 845-4306 or via email, msaenz@doeal.gov.</p>
<p>Nomination Due Date:</p>	<p>DOE Applicants: Continuous through February 5, 2010 NNSA Applicants: July 30, 2009 for all four sessions</p>
<p>Cancellation Policy:</p>	<p>If a selected candidate has to cancel, please contact your Program Coordinator immediately so that we can work with your organization to help find a substitute. If a substitute cannot be found and the cancellation is submitted less than two weeks prior to the start of the program, tuition must be paid in full.</p> <p>NNSA Applicants: Before applying, the applicant and their management should consider the time commitment of the program. Selected candidate will be required to complete all aspects of the program. If candidate is unable to complete the program, they must notify the NNSA point of contact immediately prior to withdrawing. If candidate is unable to attend the program, candidate must notify the NNSA point of contact immediately. In either case, notification should be in writing, should include a detailed explanation, and should go through their chain of command.</p>
<p>Additional Information:</p>	<p>More detailed information on the program is available on the Harvard University's John F. Kennedy School of Government website: http://ksgexecprogram.harvard.edu/program/sef/Overview.aspx</p>